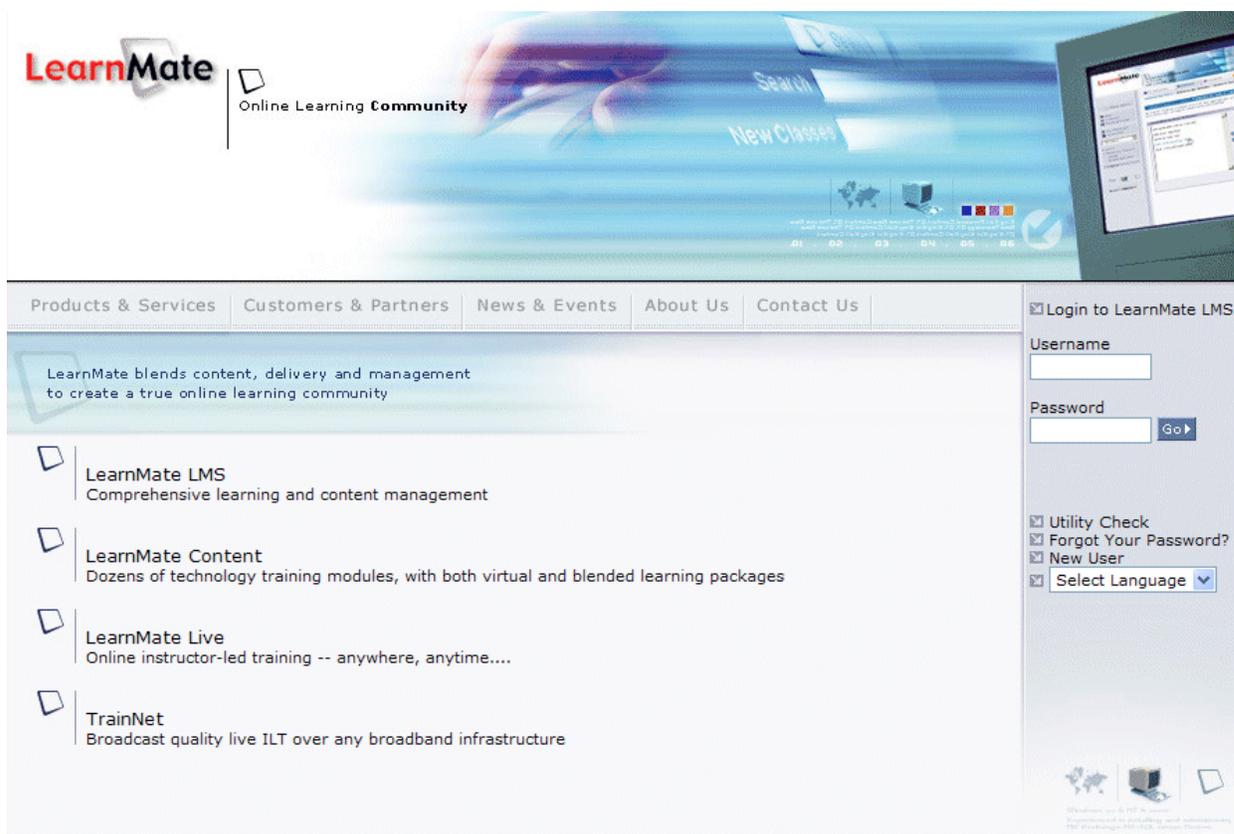


# LearnMate LMS V3.2

## User Manual



Catalog #100300

October 2006

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LearnMate



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October 2006

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LearnMate

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Referencing Multiple Media Items on One Page.....	<b>Error! Bookmark not defined.</b>
Tips and Tricks .....	<b>Error! Bookmark not defined.</b>
Linking to Glossary Terms .....	<b>Error! Bookmark not defined.</b>
Tips and Tricks.....	<b>Error! Bookmark not defined.</b>
Linking to Sections .....	<b>Error! Bookmark not defined.</b>
Linking to Other Modules .....	<b>Error! Bookmark not defined.</b>
Linking to External Applications .....	<b>Error! Bookmark not defined.</b>
Linking to Websites .....	<b>Error! Bookmark not defined.</b>
Adding Tests and Questions .....	<b>Error! Bookmark not defined.</b>
Searching for a Question .....	<b>Error! Bookmark not defined.</b>
Adding a Question to a Content Object.....	<b>Error! Bookmark not defined.</b>
Searching for a Test.....	<b>Error! Bookmark not defined.</b>
Adding a Test to a Content Object.....	<b>Error! Bookmark not defined.</b>
Adding Automatically Converted Measurements .....	<b>Error! Bookmark not defined.</b>
Entering Measurements .....	<b>Error! Bookmark not defined.</b>
Adding Audio Narration Files .....	<b>Error! Bookmark not defined.</b>
Recording Speech Files .....	<b>Error! Bookmark not defined.</b>
Uploading a Speech File .....	<b>Error! Bookmark not defined.</b>
Content Editing Icons Quick Reference .....	<b>Error! Bookmark not defined.</b>
Review .....	<b>Error! Bookmark not defined.</b>
Ask Yourself... ..	<b>Error! Bookmark not defined.</b>

**12. Test Authoring** **Error! Bookmark not defined.**

Review of Previous Chapter.....	<b>Error! Bookmark not defined.</b>
Introduction .....	<b>Error! Bookmark not defined.</b>
Objectives .....	<b>Error! Bookmark not defined.</b>
Questions .....	<b>Error! Bookmark not defined.</b>
Question Types .....	<b>Error! Bookmark not defined.</b>
Generic and Non-Generic Questions .....	<b>Error! Bookmark not defined.</b>
Creating Questions .....	<b>Error! Bookmark not defined.</b>
Editing a Question.....	<b>Error! Bookmark not defined.</b>
Associating Questions with Competencies .....	<b>Error! Bookmark not defined.</b>
Inserting Questions into a Module.....	<b>Error! Bookmark not defined.</b>
Deleting Questions.....	<b>Error! Bookmark not defined.</b>
Tests .....	<b>Error! Bookmark not defined.</b>

Creating a Test.....	<b>Error! Bookmark not defined.</b>
Adding Questions to a Test.....	<b>Error! Bookmark not defined.</b>
Inserting Tests into a Module .....	<b>Error! Bookmark not defined.</b>
Adding Tests to a Class .....	<b>Error! Bookmark not defined.</b>
Deleting a Test.....	<b>Error! Bookmark not defined.</b>
Pre-Tests.....	<b>Error! Bookmark not defined.</b>
Comparing the Pre-Test and Post-Test Results .....	<b>Error! Bookmark not defined.</b>
Review .....	<b>Error! Bookmark not defined.</b>
Ask Yourself... ..	<b>Error! Bookmark not defined.</b>

**13. Troubleshooting**

**Error! Bookmark not defined.**

Introduction .....	<b>Error! Bookmark not defined.</b>
Class Management .....	<b>Error! Bookmark not defined.</b>
Content Editing.....	<b>Error! Bookmark not defined.</b>
Content Management and System Administration.....	<b>Error! Bookmark not defined.</b>
My Folder .....	<b>Error! Bookmark not defined.</b>
Other .....	<b>Error! Bookmark not defined.</b>





## 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.

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## 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.

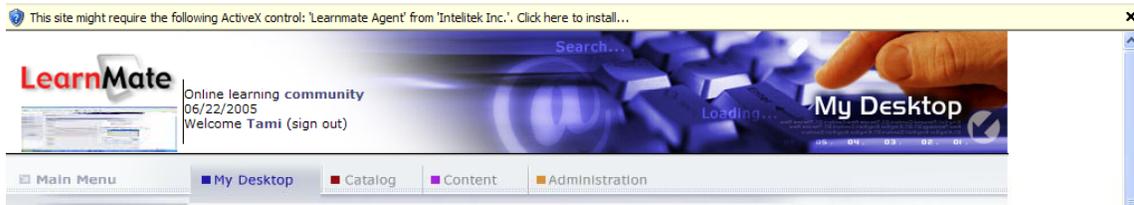
You are prompted to install the LM Agent on your computer the first time that you launch a module requiring the application's use.

To install the LM Agent:

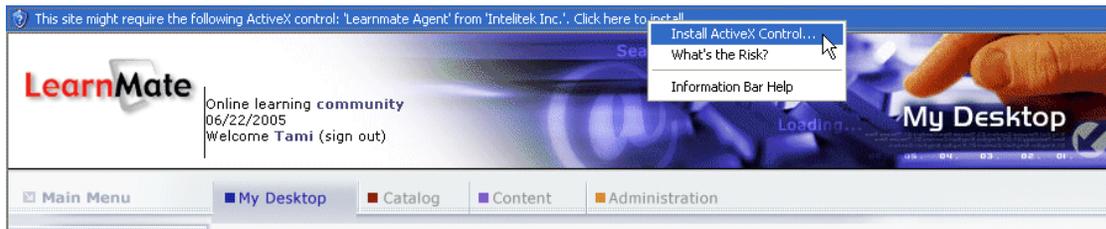
1. Launch a LM Content Module that requires external software. If the LM Agent is not already installed on your PC, you will receive the following message:

The screenshot shows a web browser window displaying a class page titled "My Classes > Virtual QA Class". The page includes navigation tabs for "Modules & Students", "Chats & Forums", "Tests", "Assignments", and "Resources". Below these tabs, the instructor is listed as "Tami Bonnett-Admi", and the "Average Class Grade" is 0.00. A dialog box is overlaid on the page, containing the following text: "LearnMate has detected that a software component needed for this course is not installed on this computer. Click Confirm to proceed with download and installation of this software or Cancel to proceed without installation." The dialog box has "Confirm" and "Cancel" buttons. In the background, a table with a "Grade" column and a "top" link are visible.

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

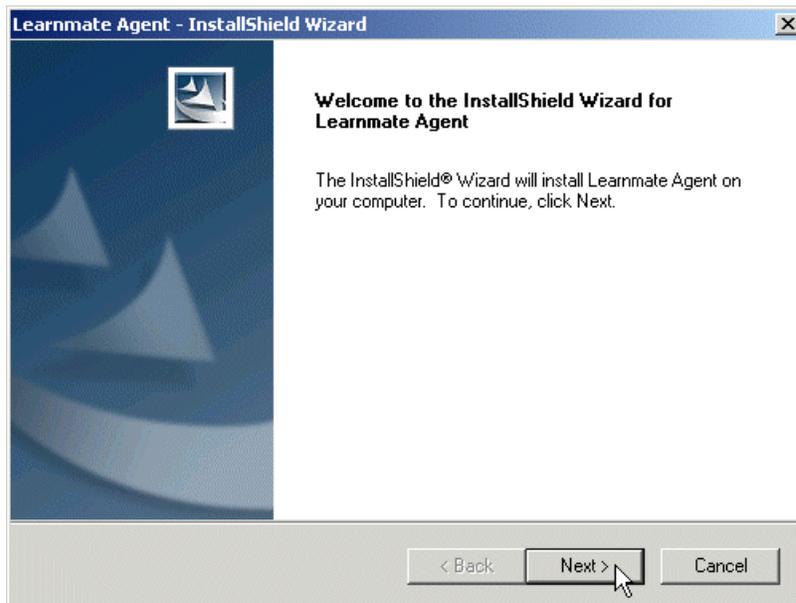


- Click on the message to begin the install and select **Install ActiveX Control** from the pop-up menu that opens.



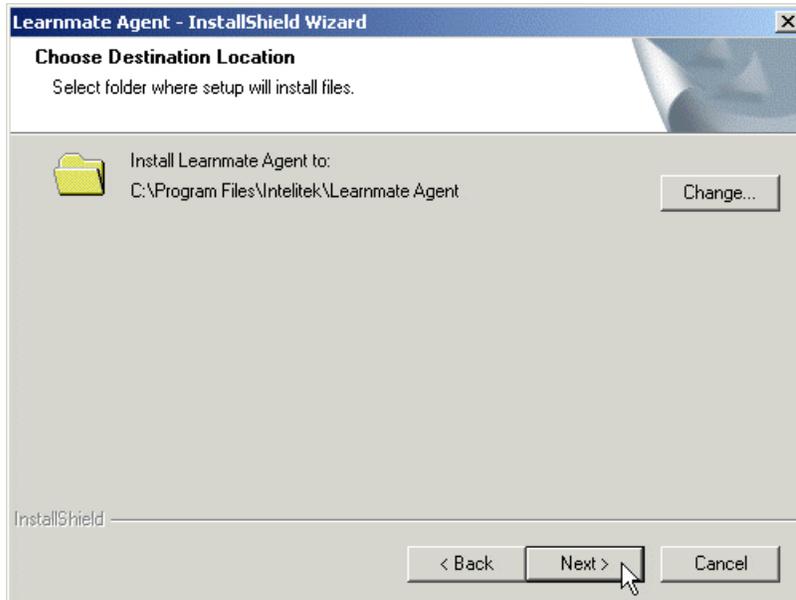
The LearnMate Agent – InstallShield Wizard opens, at the **Welcome** page.

- Click **Next**.



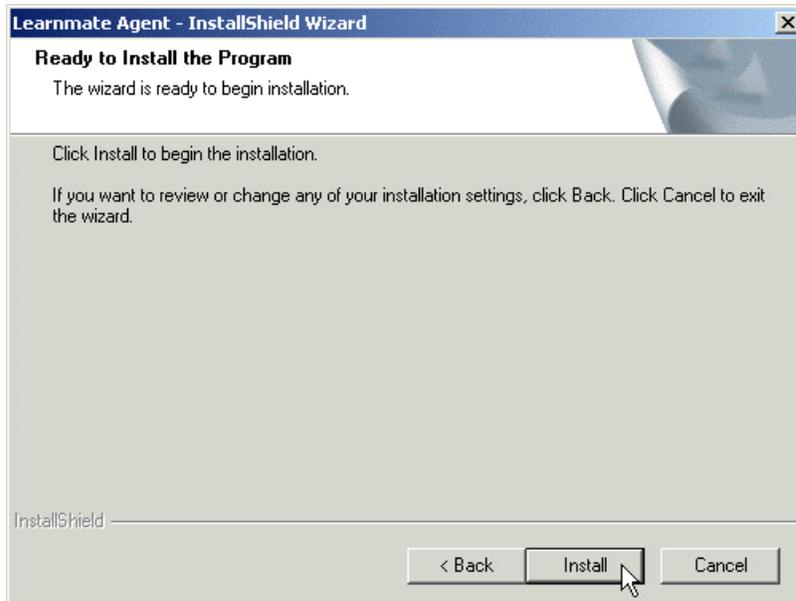
The **Choose Destination Location** page is displayed.

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



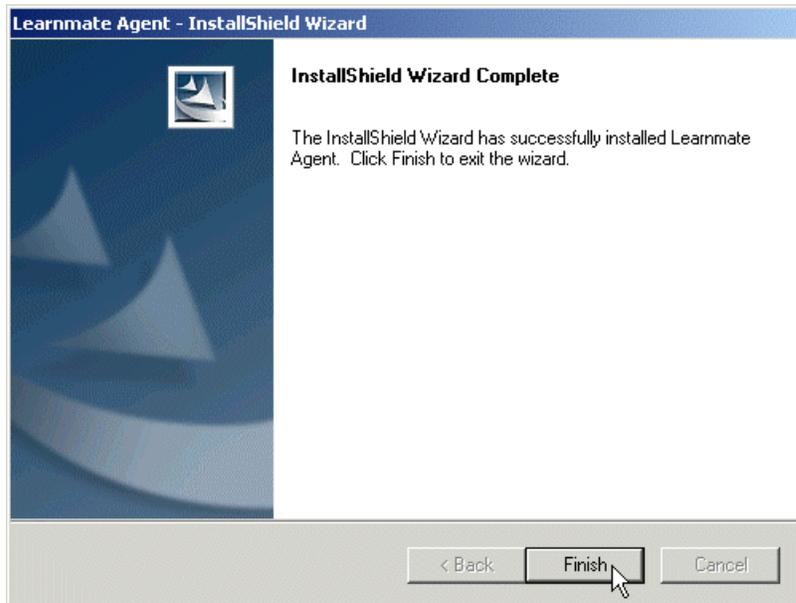
The **Ready to Install the Program** page is displayed.

- Click **Install**.



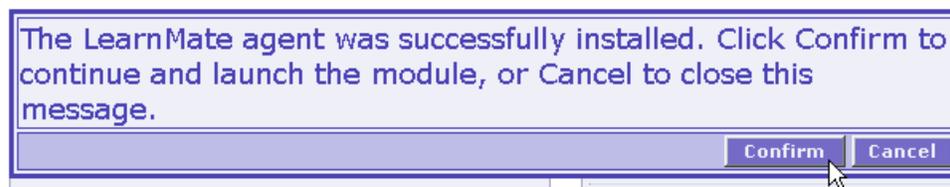
The LearnMate Agent is installed. After installation, the **InstallShield Wizard Complete** page is displayed.

- Click **Finish**.



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

- 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

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## 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.

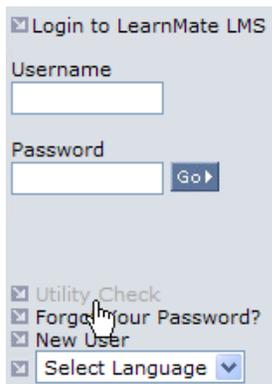
### Utility Check Page

**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.

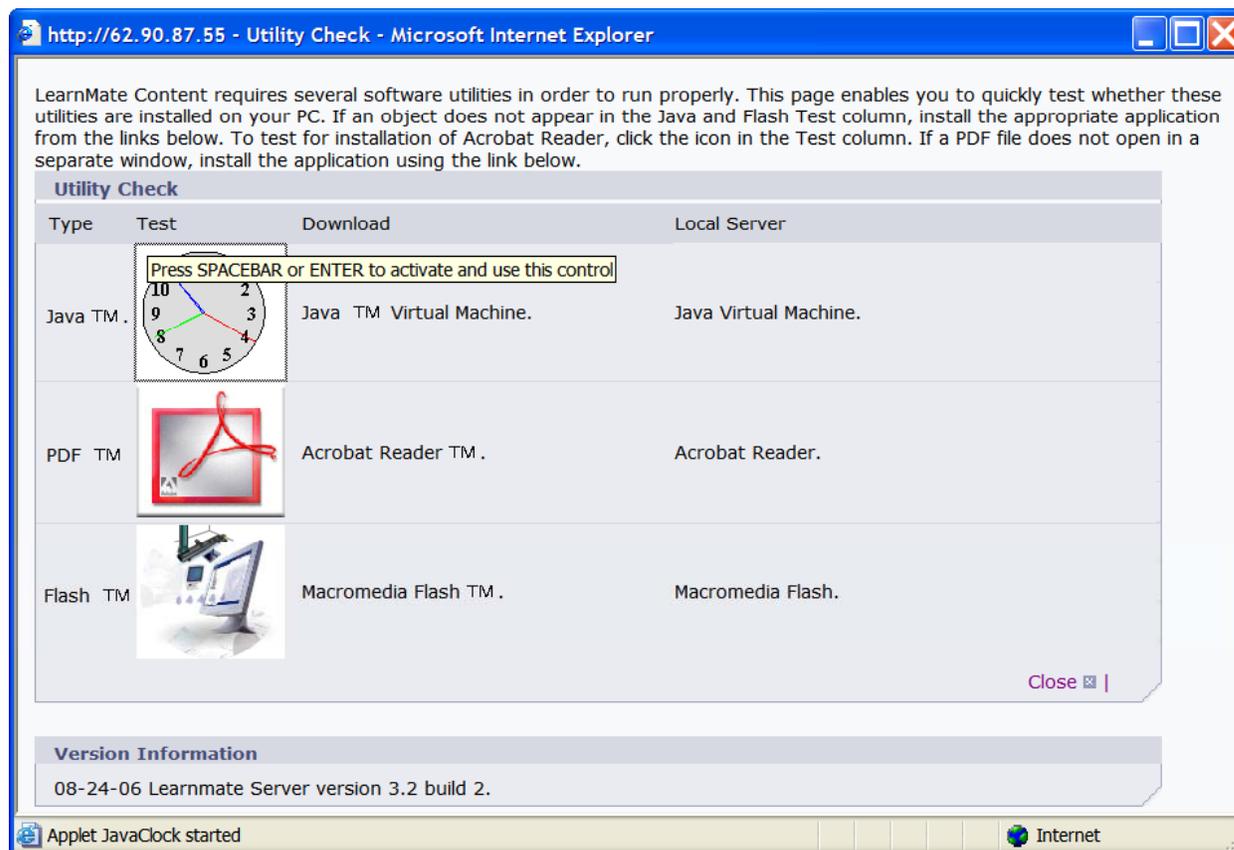
### Accessing the Utility Check from the Login Page

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 screenshot shows a web interface for logging into the LearnMate LMS. It features a 'Login to LearnMate LMS' section with 'Username' and 'Password' input fields, and a 'Go' button. Below this, there is a 'Utility Check' link, along with 'Forgot your Password?' and 'New User' links, and a 'Select Language' dropdown menu.

The **Utility Check** page is displayed.



### **Testing for the Required Applications**

#### **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:

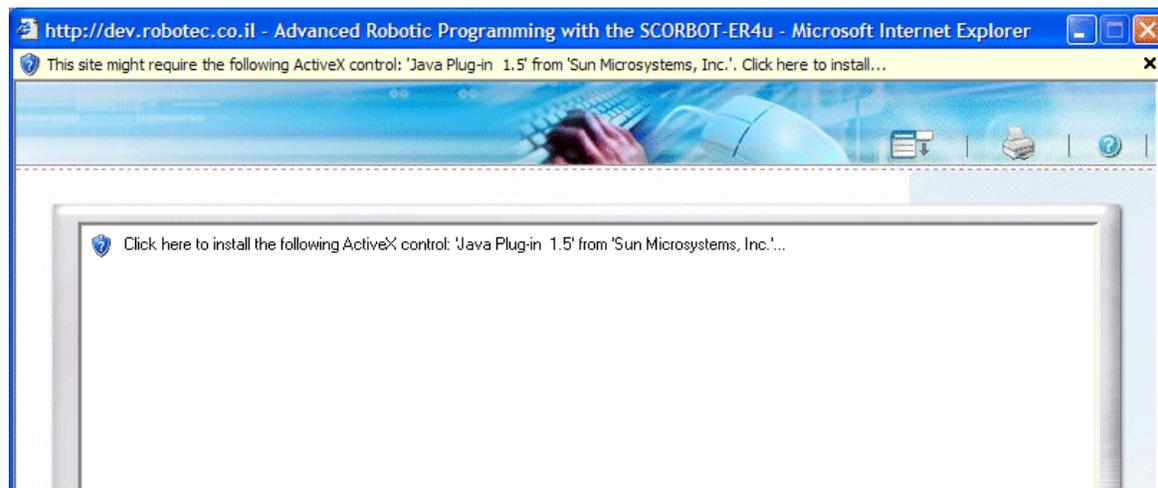
1. Look at the *Version Information* panel of the **Utility Check** window (at bottom).



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 displayed.

**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.

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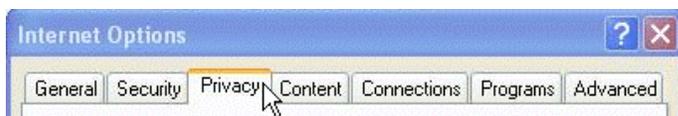
## Pop-up Blocking

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.)

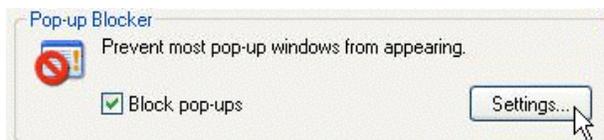
Instructions for disabling Internet Explorer's built-in pop-up blocker and for disabling the pop-up blocker supplied with the Google toolbar are presented below.

### 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.)



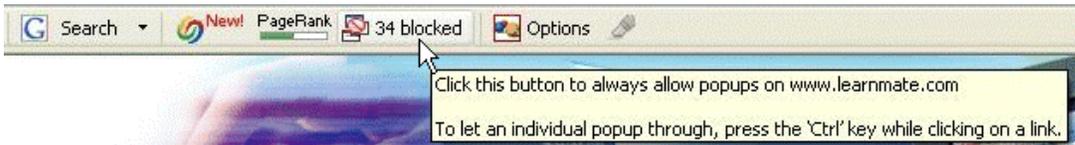
`www.learnmate.com` is added to the *Allowed Sites* list.



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](http://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.

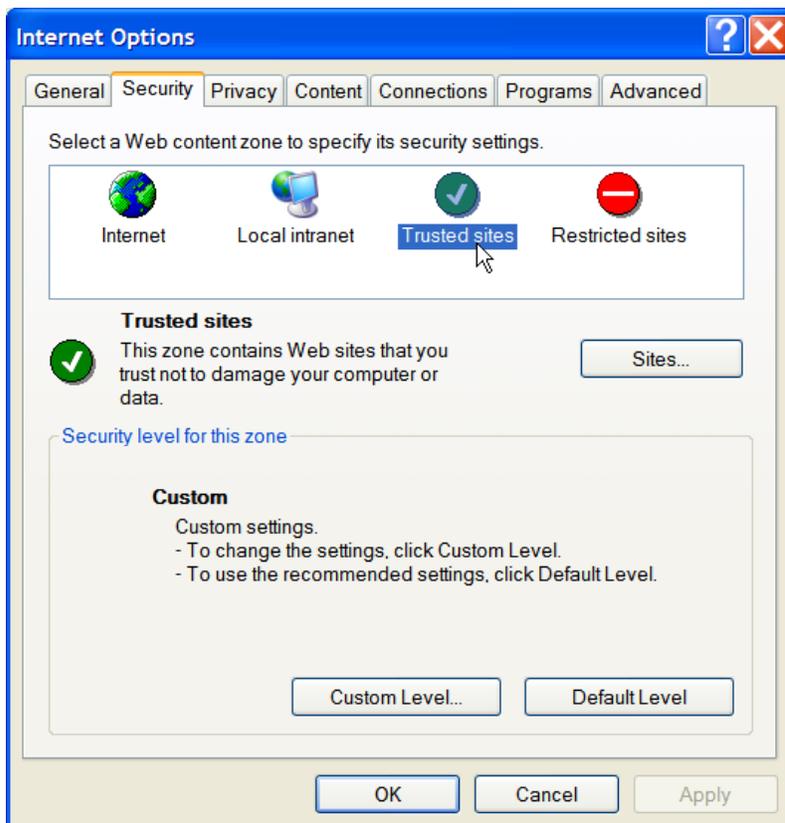


To remove this message, but at the same time not compromise the security of your PC, you need to add the LearnMate server as a trusted site. This process must be performed on every PC in which the message appears.

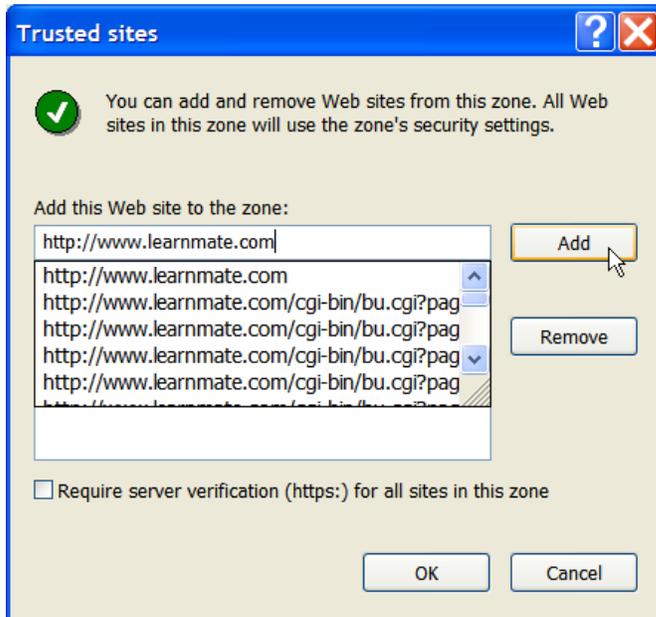
1. Login as an administrator to the PC receiving the message.
2. Open Internet Explorer.
3. In Internet Explorer, select **Tools > Internet Options**.
4. Click on the **Security** tab.



5. Click the **Trusted Sites** icon (the 3<sup>rd</sup> icon over in the window at the top of this page).



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



- Uncheck the *Require server verification (https:) for all sites in this zone* checkbox.
- 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>).
- Click .

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:

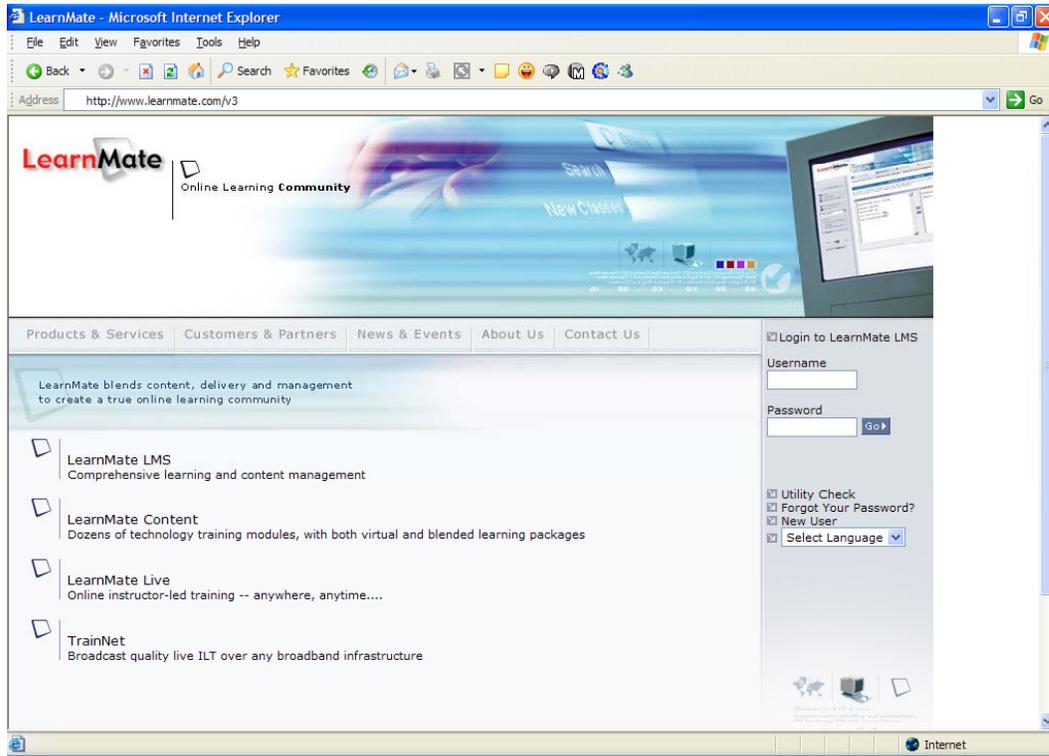
1. Direct your web-browser to <http://www.learnmate.com>,

OR

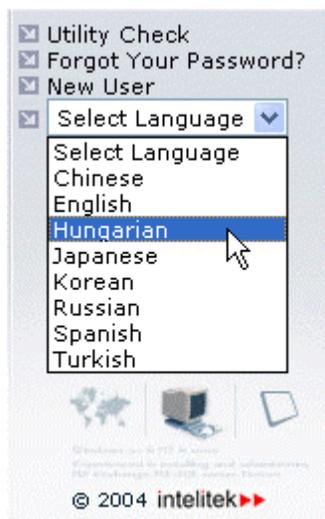


- If your organization has LearnMate installed on its own server, direct your web-browser to the IP address supplied by your Organization Administrator.

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.

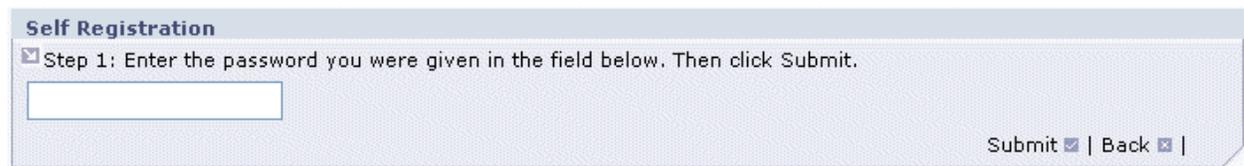
To self-register:

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](#).

A screenshot of the 'Self Registration' page. It features a title bar 'Self Registration' and a message: 'Step 1: Enter the password you were given in the field below. Then click Submit.' Below the message is an empty text input field. At the bottom right of the form area are two buttons: 'Submit' and 'Back'.

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

☑ Step 2: Enter your personal details, then click Save. You will then be redirected to the login page, from which you can log into the LearnMate system.

■ Personal Details| ■ Account Information| ■ Other Information|

Save ☑ | Back ☑ |

#### Personal Details

* First Name	John
Middle Name	
* Last Name	Smith
E-mail	jjsmitty@yahoo.com
ID	

top ☑

#### Account Information

* Username	newuser
* Password	●●●●●●
* Verify Password	●●●●●●

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 . 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.

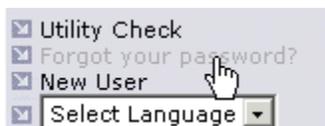
## Logging in to the System

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

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## 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

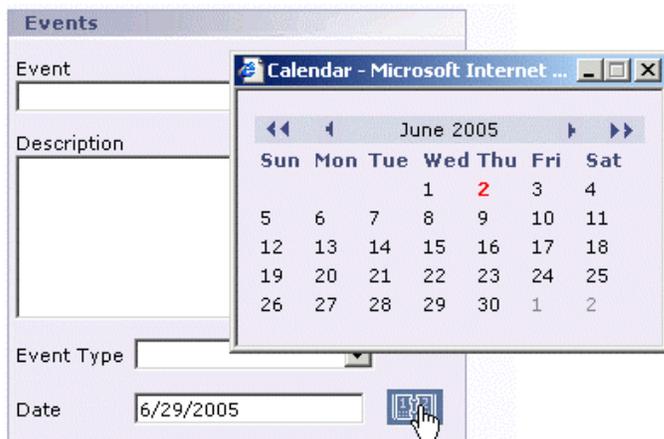
Event is the term used to refer to items listed in a user's **My Calendar**.

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.

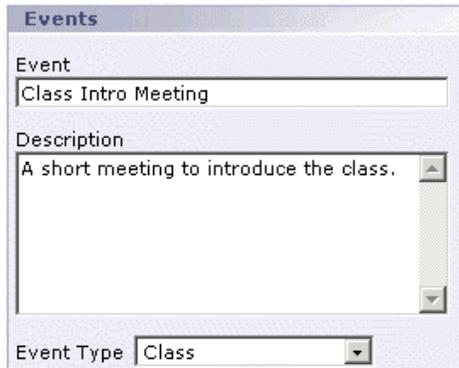
OR

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



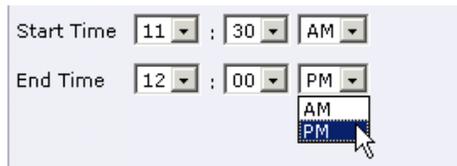
**Important Note:** Dates and times are set according to the location of the LearnMate server. Therefore, if the LearnMate server resides in a different time zone from the end user, the dates and times should be set for the event accordingly.

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.



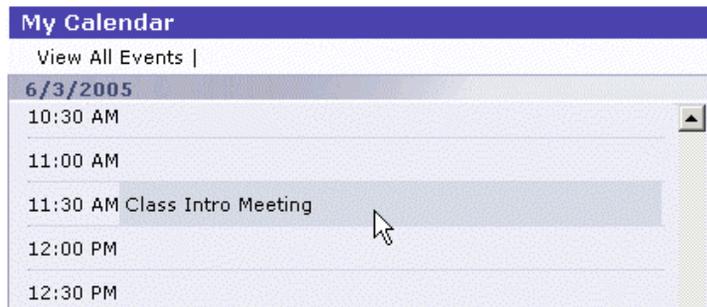
The screenshot shows a web form titled "Events". It contains three main sections: "Event" with a text input field containing "Class Intro Meeting"; "Description" with a text area containing "A short meeting to introduce the class."; and "Event Type" with a dropdown menu currently set to "Class".

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



The screenshot shows the time selection interface. The "Start Time" is set to 11:30 AM. The "End Time" is set to 12:00 PM. A mouse cursor is hovering over the AM/PM dropdown for the end time, which is currently set to PM.

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



The screenshot shows a "My Calendar" view for the date 6/3/2005. It lists times from 10:30 AM to 12:30 PM. The event "11:30 AM Class Intro Meeting" is highlighted, and a mouse cursor is pointing at it.

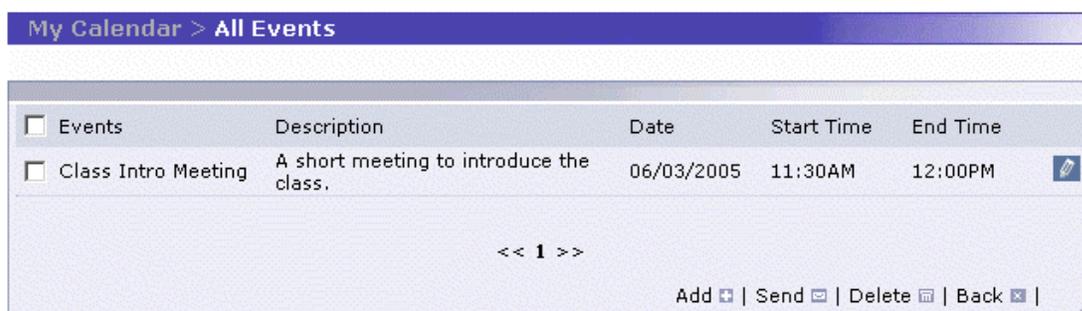
## Viewing All Scheduled Events

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**.



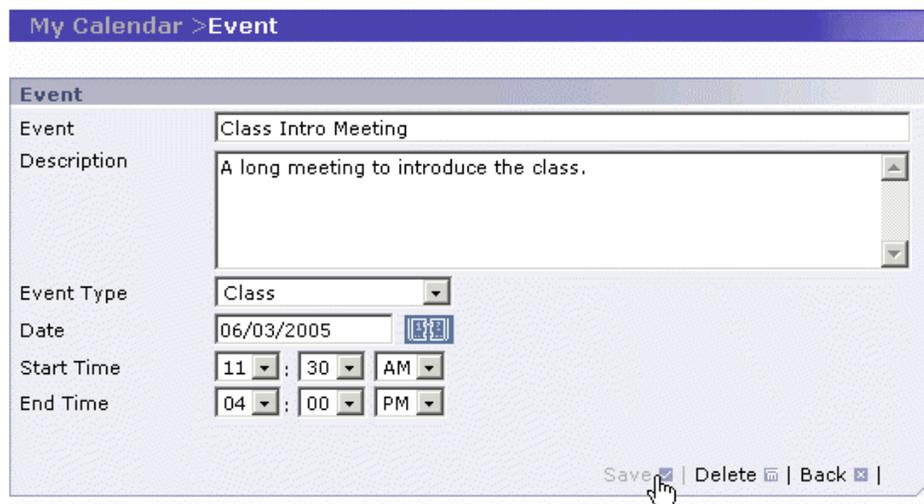
The **All Events** page is displayed, listing all events that have been scheduled with the most recent event listed first.



## Modifying Events

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

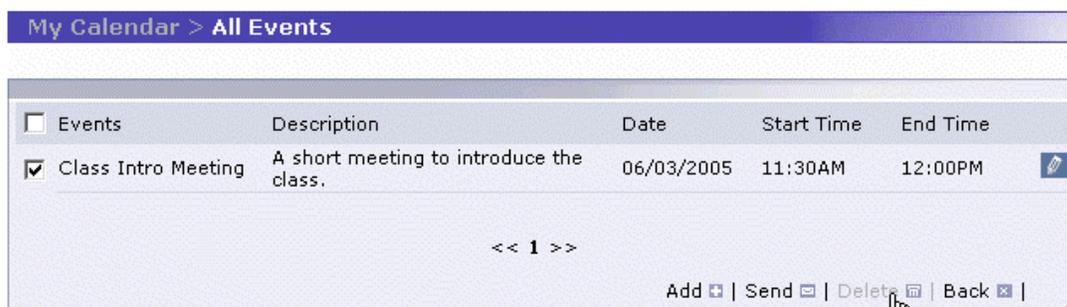
1. Open the **All Events** page as described in **Viewing All Scheduled Events** on page 26.
2. Click the **Edit** icon next to the event that you want to modify. The **Event** page is displayed.
3. Make the necessary changes and click **Save**.



## 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.

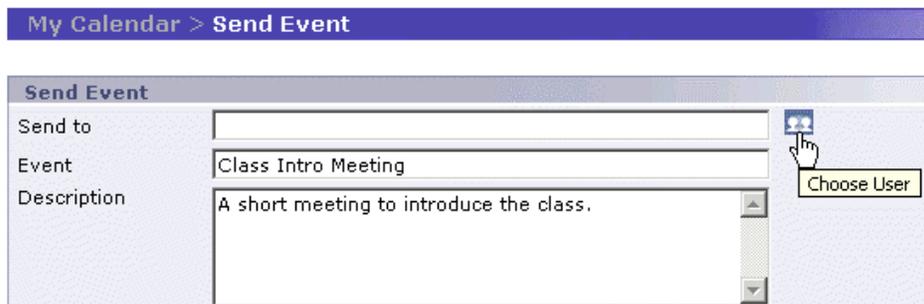
To send an event to other LearnMate users:

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**.



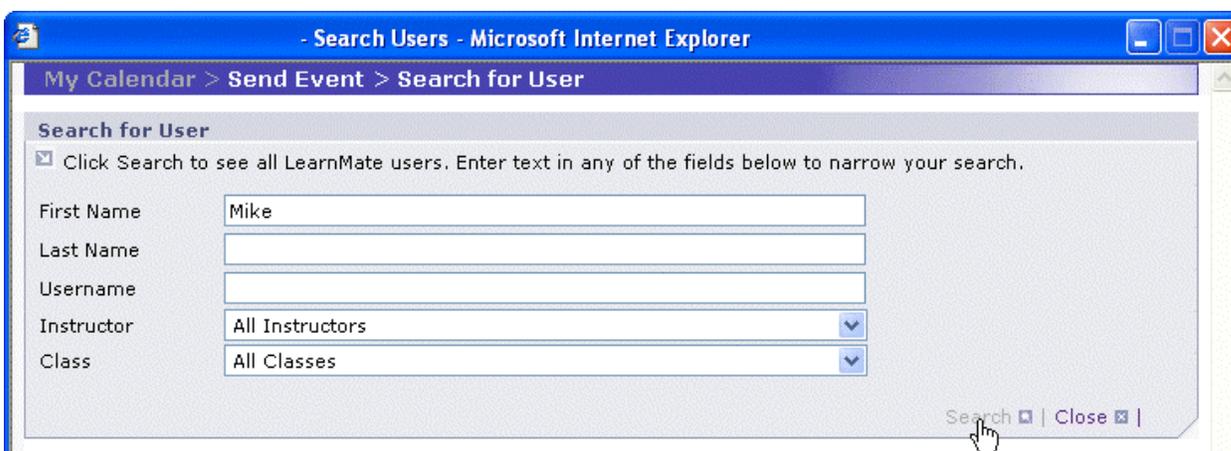
The **Send Event** page for this event – showing the event's details – is displayed.

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



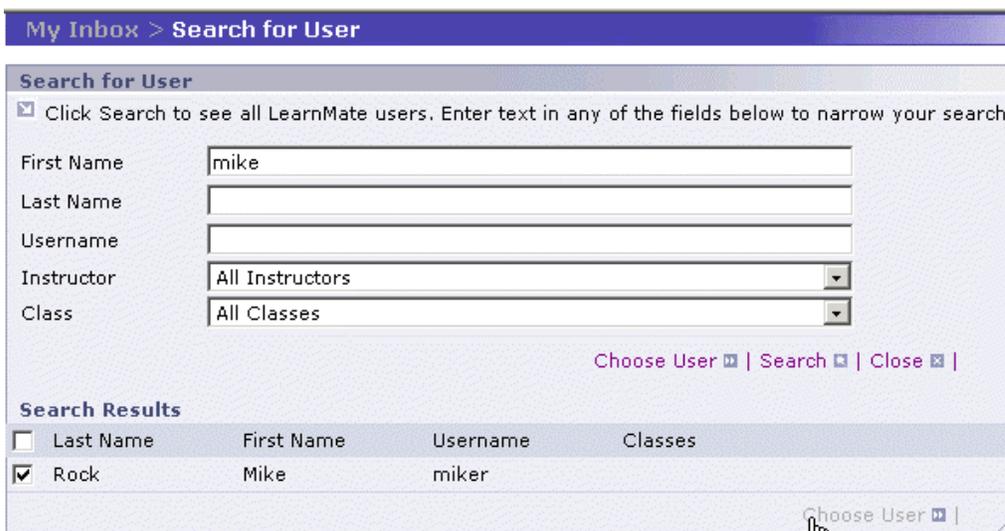
The **Search for User** pop-up dialog box opens.

- Enter search parameters and click **Search**.



Search results are displayed.

- 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**.

**My Calendar > Send Event**

**Send Event**

Send to:

Event:

Description:

Event Type:

Date:

Start Time:  :

End Time:  :

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.

**My Calendar > All Events**

<input type="checkbox"/> Events	Description	Date	Start Time	End Time	
<input type="checkbox"/> Class Intro Meeting <b>Pending Approval (1)</b>	A short meeting to introduce the class.	07/06/2005	12:00PM	02:00PM	

<< 1 >>

Add | Send | Delete | Back

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.

**My Calendar > All Events**

<input type="checkbox"/> Events	Description	Date	Start Time	End Time	
<input type="checkbox"/> Class Intro Meeting <b>Approved(1)</b>	A short meeting to introduce the class	11/07/2006	12:00PM	01:00PM	

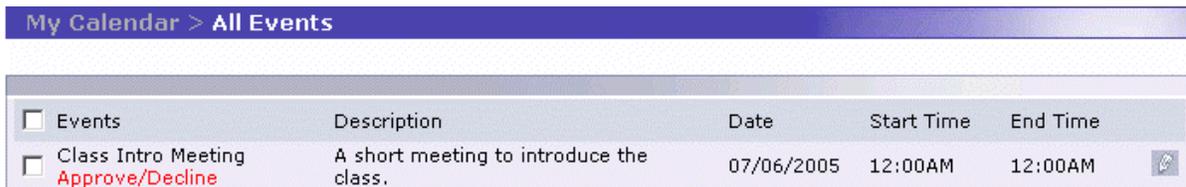
## Approving/Declining an Event

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)**.

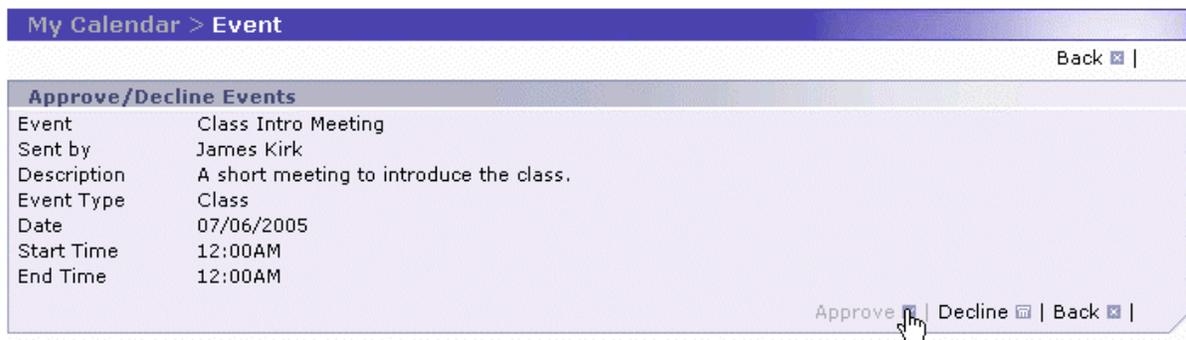


To view the event, and to accept or decline its addition to your calendar:

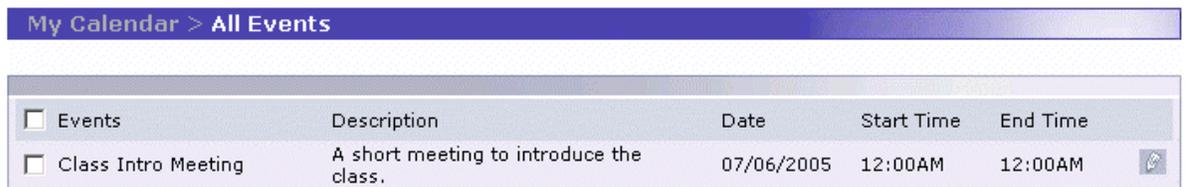
1. Click **View All Events**. The **All Events** page is displayed. **Approve/Decline** is displayed under a pending event.



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

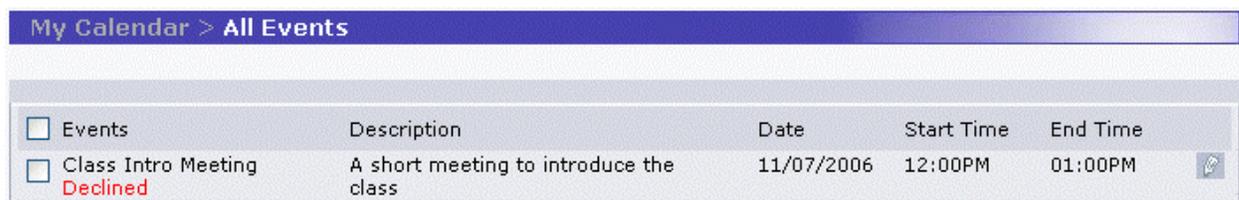


3. To approve the event, click **Approve**. The **All Events** page is redisplayed. The event you approved is listed, without the **Approve/Decline** message.



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 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.

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## My Inbox

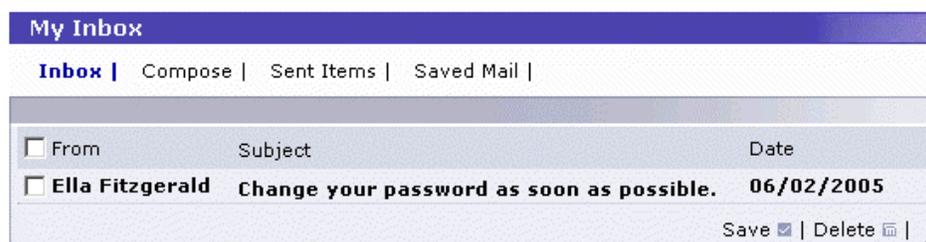
**My Inbox** is LearnMate's internal mail system (IMS) that allows you to send and receive messages to and from other LearnMate users.

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:

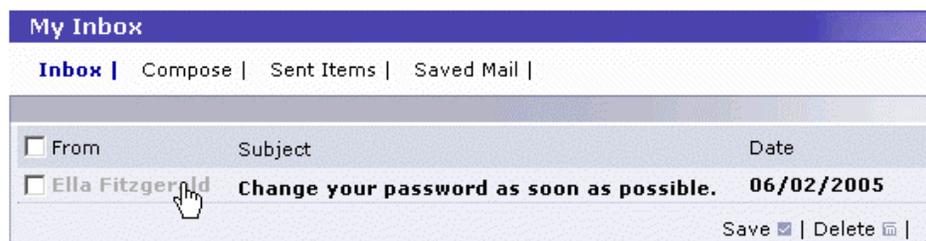
1. Click **My Inbox** in the **Main Menu**. The **My Inbox** page is displayed. Any messages you have are listed. New messages are listed in bold, while previously viewed messages are un-bolded.



### Opening a Message

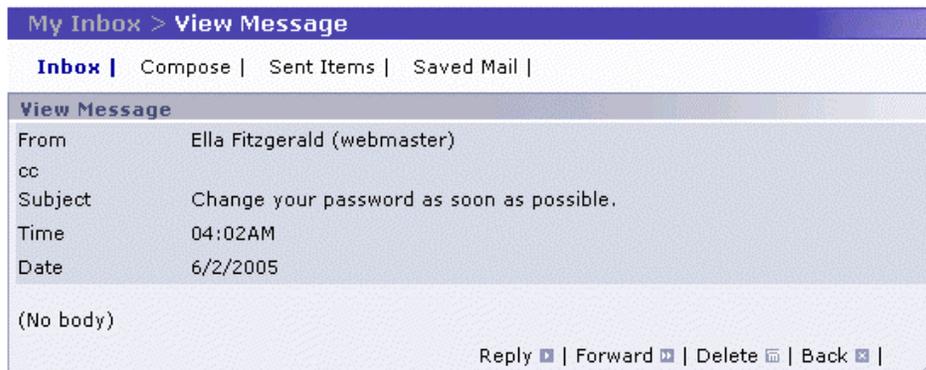
To open a message:

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





The message is displayed.



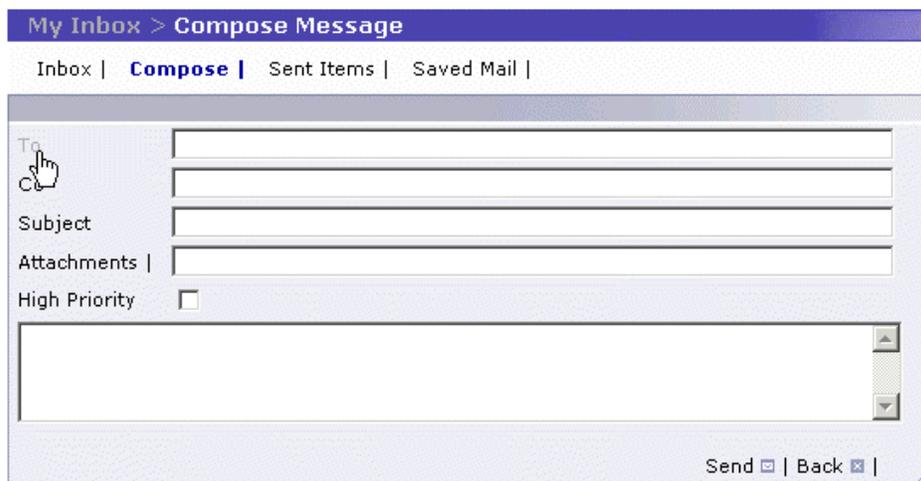
## Composing a New Message

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.

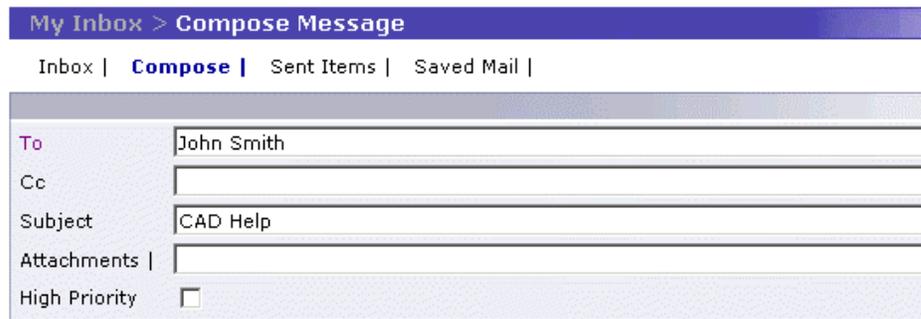
4. Select the user(s) to which you wish to send this message by clicking the checkbox to the left of the user's name.
5. Click **Choose User**.

<input type="checkbox"/>	Last Name	First Name	Username	Classes
<input checked="" type="checkbox"/>	Smith	John	johns	

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.



My Inbox > Compose Message

Inbox | **Compose** | Sent Items | Saved Mail |

To: John Smith

Cc:

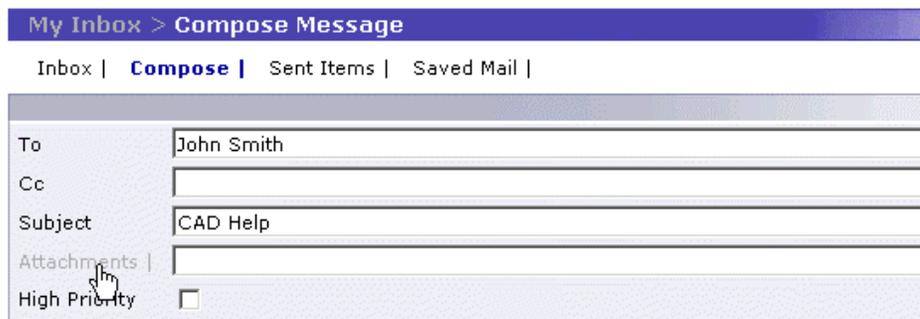
Subject: CAD Help

Attachments |

High Priority

8. To add an attachment to this message:

- Click **Attachments**.



My Inbox > Compose Message

Inbox | **Compose** | Sent Items | Saved Mail |

To: John Smith

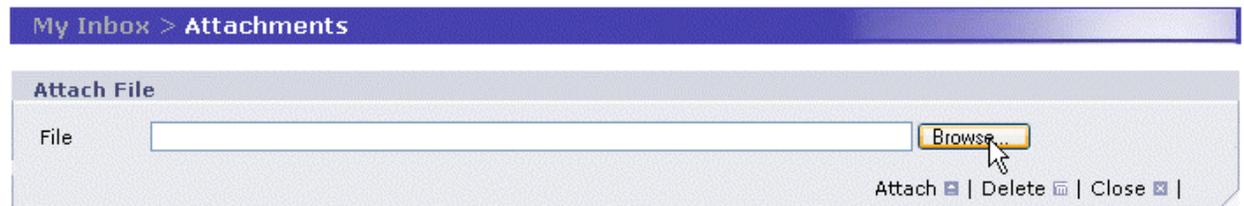
Cc:

Subject: CAD Help

Attachments |

High Priority

The *Attachments* dialog box is displayed.



My Inbox > Attachments

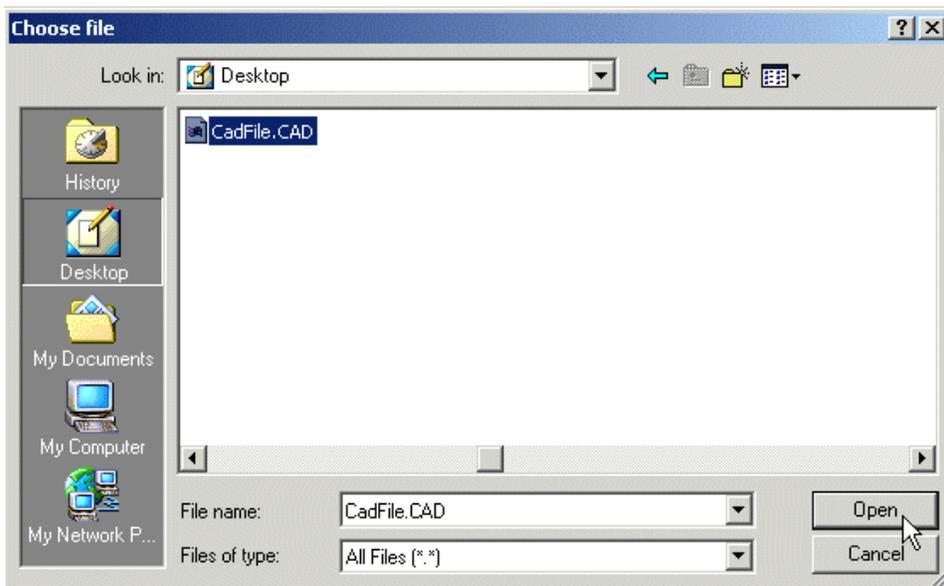
Attach File

File:  **Browse...**

Attach | Delete | Close

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

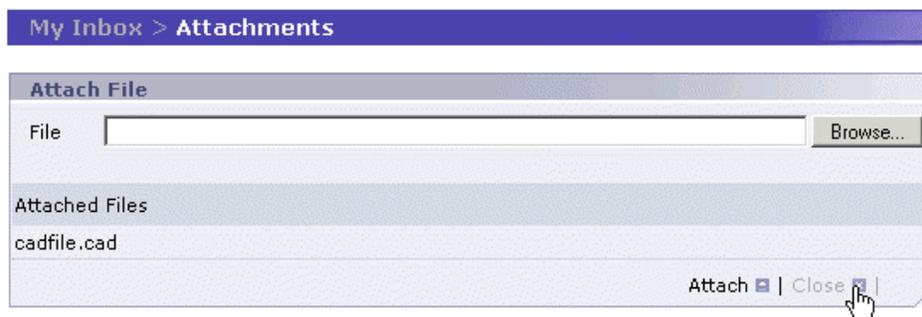
10. Select the file to attach and click **Open**.



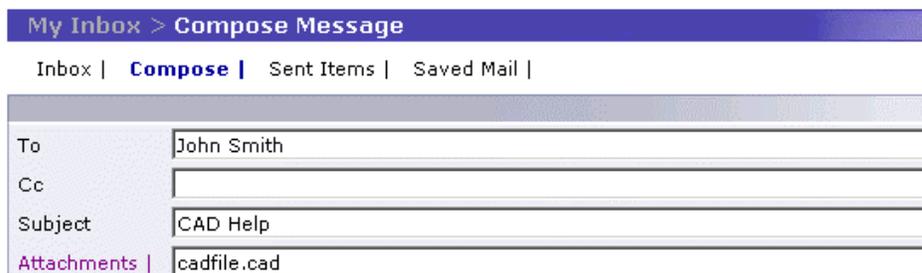
11. Click **Attach**.



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.

My Inbox > Compose Message

Inbox | **Compose** | Sent Items | Saved Mail |

To: John Smith

Cc:

Subject: CAD Help

Attachments: cadfile.cad

High Priority:

Hi John

Please can you correct this file. I would appreciate your help.

Regards  
Mike

Send | Back |

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.

My Inbox > Reply to Message

Inbox | Compose | Sent Items | Saved Mail |

Reply

To: Ella Fitzgerald

Cc:

Attachments |

Subject: RE: Change your password as soon as possible.

Thanks for the reminder.

Send | Back |

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**.

My Inbox > View Message

Inbox | Compose | Sent Items | Saved Mail |

View Message

From: Ella Fitzgerald (webmaster)

cc

Subject: Change your password as soon as possible.

Time: 04:02AM

Date: 6/2/2005

(No body)

Reply | Forward | Delete | Back |

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

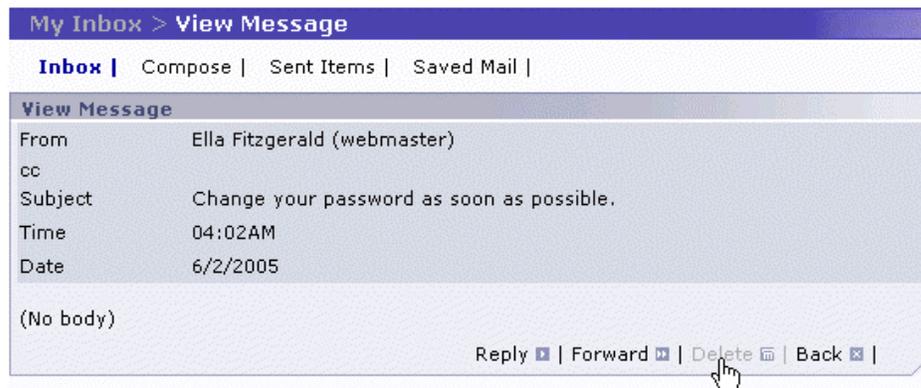
Messages can be deleted in two ways:

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.

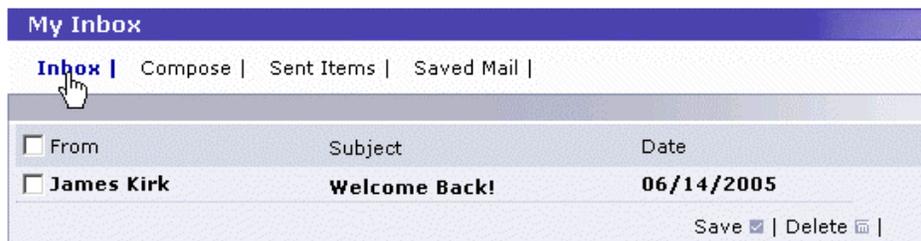
4. Click **Delete**.

## 5. Confirm the deletion of the message.

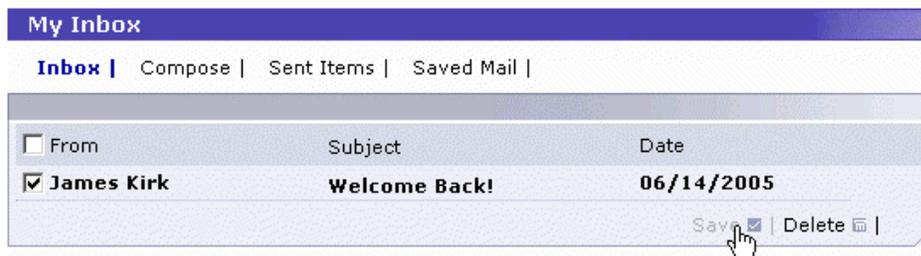
## Saving a Message

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.



- Click **Saved Mail** to view the saved message.

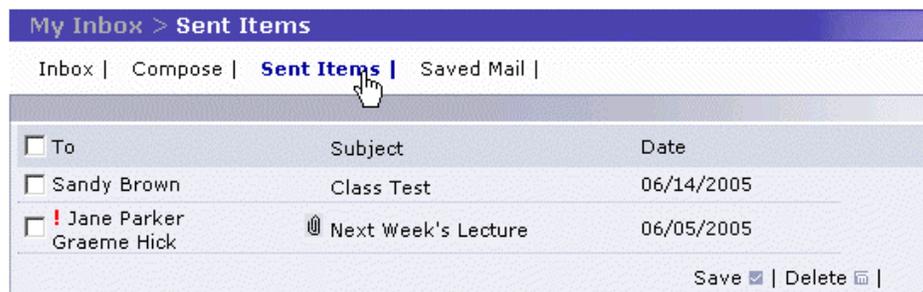


## Viewing Sent Mail

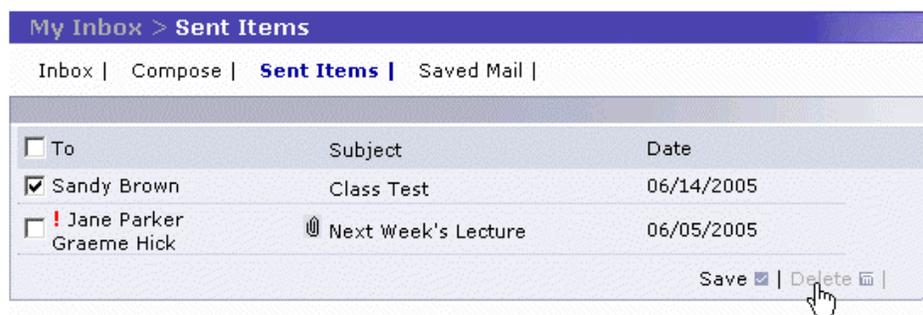
Once you have sent a message, the message is automatically saved in the *Sent Items* folder.

To view sent mail:

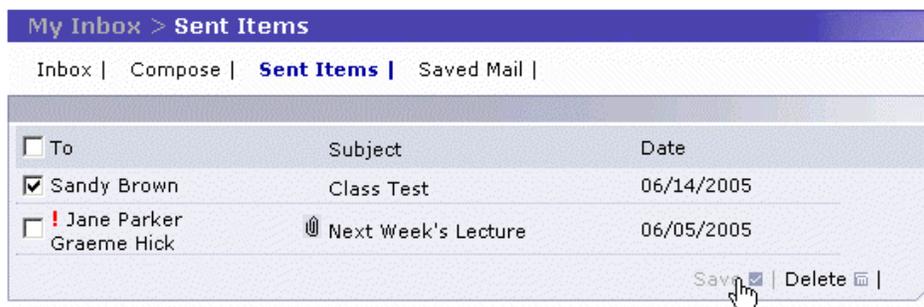
- Click **Sent Items**. The *Sent Items* folder is displayed, listing all messages that you have sent.



- 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.

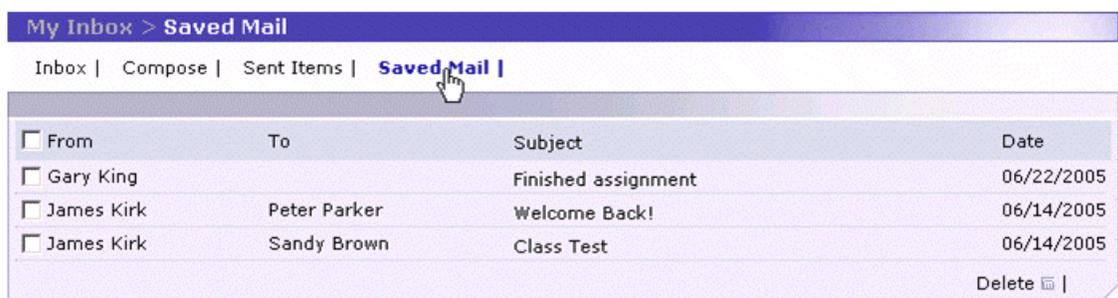


## Viewing Saved Mail

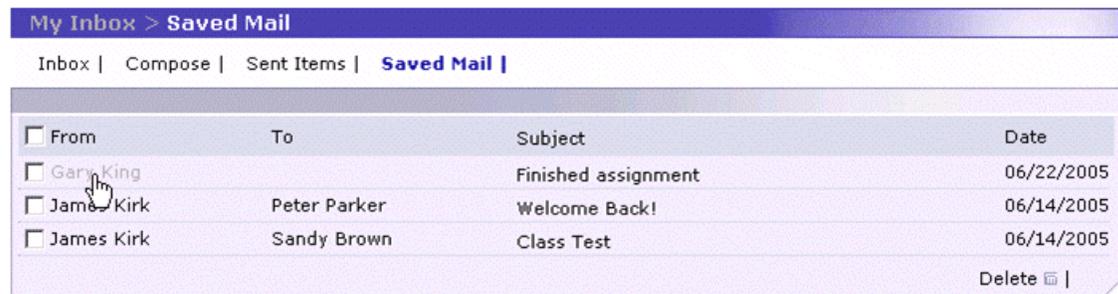
You have learned that messages from the *Inbox* and *Sent Items* folder can be saved to the *Saved Mail* folder.

To view the *Saved Mail* folder:

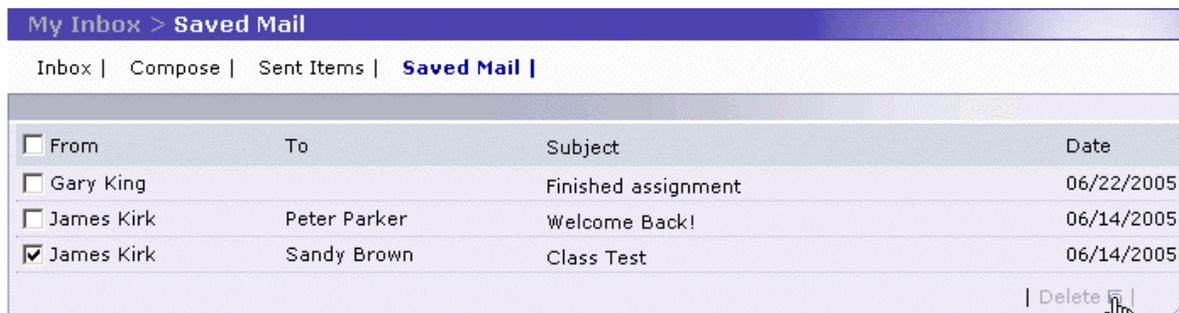
1. Click **Saved Mail**. All saved messages are displayed.



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



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

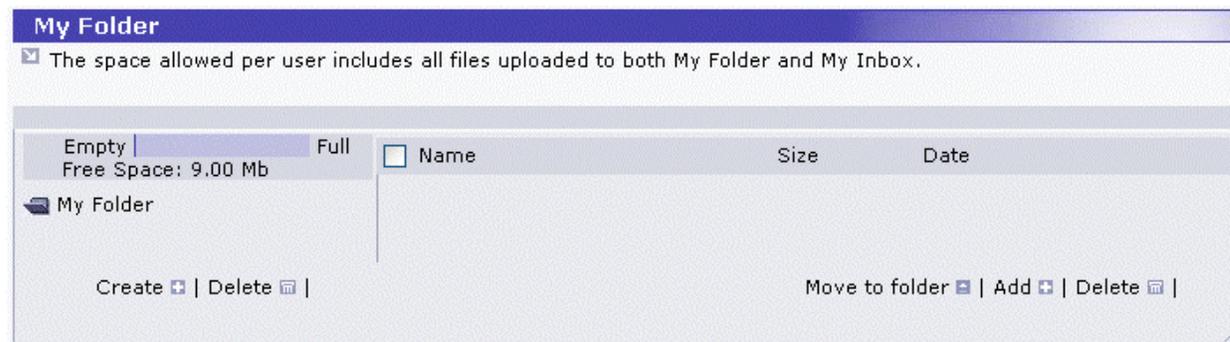


## My Folder

**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.

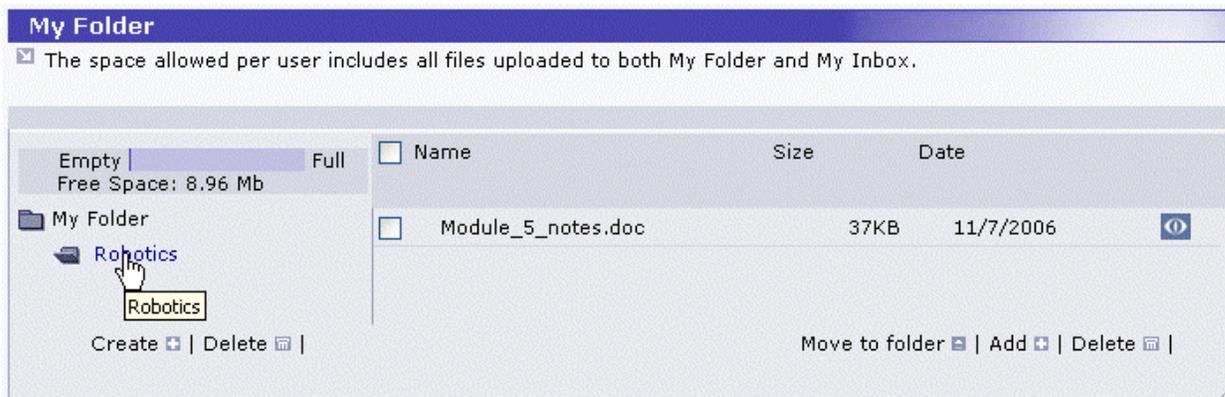
### Opening My Folder

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



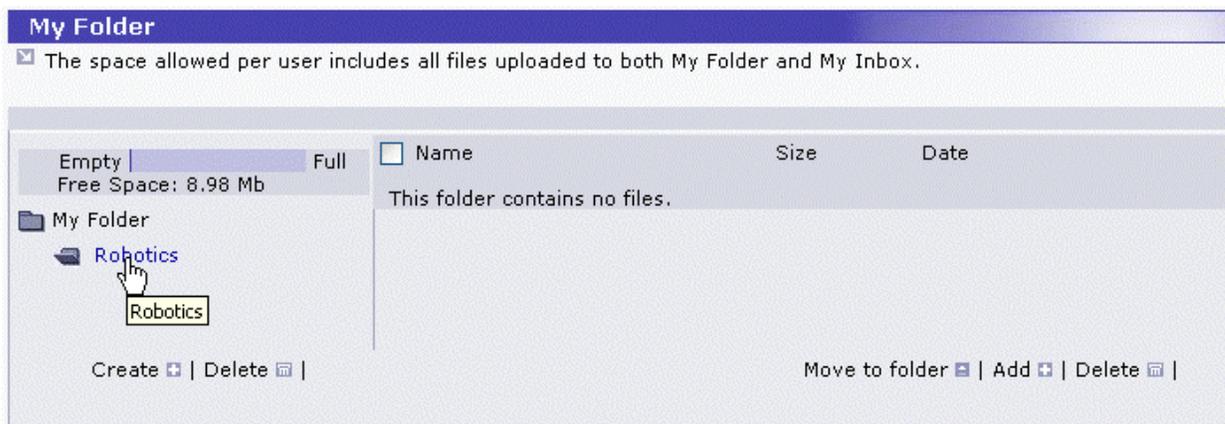
By default, **My Folder** opens to the main folder (or directory), called **My Folder**. **My Folder** contains a subfolder for each module and assignment that you are enrolled in. The contents of the open directory in **My Folder** are displayed in the right panel.

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

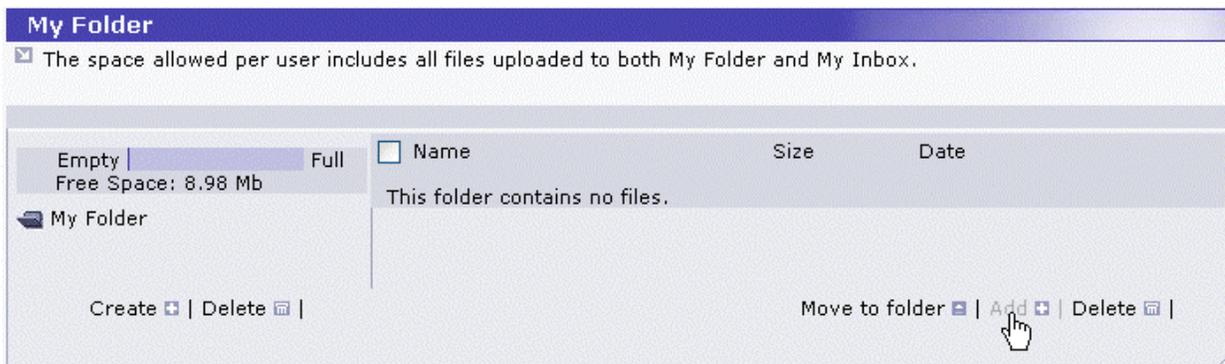


### Adding a File to My Folder

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

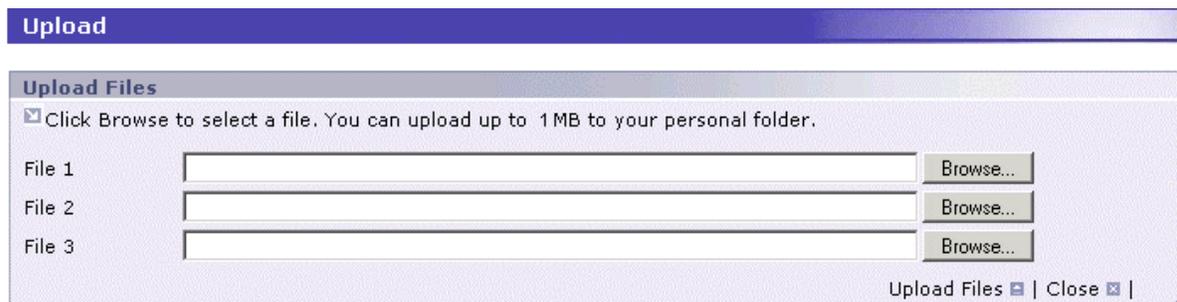


- Click **Add**.

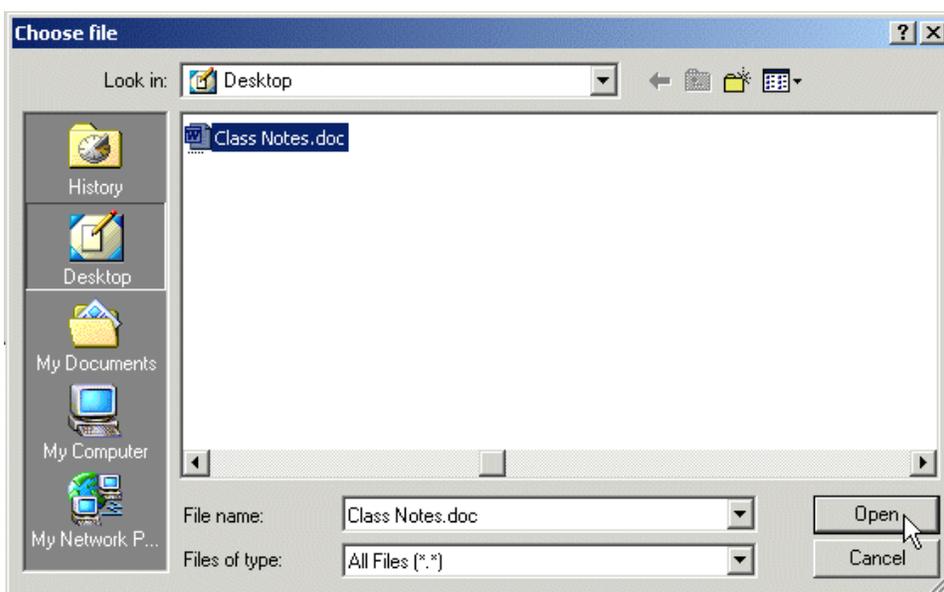


The **Upload** pop-up window is displayed. Up to three files can be uploaded at once.

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

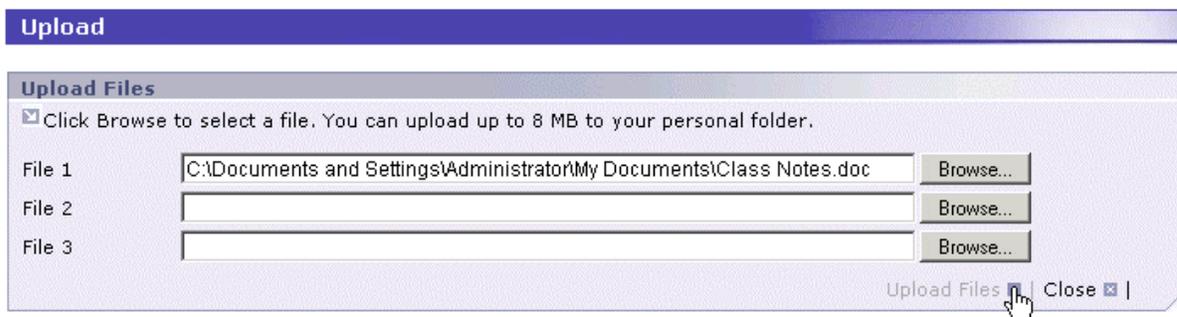


- Select the file to upload from your hard disk or network drive and click **Open**.

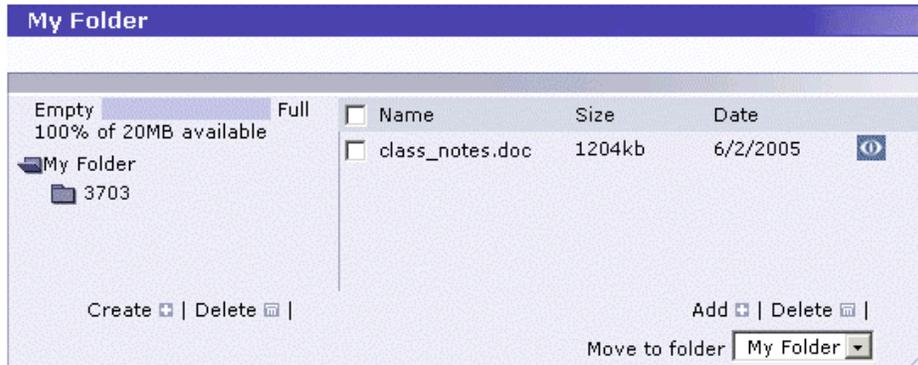


The file name and location is now displayed in the *File 1* field.

- Repeat the process for Files 2 and 3, if required.
- Click **Upload Files**.



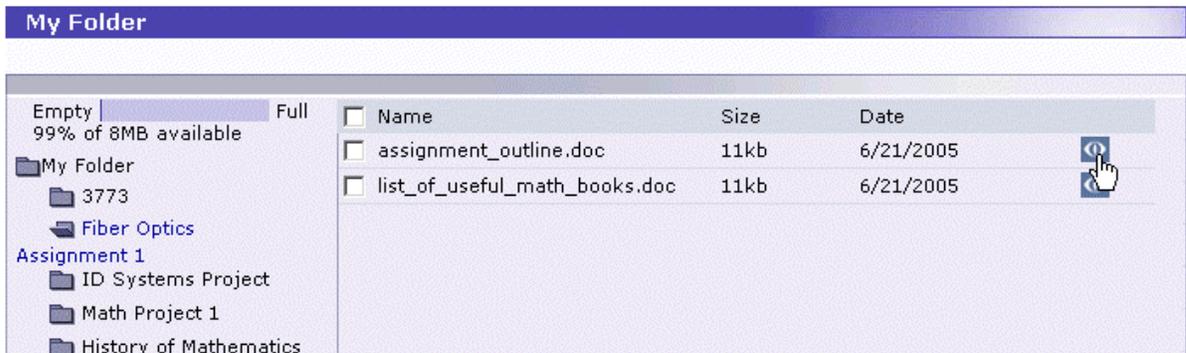
The files are uploaded and the **Upload** pop-up window is closed. The file you uploaded is now listed in the right panel of the **My Folder** page.



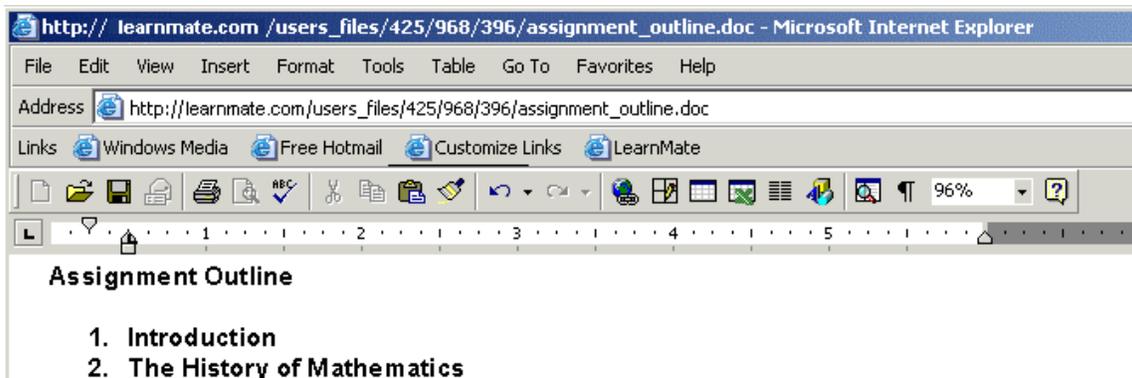
## Viewing a File in My Folder

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.



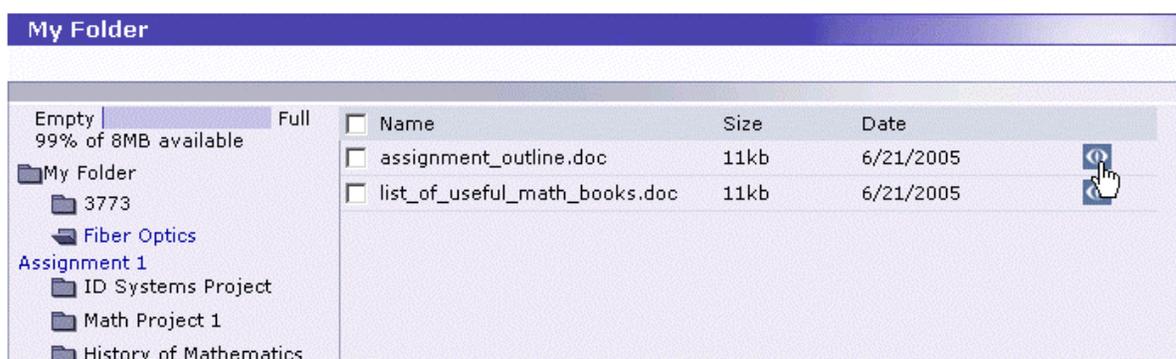
**Note:** In order to view a file from **My Folder**, the software program required to view that file type (e.g., Microsoft Word for DOC files, Microsoft Excel for XLS files, Adobe Reader for PDF files) must be installed on your PC.

## 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.

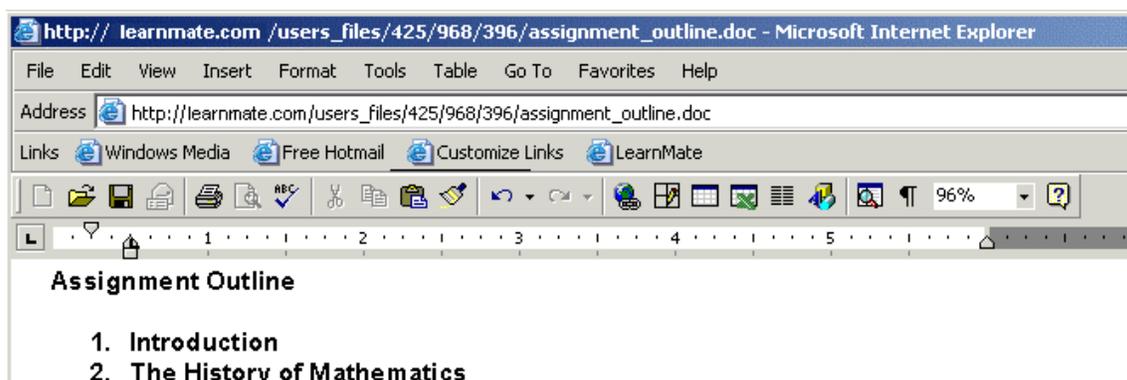
To download a file from **My Folder** to your computer.

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.



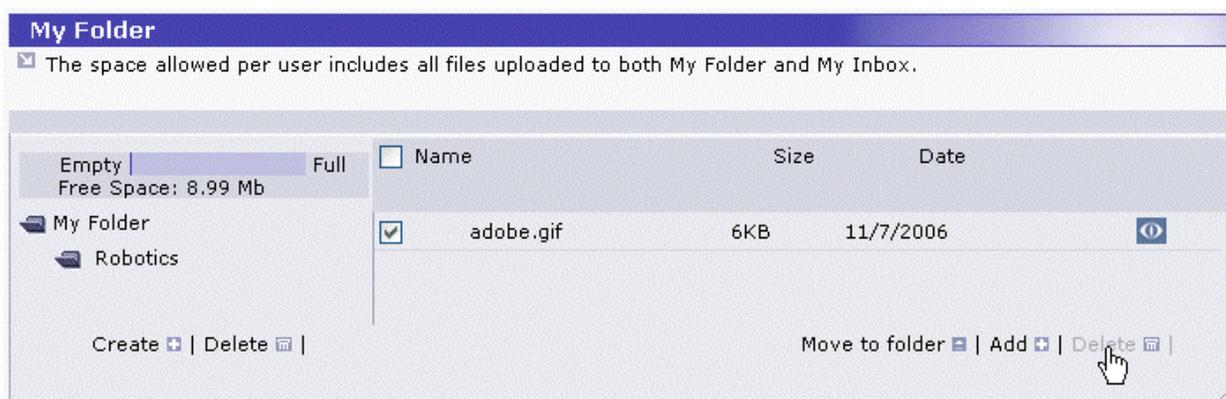
2. Click **File** in the **Main Menu** of the application.
3. Select **Save As** from the drop-down menu. The **Save As** dialog box is displayed.
4. Locate the folder on your hard drive where you would like to save the file, from the *Save in* drop-down menu.
5. Enter the name you would like to save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

- Click **Save**. The file is saved to your computer.

### ***Deleting a File from My Folder***

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

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



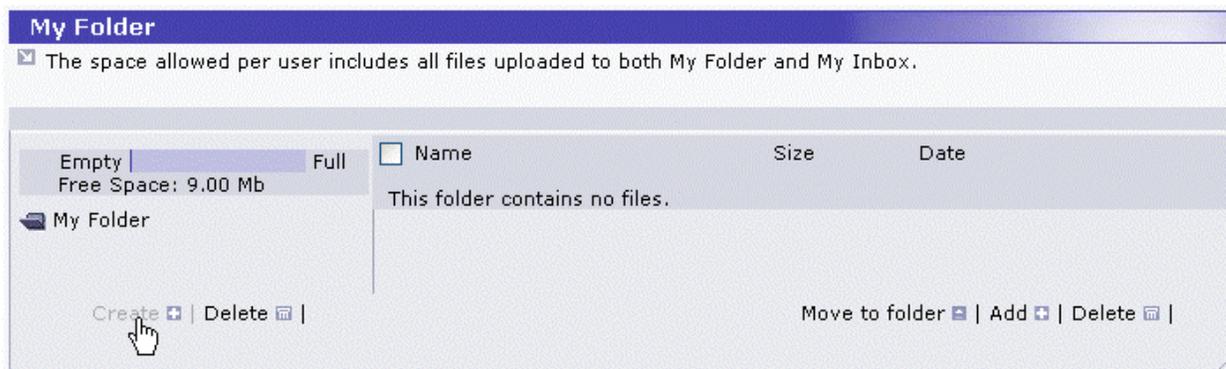
- Confirm the deletion of the file in the dialog box that opens. The file is deleted.

### ***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**:

- Click **Create** at the bottom of the left panel of the page.



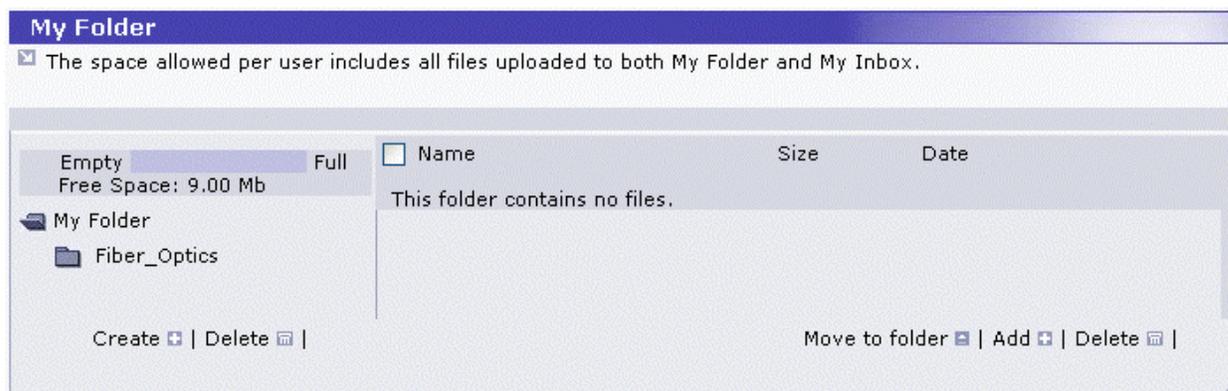
The **Create New Folder** pop-up dialog box is displayed.



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.

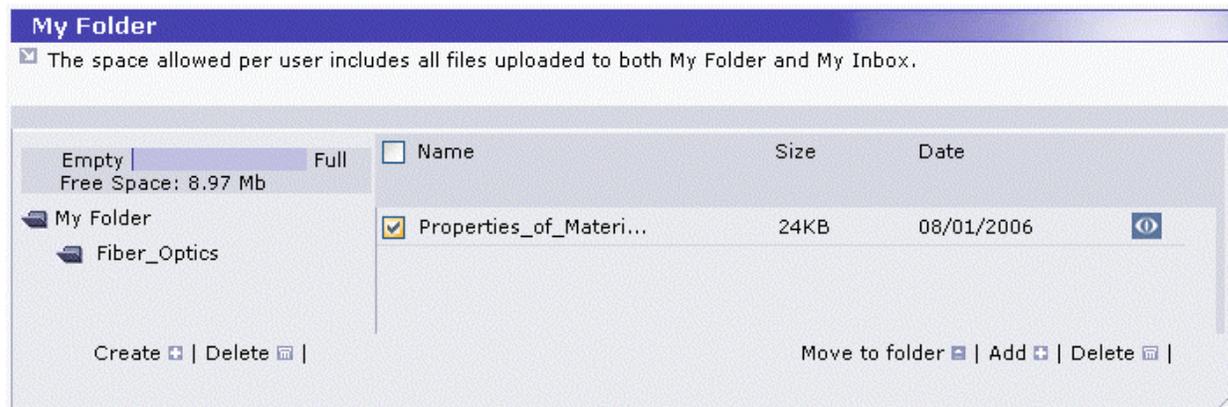


**Note:** If you are enrolled or teaching any classes that have assignments in them, a subfolder is automatically added to My Folder containing all of the User and Reference files required for that assignment.

## Moving a File to a Different Folder

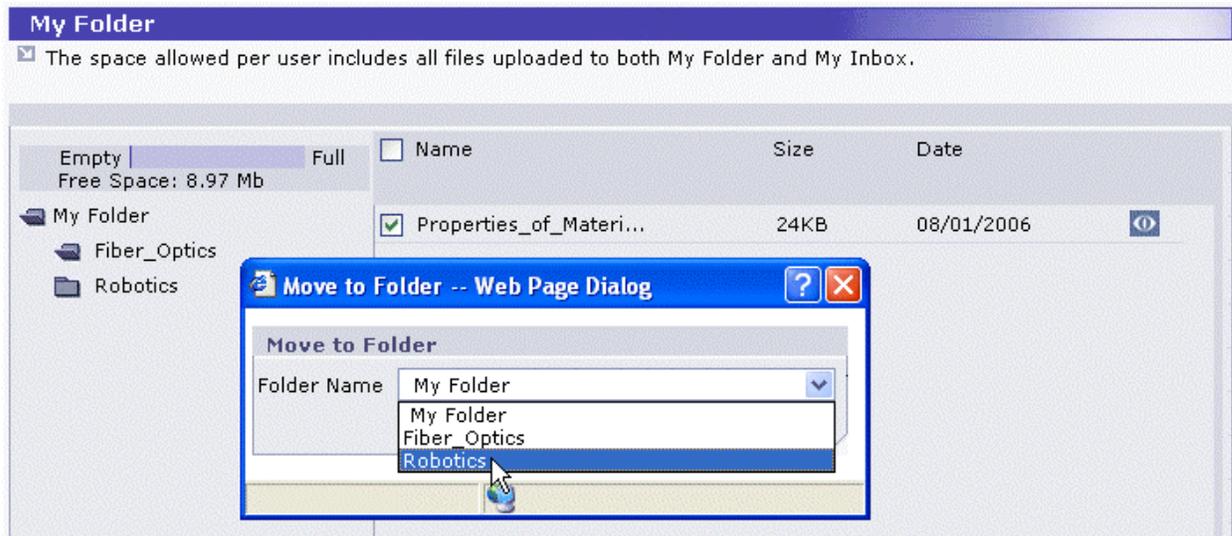
LearnMate allows you to move files from folder to folder within **My Folder**:

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

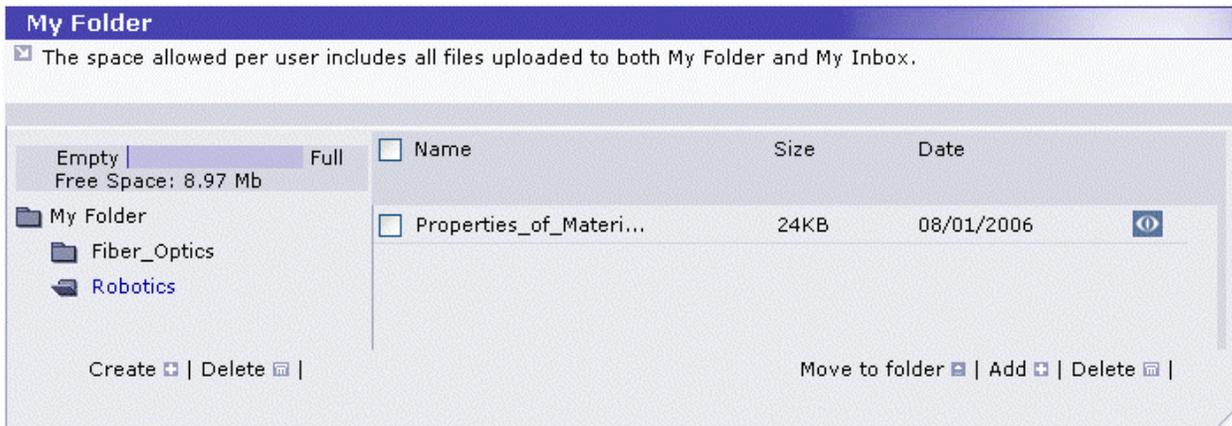


2. Click **Move to folder**. The **Move to Folder** dialog box is displayed.

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.



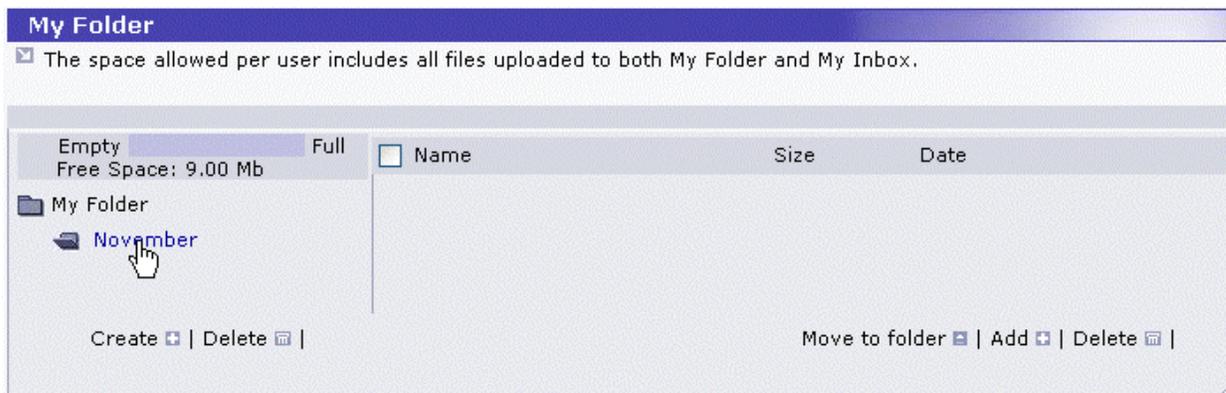
### Deleting a Subfolder

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:

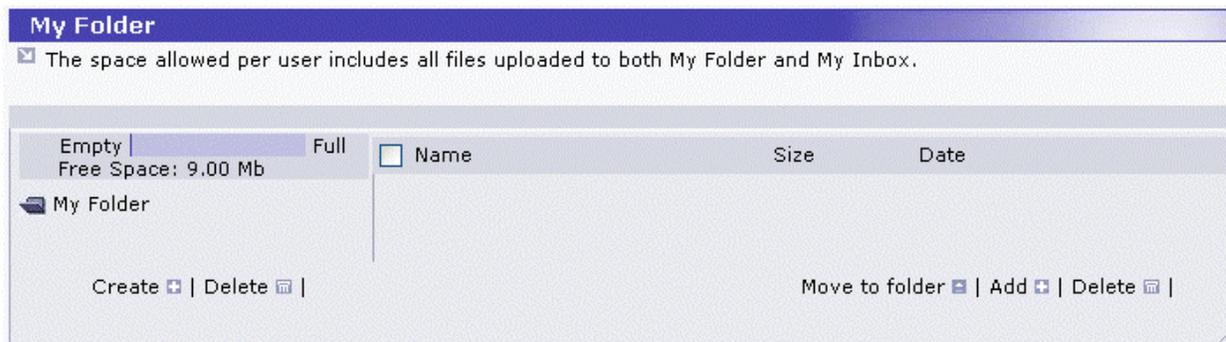
1. Click the folder to be deleted.



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 Folder**

☑ The space allowed per user includes all files uploaded to both My Folder and My Inbox.

Empty   Full	Name	Size	Date
Free Space: 8.90 Mb			
My Folder			
Orientation Homework			
Chapter 2 homework			
	<input type="checkbox"/> Circuits.doc	23KB	07/17/2006
	<input type="checkbox"/> Circuits1.doc	23KB	07/17/2006
	<input type="checkbox"/> Switches.doc	23KB	07/17/2006

## My Profile

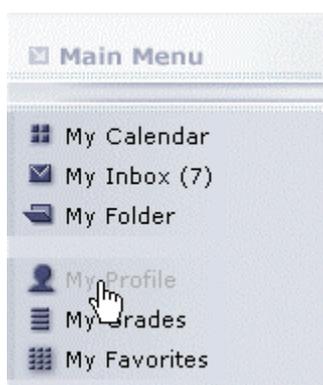
**My Profile** is one of the options available from the **Main Menu** panel at the left of the page. **My Profile** contains all your personal details and contact information, and provides tools that enable you to edit your personal details, and change your system password.

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.

My Profile	
<b>Personal Details</b>	
First Name	Lynne
Middle Name	
Last Name	Isaac
Username	lisaac
E-mail	
ID	
<b>Other Information</b>	
Gender	
Bandwidth	Dial-up 28800
Address	
Address (Cont.)	
City	
State	
Province	
Zip / Postal Code	
Country	
Telephone	
Alternate Phone	
Fax	
<a href="#">Edit</a>   <a href="#">Change Password</a>	

- Click [Edit](#). Your **My Profile** page is refreshed to display text fields for each of the entries.

My Profile > Edit	
<b>Personal Details</b>	
* First Name	<input type="text" value="Lynne"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Isaac"/>
E-mail	<input type="text" value="lisaac@mendocino.com"/>
ID	<input type="text" value="4294967295"/>
<b>Other Information</b>	
Gender	<input type="text"/>
Bandwidth	<input type="text" value="Dial-up 28800"/>
Address	<input type="text"/>
Address (Cont.)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Province	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country	<input type="text"/>
Telephone	<input type="text"/>
Alternate Phone	<input type="text"/>
Fax	<input type="text"/>
<a href="#">Save</a>   <a href="#">Change Password</a>   <a href="#">Back</a>	

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.

A screenshot of a Microsoft Internet Explorer window titled 'Change Password - Microsoft Internet Explorer'. The window contains a message: 'For security reasons, it is a good idea to frequently change your LearnMate password. Complete the fields below to change your password. After changing your password, the system will log you out. Log back in with your new password.' Below the message are three input fields: 'Old Password', 'New Password', and 'Verify Password', each containing a series of dots. At the bottom right of the form are 'Submit' and 'Close' buttons. A mouse cursor is pointing at the 'Submit' button.

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.

A screenshot of a Microsoft Internet Explorer window showing a confirmation dialog box. The dialog box has a question mark icon and the text: 'After changing your password, the system will log you out. You will need to log back in to continue working in LearnMate. Are you sure you want to proceed?'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

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.

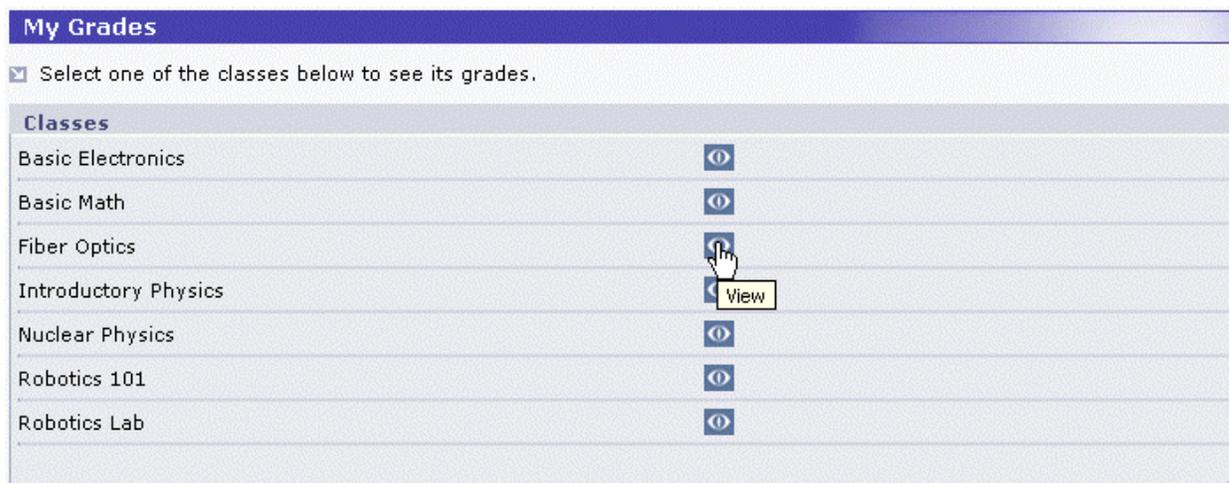
**My Grades** displays grades for different aspects of the learning experience, such as module grades, class tests, assignments, additional grades (e.g., homework, participation, projects), as well as a final grade. Most of these grades are automatically imported into the gradebook by the system, but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

**When does electromagnetic induction occur?**

Your Answer	Correct Answer	
		When an unchanging current is flowing, and a conductor is near.
		<b>When a conductor, in a closed circuit, moves through a magnetic field.</b>
		When an electromagnet, having a constant current, is near another conductor.
		<b>When the magnetic field of a magnet moves past a stationary conductor.</b>

The key parameter for induction is "change". When either the magnet or the conductor is moving, a voltage is induced in the conductor. If the conductor is in a closed circuit, a current will result. If the circuit is open, a voltage is induced, but no current can flow.

[Next](#)



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

My Classes > Class A > View User Assignment Back

---

**Assignment Details**

Name	Fiber Optics Assignment 1
Username	Gary King
Topic	Fiber Optics Basics
Description	This assignment is on the basics of fiber optics.
Average Evaluation Grade	0

---

**Assignment Links**

No links are found.

---

**Reference Files**

assignment\_outline.doc  
list\_of\_useful\_math\_books.doc

---

**User Files**

fiber\_optics\_assignment.doc  
 photo\_of\_model.jpg

Working Notes | Teacher Evaluation | Peer Evaluation

---

**Assignment Criteria**

The introduction sparks an interest in reading the rest of the work.	20%
The introduction presents the topic in a clear and interesting manner.	20%
The introduction is written concisely.	20%
Examples are used.	20%
Shows an investment in the work.	20%

---

**Final Grade**

Notes

Grade

Back

## 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**.

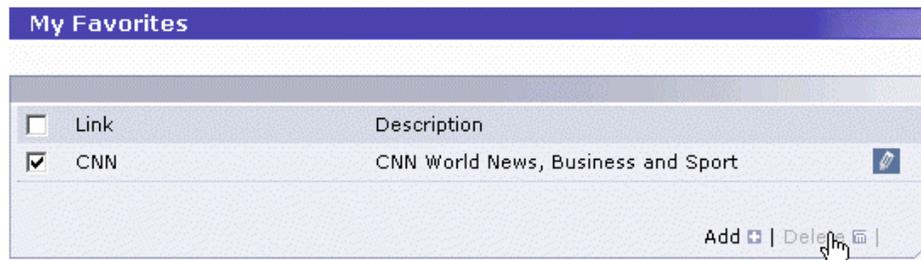


## Deleting Links from My Favorites

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.



The screenshot shows a window titled "My Desktop" with a sub-panel titled "My Classes". The "My Classes" panel contains a table with two columns: "Classes" and "Meeting Times".

Classes	Meeting Times
Advanced Electronics	
Basic Electronics	08:00AM-09:00AM MWF

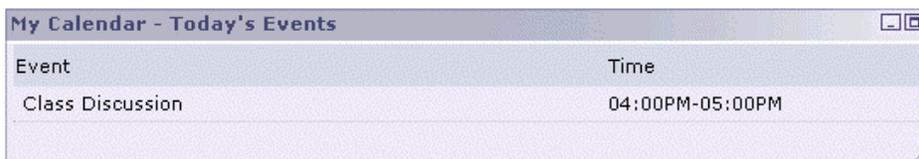
- Organization Chats:** Lists the chats that have been established for your organization. Organization Chats enable students and instructors from various classes to convene in one chat that is not dedicated to any particular class. This feature is particularly useful in providing a collaborative environment 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.

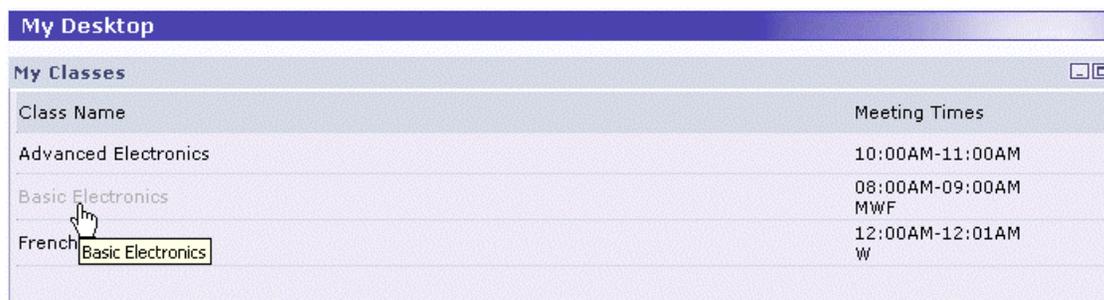
**Important Note:** The instructions in this chapter relate solely to student use of the Class Main page. More in-depth class management information for instructors can be found in the **Error! Reference source not found.** chapter, starting on page **Error! Bookmark not defined.**

### 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:

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
<input type="checkbox"/> Barskaya, Galina	15.84
<input type="checkbox"/> Chen, Peter	35.22
<input type="checkbox"/> De Meyer, Franky	0
<input type="checkbox"/> Dorsett, Daniel	31.57
<input type="checkbox"/> 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
<input type="checkbox"/> Electrical Systems: Post-Test			In Progress
<input type="checkbox"/> Inverter Basics pretest	07/20/2006 12:27AM	07/21/2006 12:00AM	Expired
<input type="checkbox"/> Basic Electronics			In Progress

Add | Delete

top

---

**Assignments**

Assignment	Start Date	End Date	Status
<input type="checkbox"/> Orientation Homework	07/16/2006	08/17/2006	Expired
<input type="checkbox"/> Chapter 2 homework			In Progress

Add | Delete

top

---

**Class Resources**

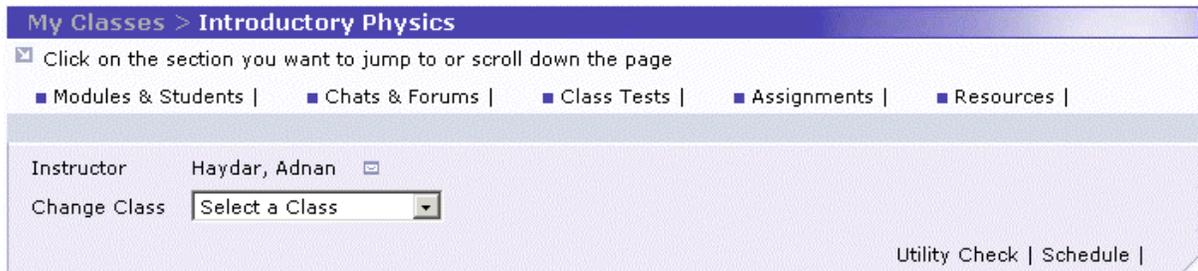
File Name	Description	Restricted
<input type="checkbox"/> Basic Concepts	Review of the basic concepts of electronics.	<input type="text" value="Unrestricted"/>
<input type="checkbox"/> El. History	Brief History of Electronics	<input type="text" value="Restricted"/>

[Save Restrictions](#) | 
 [Upload](#) | 
 [Import](#) | 
 [Delete](#)

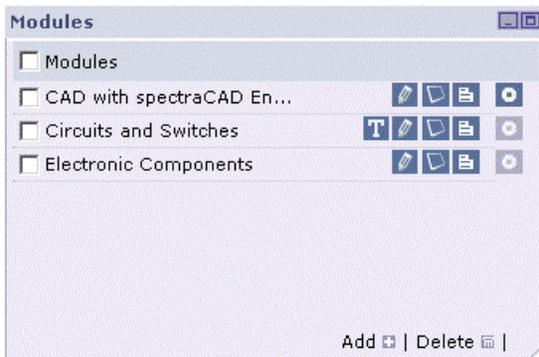
## Page Layout

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

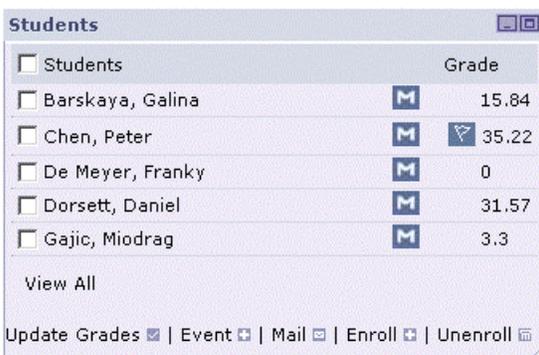
- **Header:** This panel lists the **Instructor**. It also provides access to your other classes, the **Utility Check**, the **Schedule** (for Laboratory classes) and a convenient link for sending mail to the instructor. See **Header Panel** on page 68.



- **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.



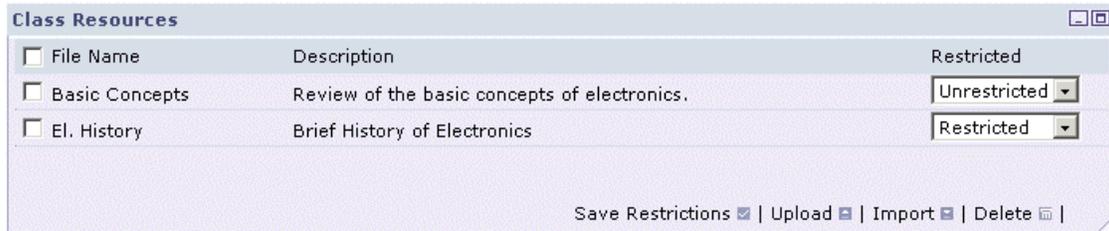
- **Class Tests:** This panel lists all the tests that have been scheduled for the class, including their current status for the logged-in user (In Progress, Expired, Completed). Students can launch tests that are currently “in progress”. Instructors can define delivery options for those tests. See **Class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

Test	Start Date	End Date	Status
<input type="checkbox"/> Electrical Systems: Post-Test			In Progress
<input type="checkbox"/> Inverter Basics pretest	07/20/2006 12:27AM	07/21/2006 12:00AM	Expired
<input type="checkbox"/> Basic Electronics			In Progress

- **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.

Assignment	Start Date	End Date	Status
<input type="checkbox"/> Orientation Homework	07/16/2006	08/17/2006	Expired
<input type="checkbox"/> Chapter 2 homework			In Progress

- **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.



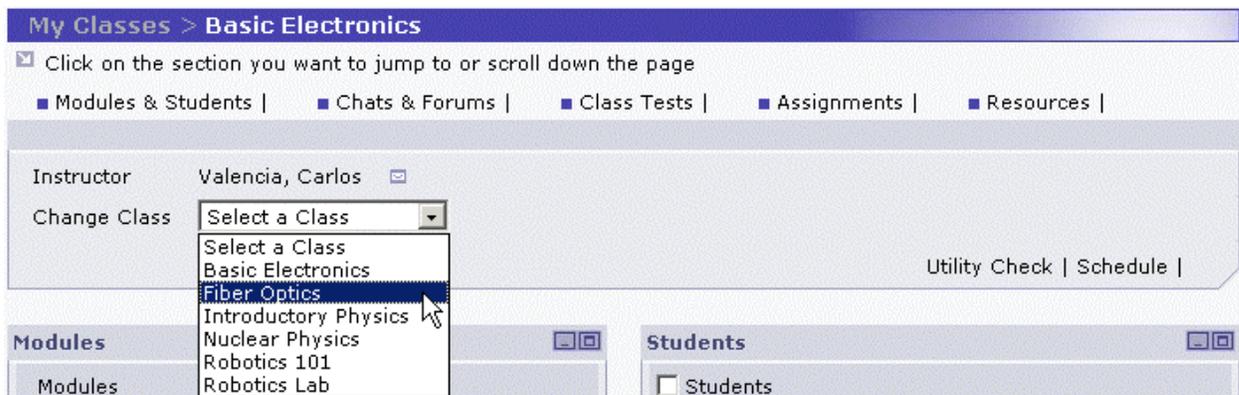
You will learn about each of these panels in more detail in the following sections.

## 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.

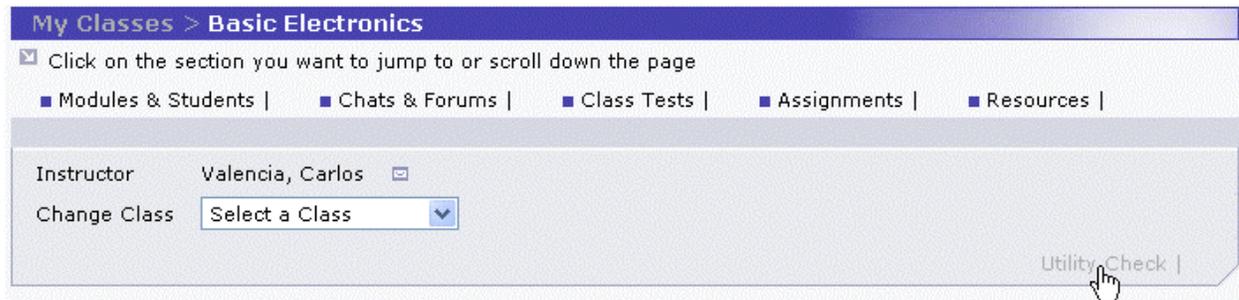
## Contacting your Instructor

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)

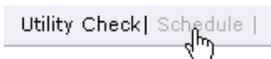
LearnMate includes two types of classes – Laboratory and Virtual classes, where the primary difference between the two is that lab classes can include a rotational schedule. A rotational schedule indicates when each student will study each of the class modules.

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

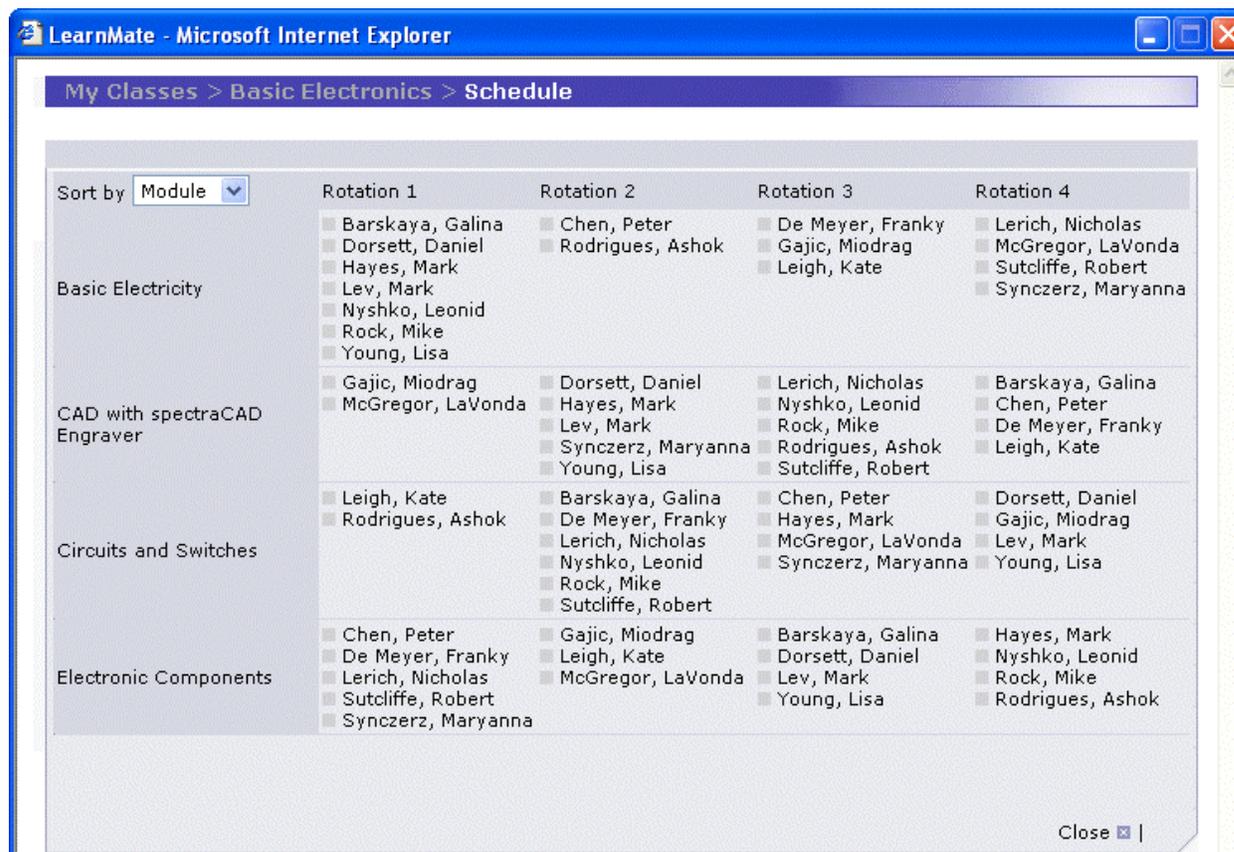
- Number of students in the class
- Number of rotations per class (times that students will move from one module/hardware station to another)
- Module prerequisites
- Maximum number of students allowed per module
- Student-to-student restrictions (preventing one named student to work with another named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



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

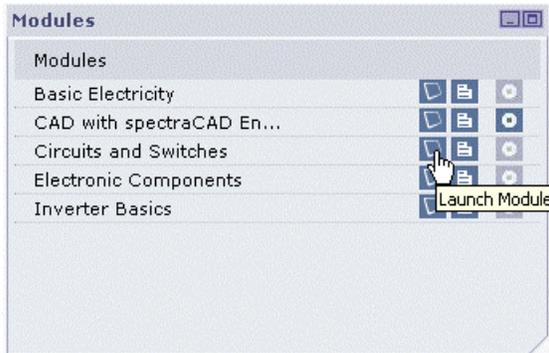
The *Modules* panel lists all modules that make up the class. In this section you can:

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

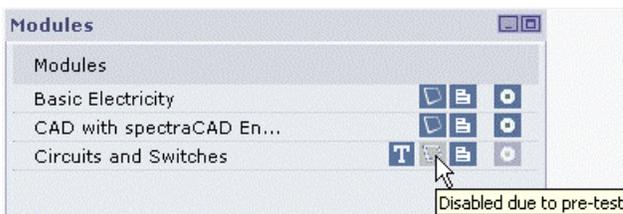
## Launching a Module

To launch a module:

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

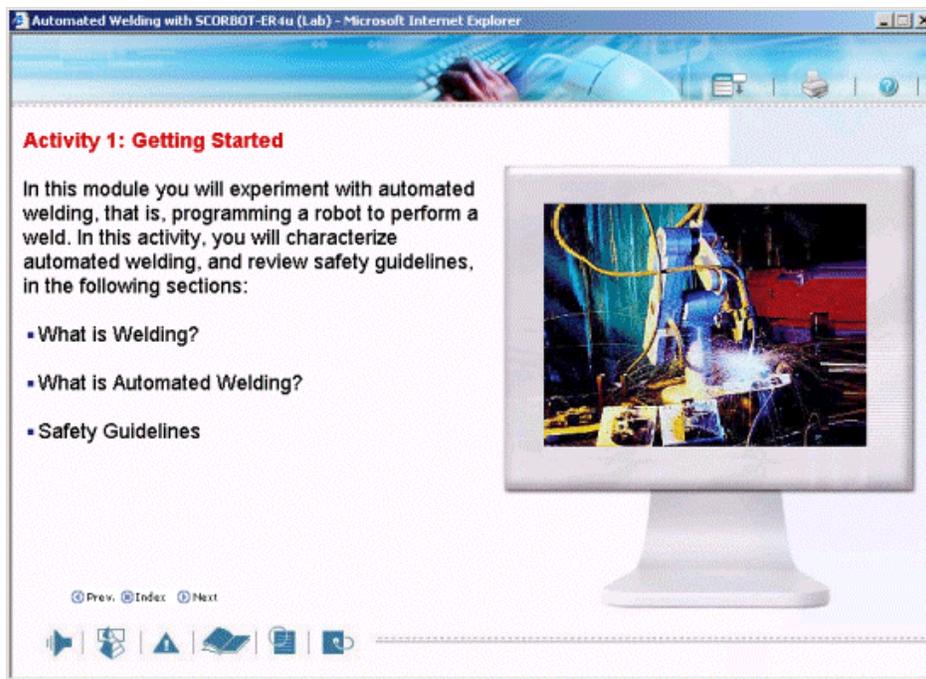


**Note:** If the module includes a pre-test, the *Pre-Test* icon  appears next to the name of the module in the *Modules* panel and the *Launch* icon  appears disabled. Before you can launch the module, you must first click the *Pre-Test* icon  and take the test. (See Tests and Questions on page 138.)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

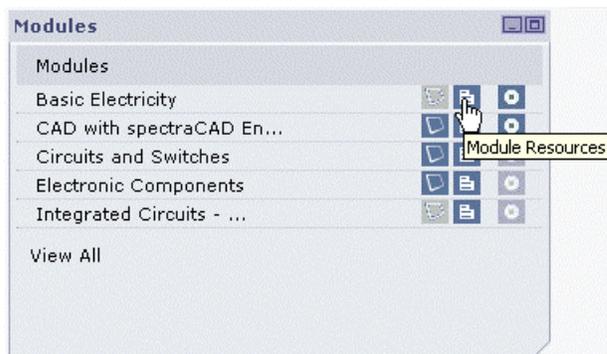
Each module has its own **Resources** page, which lists available files associated with that particular module.

**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.

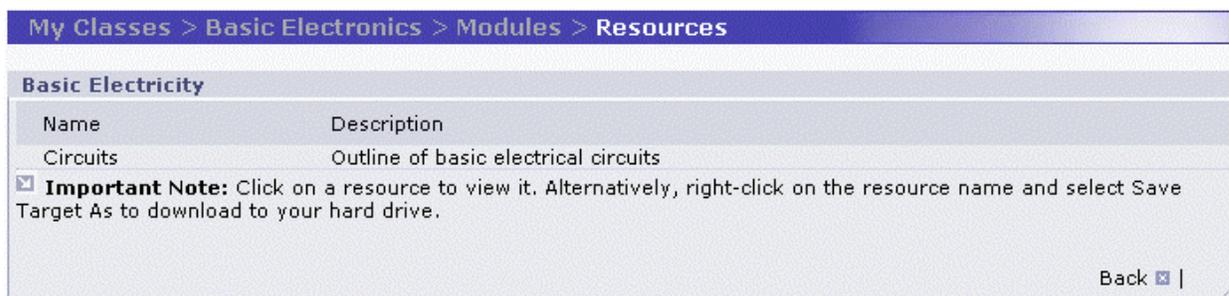
## Viewing a Module Resource

To view resources associated with a module:

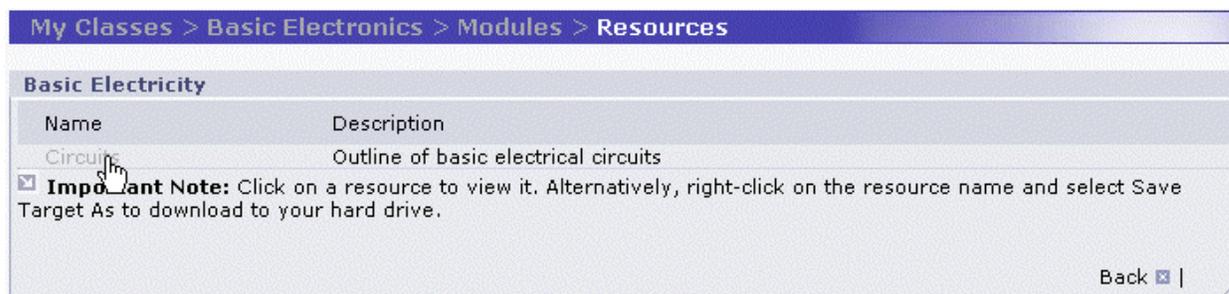
1. In the *Modules* panel of the **Class Main Page**, click the **Module Resources** icon  next to the relevant module.



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.

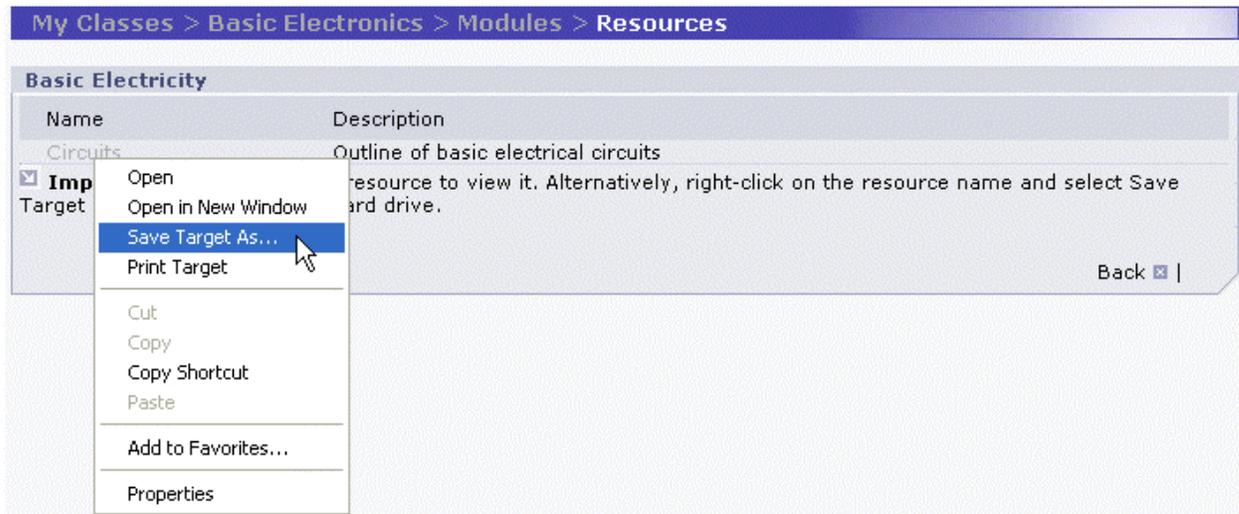
3. To save the file, use the *Save* functionality in the software program used to view the resource.

### 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.

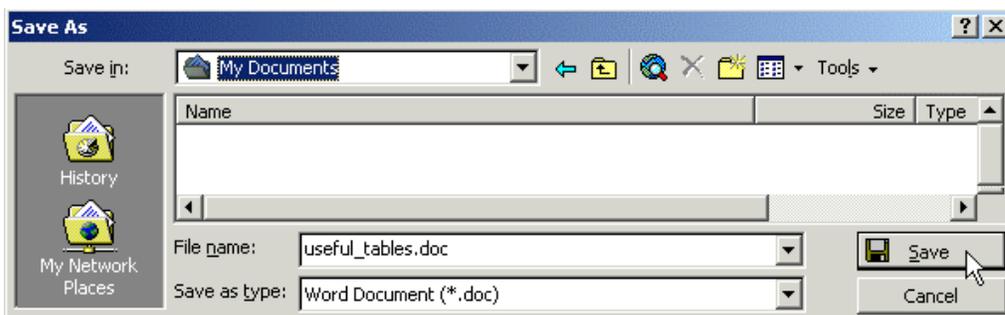
To save a resource file:

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:

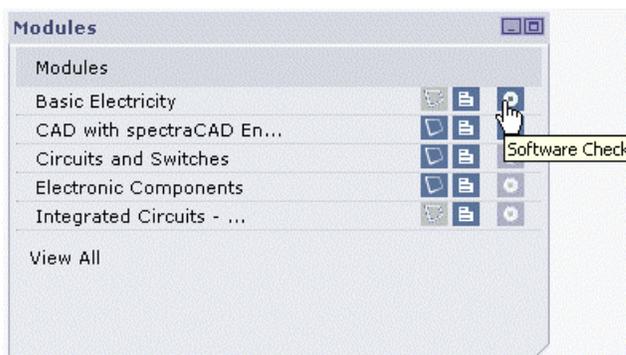
- CAD
- CAM
- Computer Integrated Manufacturing (CIM)
- CNC
- Flexible Manufacturing Systems (FMS)
- Hydraulics
- Programmable Logical Control (PLC)
- Pneumatics
- Process Control
- Robotics

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.

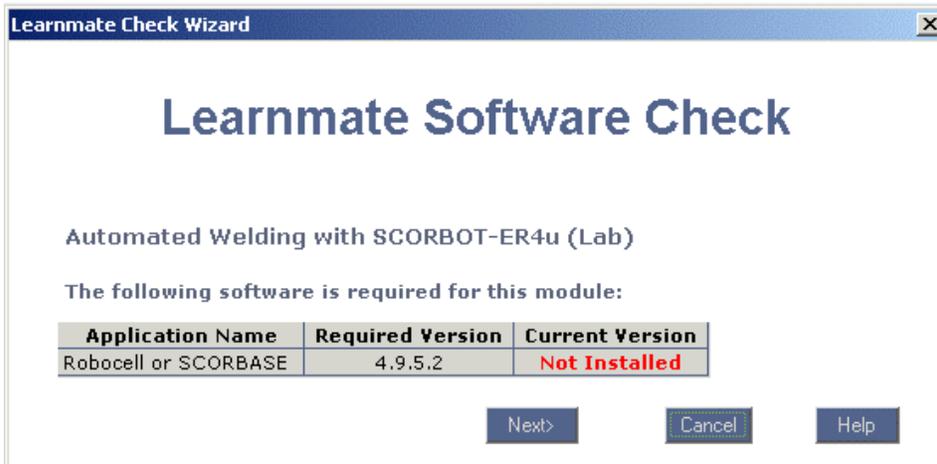
To perform a software check:

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.

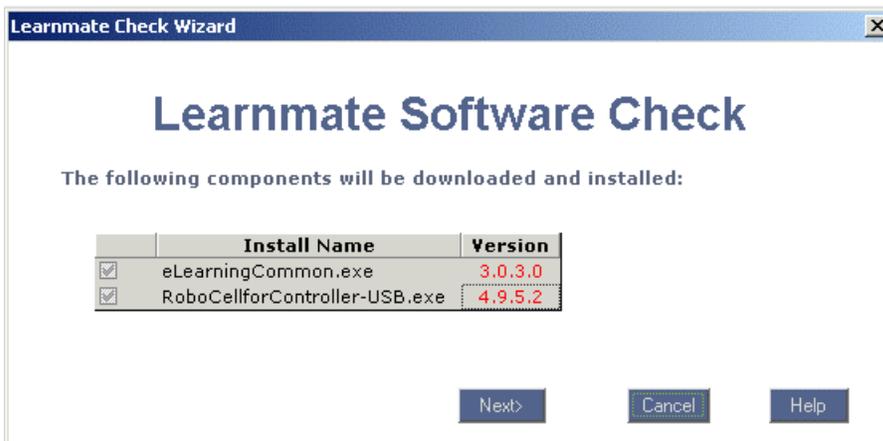


**Note:** This check can be performed at any time, even if you have not yet taken the pre-test or are not yet allowed to launch the module due to prerequisites.

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.

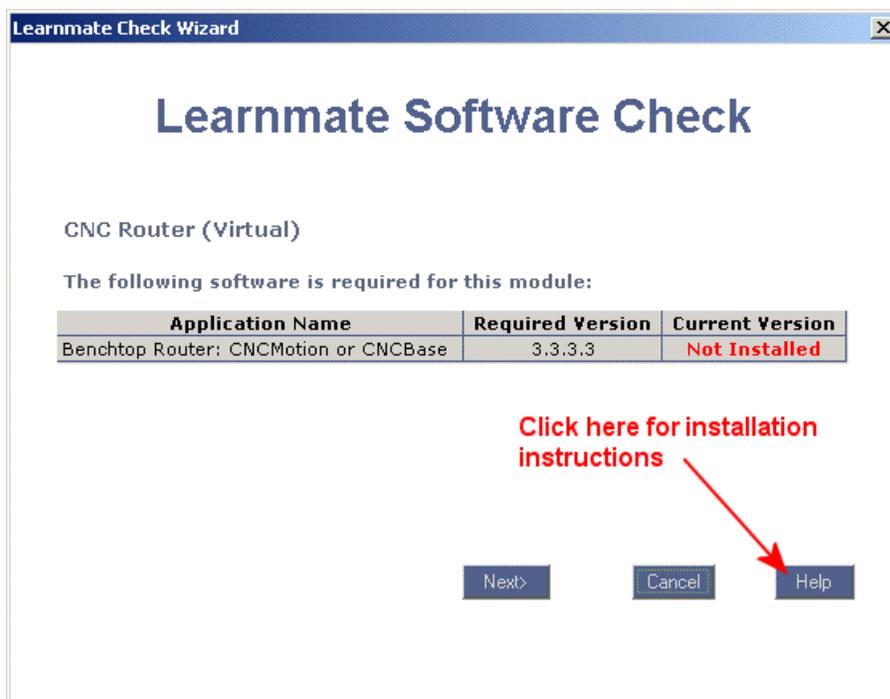


2. If the *Current Version* column indicates that the required software programs are Installed, you do not need to install anything. Click **Cancel** to return to the **Class Main Page**. If the *Current Version* column indicates that one or more software programs are **Not Installed**, proceed to Step 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.

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## 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.

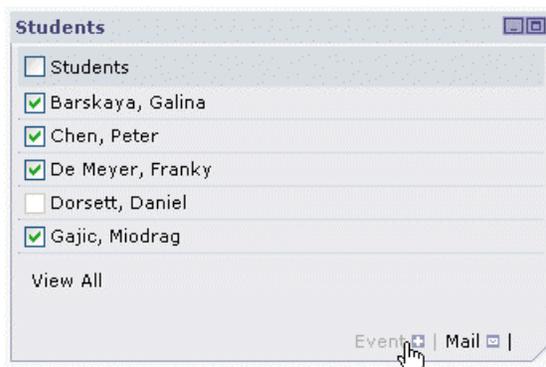
### **Scheduling an Event**

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.

**My Calendar > Send Event**

**Send Event**

Send to: Galina Barskaya (gbar), Peter Chen (pche), Franky De Meyer (fdem), Miodr

Event: Study Group meeting

Description: My house (Daniel) - bring pizza money

Event Type: [Dropdown menu]

Date: [Calendar icon]

Start Time: 12 : 00 AM

End Time: 12 : 00 AM

Send | Back

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.

Date: [Empty field] 

Start Time: 12 : 00 AM

End Time: 12 : 00 AM

Calendar

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

**My Calendar > Send Event**

**Send Event**

Send to: Galina Barskaya (gbar), Peter Chen (pche), Franky De Meyer (fdem), Miodr

Event: Study Group meeting

Description: My house (Daniel) - bring

Event Type: [Dropdown menu]

Date: [Calendar icon]

Start Time: 12 : 00 AM

End Time: 12 : 00 AM

Calendar - Microsoft In... (October 2006)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Send | Back

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

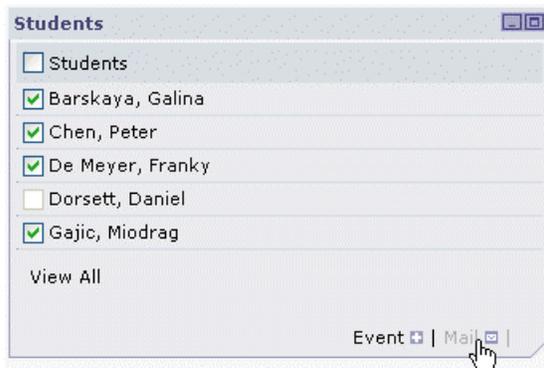
If an instructor or fellow classmate has invited you to an event, at the top of your **My Calendar** page, you will see the message, **You have 1 pending event(s)**. To learn how to accept or decline such a request, see **Approving/Declining an Event** on page 30.

## 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.

My Classes > Basic Electronics > Students > Mail

To: Galina Barskaya (gbar), Peter Chen (pche), Franky De Meyer (fdem), Miodrag

Cc:

Subject:

Attachments |

High Priority

Send | Back |

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

My Classes > Basic Electronics > Students > Mail

To: Galina Barskaya (gbar), Peter Chen (pche), Franky De Meyer (fdem), Miodrag

Cc:

Subject: Study Group directions

Attachments |

High Priority

I'm at 1234 Network Street, Apt. 6 (third floor). Park across the street by the playground.

Send | Back |

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:

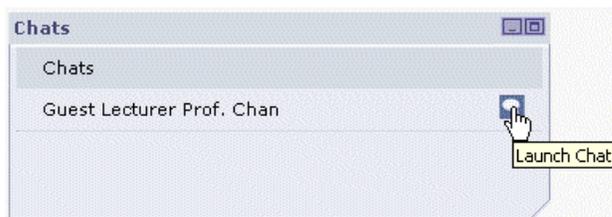
- To allow a student to obtain live help from a remote instructor.
- To enable students to collaborate on assignments in real-time.
- To facilitate a class discussion.
- To enable students to submit questions to a guest moderator.

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.

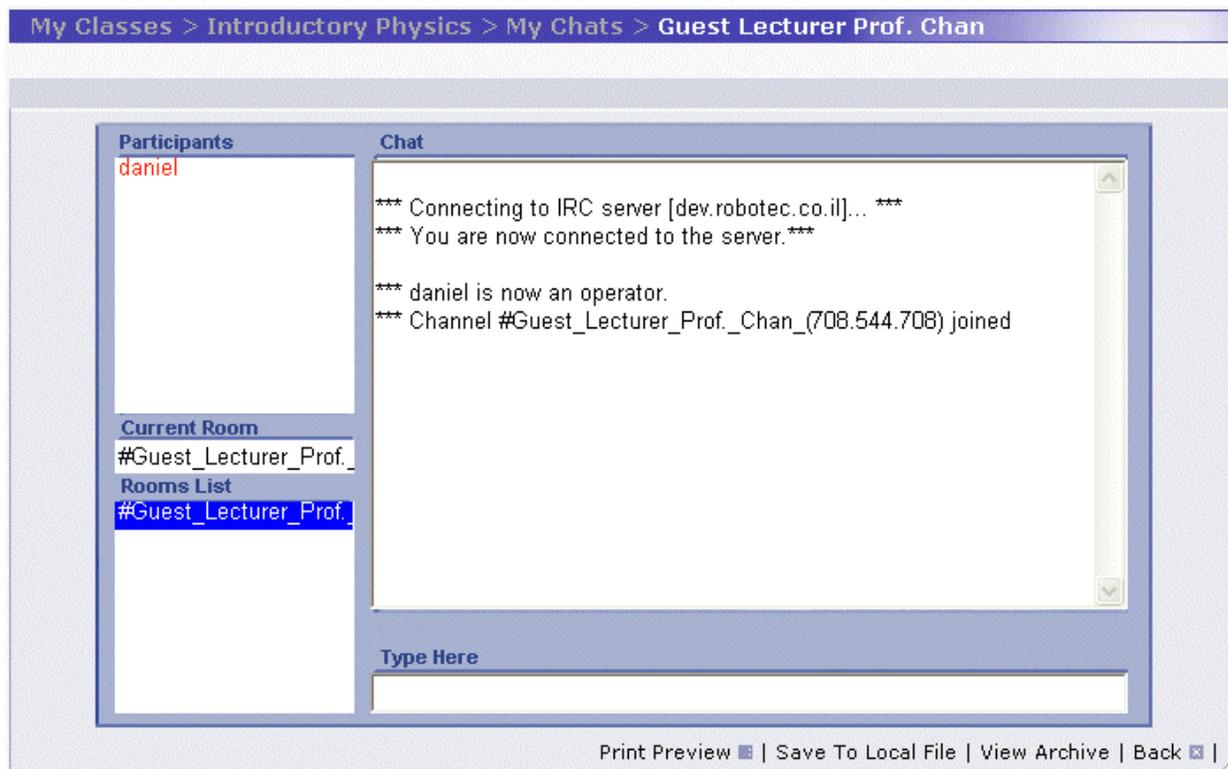
**Note:** A new chat may be set up by a Organization Administrator or a class instructor. This person can serve as the Chat Manager, or appoint a student to that role. See **Chat Manager** on page 87.

### Joining a Chat

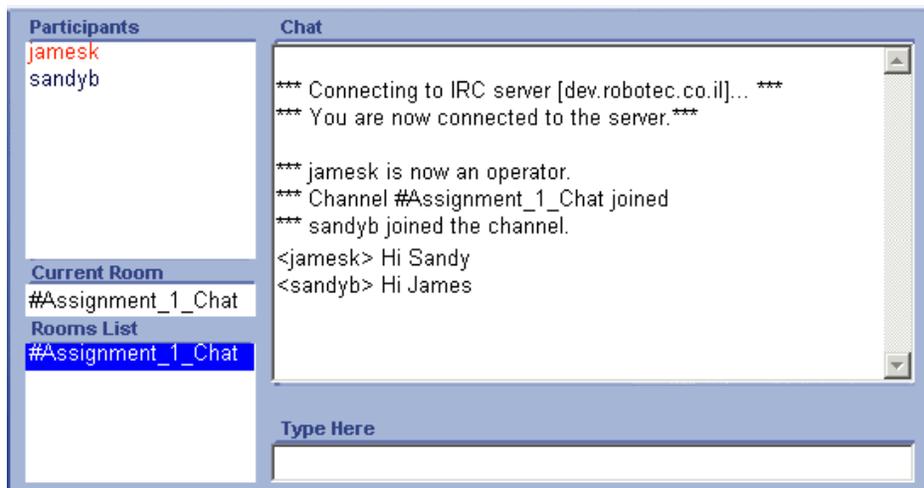
1. In the *Organization Chats* panel of the **My Desktop** page, or in the *Class Chats* panel of the **Class Main Page**, click the **Launch Chat** icon  next to the name of the chat that you would like to join.



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.

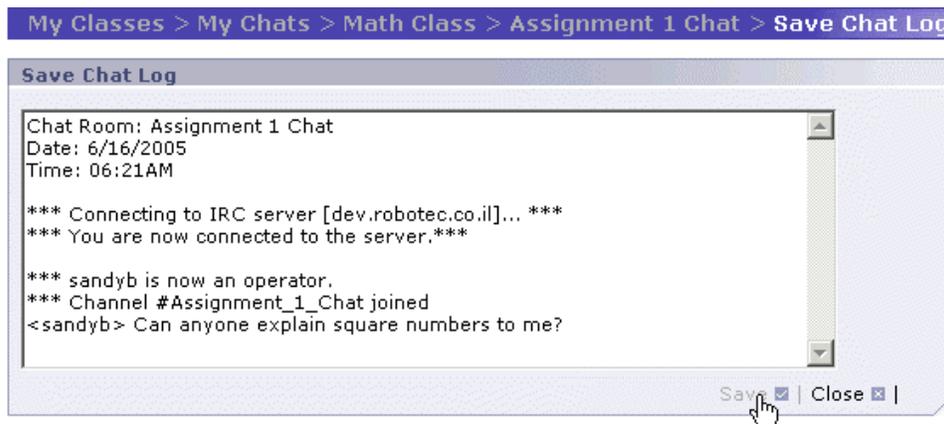
To save a chat to a local file:

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



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

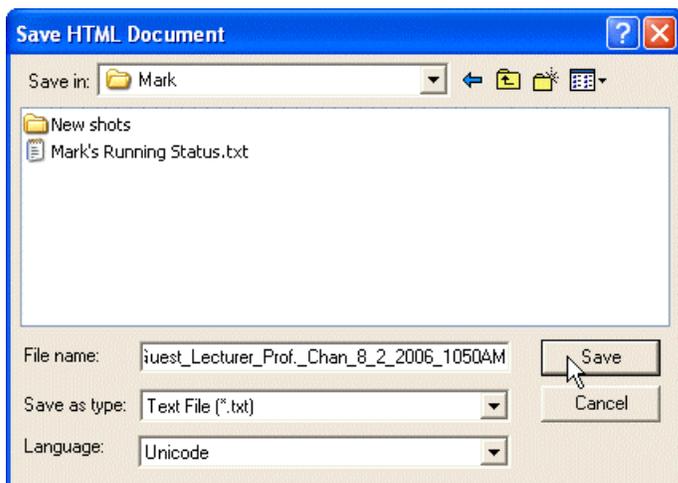
2. Make any changes to the text, if required.
3. Click **Save**.



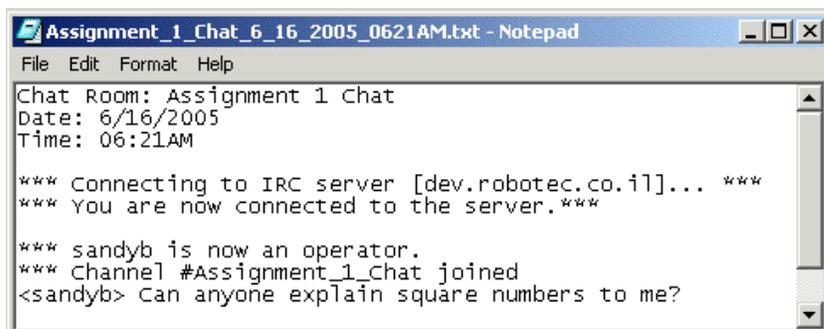
The Windows **Save HTML Document** pop-up window is displayed.

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.

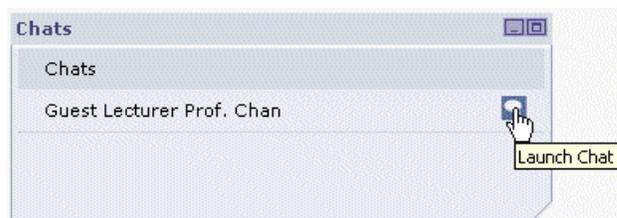


## Viewing Archived Chat Sessions

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

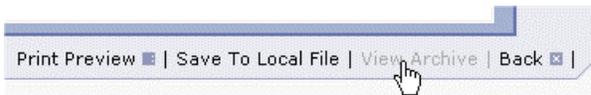
To view a chat session that has been archived:

1. Launch the chat of interest.

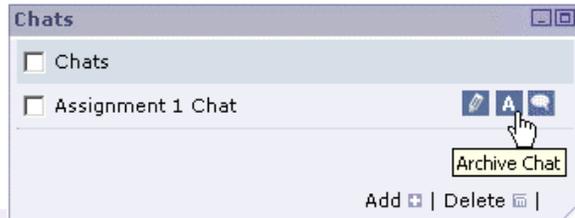


The **Chat** window is displayed.

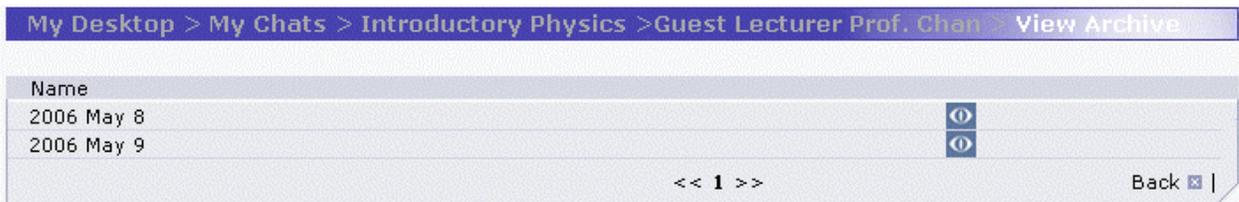
2. Click **View Archive** at the bottom right of the chat window.



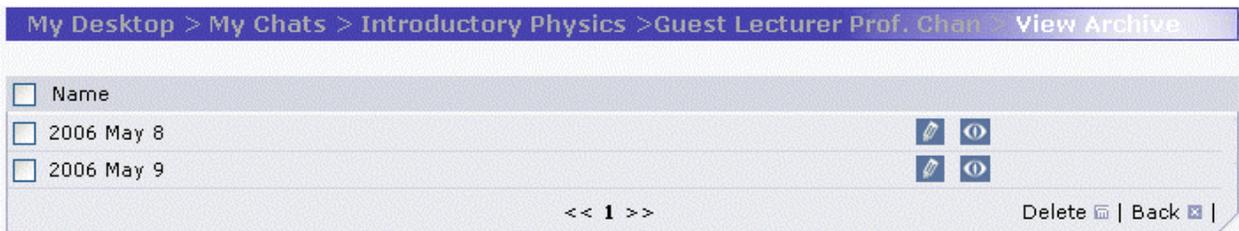
**Note:** The Chat Manager and the Instructor can also reach the **View Archive** page by clicking the **Archive Chat** icon **A** in the *Chats* panel of the **Class Main Page**.



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.

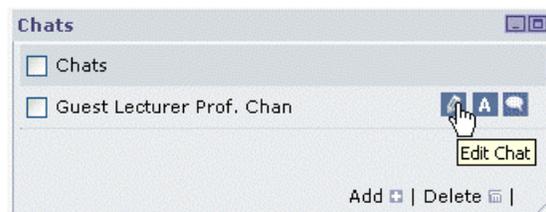
**Chat Manager**

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.



My Classes > Introductory Physics > Edit Chat

Chatroom Name	Guest Lecturer Prof. Chan
Description	Professor Chan will be online Thursday, May 8 from 7 pm to 8 pm This is a new time because of numerous student requests
Status	Active
Chat Manager	Adnan Haydar

Save  | Back  |

### **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.

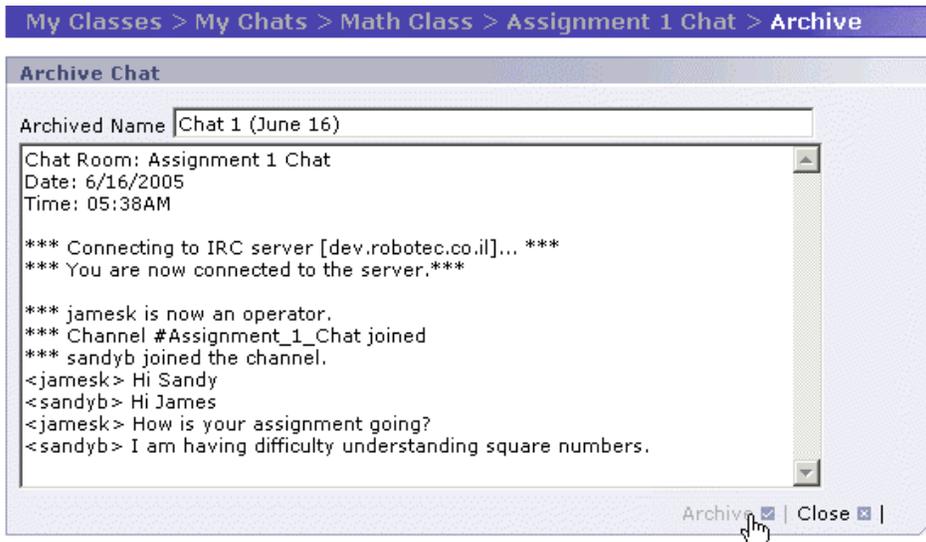
**Note:** This hyperlink is not available to students who are not Chat Manager.

Type Here

Print Preview  | Save To Local File  | [Archive](#) | View Archive  | Back  |

The **Archive Chat** page is displayed.

2. Enter a name in the *Archive Name* field.
3. Click [Archive](#).

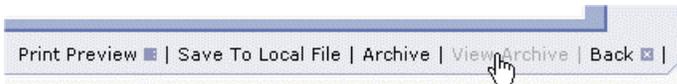


The chat is archived, and the **Archive Chat** page is closed.

**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.

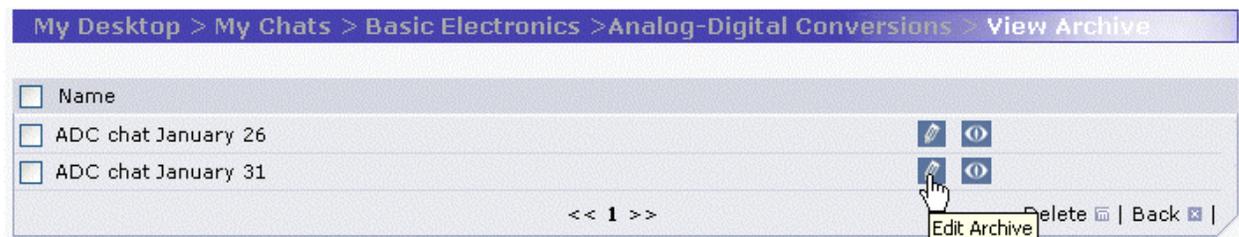
1. Open the **View Archive** page. Click on **View Archive** from the active chat window.



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

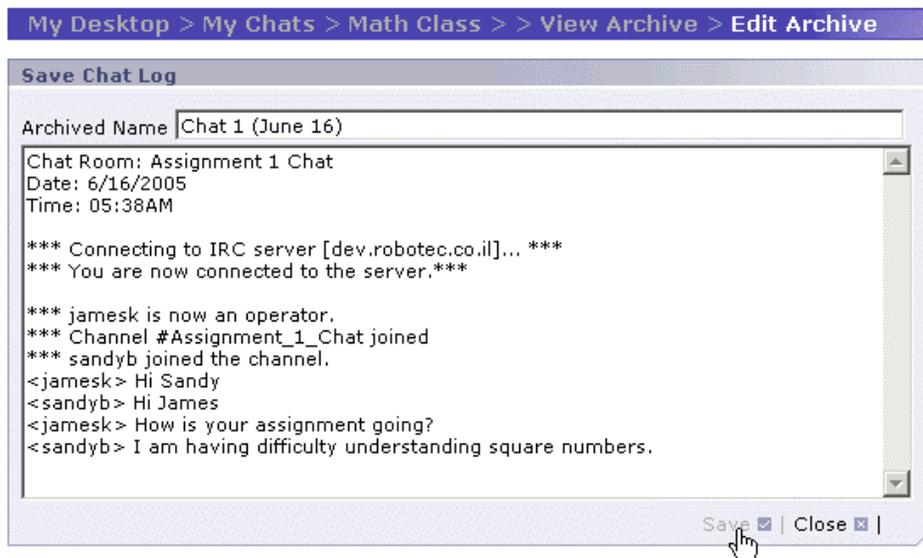


3. From the **View Archive** page, click the **Edit Archive** icon **A** next to the archive to be edited.



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.

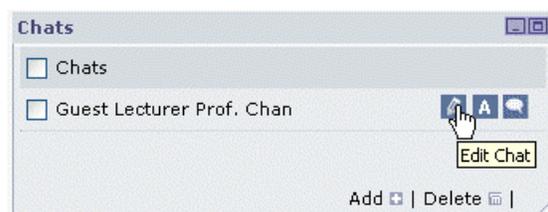
### **Deactivating a Chat (Chat Manager Only)**

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.

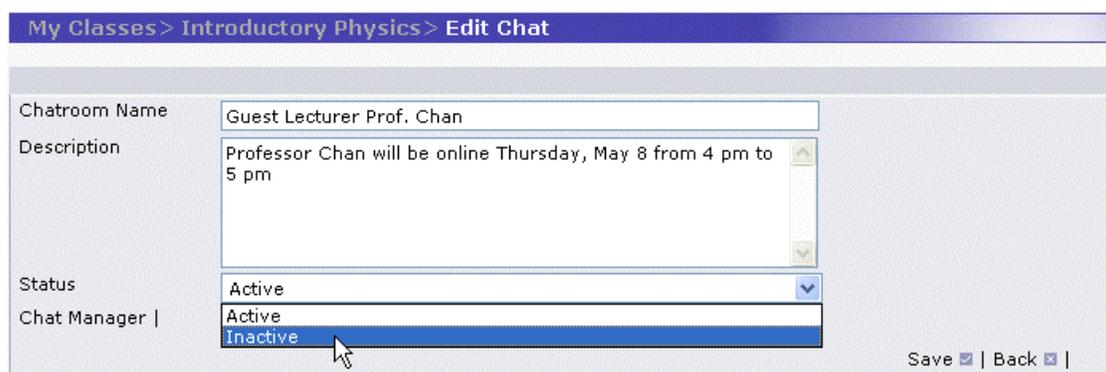
**Note:** If the Chat Manager is a student, deactivation of the chat will make the chat disappear from the student's Chats panel. In that case, the chat can only be reactivated by the class instructor.

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:

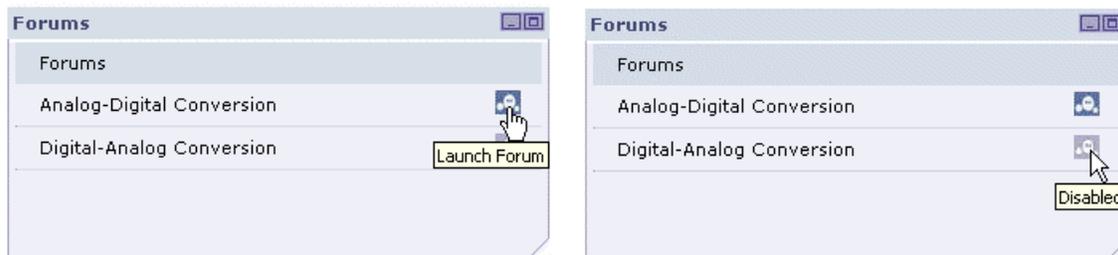
- To enable students to request help on an assignment or project.
- To enable students to collaborate on assignments or projects asynchronously.
- To enable an instructor to moderate an asynchronous discussion on a targeted topic.
- To enable students to share ideas.

## 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.

**My Classes > Basic Electronics > Forums > View Forum**

☑ A forum for discussing analog to digital conversion issues.  
Admin: **Galina Barskaya (gbar)**

**Analog-Digital Conversion**

Subject	Sender	Date
 Circuit Design Software	Peter Chen	8/23/2006 11:05AM
 RE: Circuit Design Software	Carlos Valencia	8/23/2006 11:10AM

<< 1 >>

Create New Topic  | Back  |

### 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.

My Classes > Math Class > Forums > View Forum

In this forum, students are invited to assist each other with homework problems.  
Admin: **James Kirk (jamesk )**

**Homework Help**

Subject	Sender	Date
Homework 6 June	James Kirk	6/16/2005 07:53AM

<< 1 >>

Create New Topic | Back

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.

My Classes > Math Class > Forums > View Forum

In this forum, students are invited to assist each other with homework problems.  
Admin: **James Kirk (jamesk )**

**Homework Help**

Subject	Sender	Date
Homework 6 June	James Kirk	6/16/2005 07:53AM

Name: James Kirk  
Date: 6/16/2005  
Time: 07:53AM  
This message has been read 1 times.

The homework set on the 6th of June seems to be giving many students a difficult time. Lets discuss the issues on this forum.

Link: An interesting site about

Reply | Print Preview | Save

<< 1 >>

Create New Topic | Back

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

[My Classes](#) > [Math Class](#) > [Forums](#) > [View Forum](#)

In this forum, students are invited to assist each other with homework problems.  
Admin: **James Kirk (jamesk )**

**Homework Help**

Subject	Sender	Date
Homework 6 June	James Kirk	6/16/2005 07:53AM

<< 1 >>

Create New Topic | Back |

All replies to the message are displayed.

[My Classes](#) > [Math Class](#) > [Forums](#) > [View Forum](#)

In this forum, students are invited to assist each other with homework problems.  
Admin: **James Kirk (jamesk )**

**Homework Help**

Subject	Sender	Date
Homework 6 June	James Kirk	6/16/2005 07:53AM
RE: Homework 6 June	Sandy Brown	6/16/2005 08:02AM

Name: Sandy Brown  
Date: 6/16/2005  
Time: 08:02AM  
This message has been read 1 times.

How do you calculate the square of a number using a calculator?

Reply | Print Preview | Save |

<< 1 >>

Create New Topic | Back |

### Replying to Messages

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

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

5. Click **Submit**.

**My Classes > Math Class > My Forums > Reply**

In this forum, students are invited to assist each other with homework problems.  
 Admin: **James Kirk (jamesk)**  
 You are replying to: **Homework 6 June**  
 Written by: James Kirk  
 Date: 6/16/2005  
 Time: 07:53AM

**Sender Details**

Sender: Sandy Brown  
 Email: sandyb@hotmail.com  
 Homepage: http://

**Message Details**

Subject: Homework 6 June  
 Message: How do you calculate the square of a number using a calculator?  
 Picture Link: http://

Associate your post with a URL by completing the fields below

Description	Address
<input type="text"/>	http://
<input type="text"/>	http://

Submit | Back

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.

Reply | **Print Preview** | Save

Carlos Valencia 7/19/2006 05:53PM

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



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

**Print Message**

Name: Carlos Valencia  
 Date: 8/23/2006  
 Time: 11:10AM

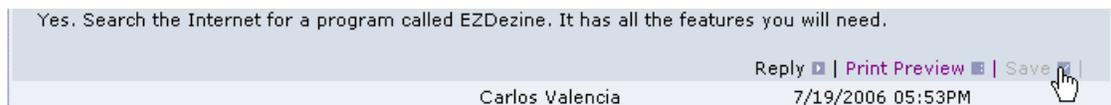
Yes. Search the Internet for a program called EZDezine. It has all the features you will need.

Print | Close |

### **Saving Messages**

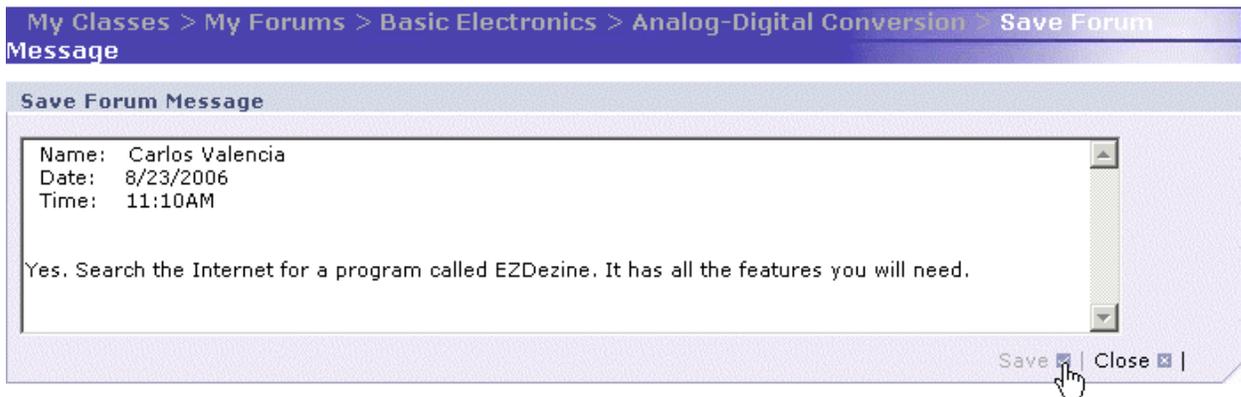
You can save any message to your own computer, including both original topics and replies.

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



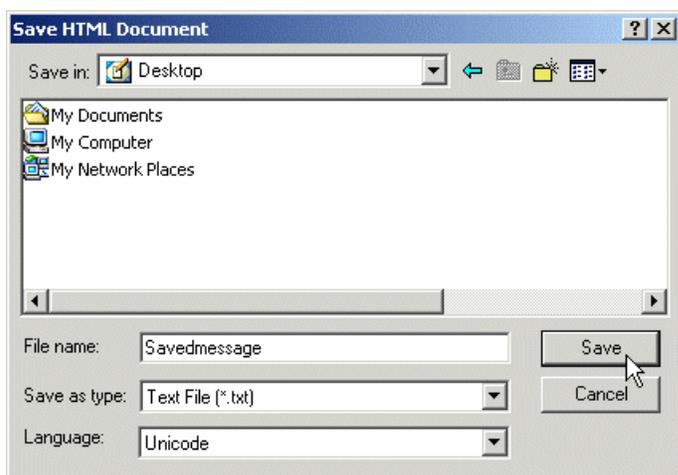
The **Save Forum Message** pop-up window is displayed.

- 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.

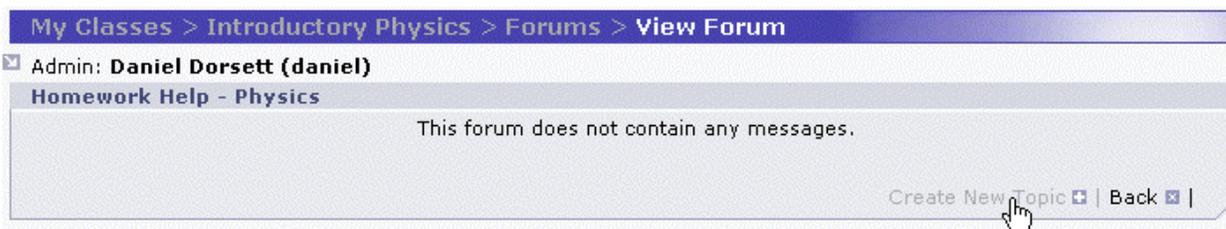
### **Creating a Topic**

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.

My Classes > Introductory Physics > My Forums > Add Message

Admin **Dorsett, Daniel (daniel)**

**Sender Details**

Sender

E-mail

Homepage http://

**Message Details**

Subject

Message

Picture Link http://

Associate your post with a URL by completing the fields below

Description	Address
<input type="text"/>	http:// <input type="text"/>
<input type="text"/>	http:// <input type="text"/>

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.

- Click **Submit** at the bottom of the page.

**My Classes > Math Class > My Forums > Add Message**

In this forum, students are invited to assist each other with homework problems.  
Admin **James Kirk (jamesk)**

**Sender Details**

Sender:   
 Email:   
 Homepage:

**Message Details**

Subject:   
 Message:   
 Picture Link:

Associate your post with a URL by completing the fields below

Description	Address
<input type="text" value="An interesting site about square numbers."/>	<input type="text" value="http://hathworld.wolfram.com/Square#"/>
<input type="text"/>	<input type="text" value="http://"/>

|

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

**My Classes > Math Class > Forums > View Forum**

In this forum, students are invited to assist each other with homework problems.  
Admin: **James Kirk (jamesk)**

**Homework Help**

Subject	Sender	Date	
Homework 6 June	James Kirk	6/16/2005 07:53AM	

<< 1 >>

|

## 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)

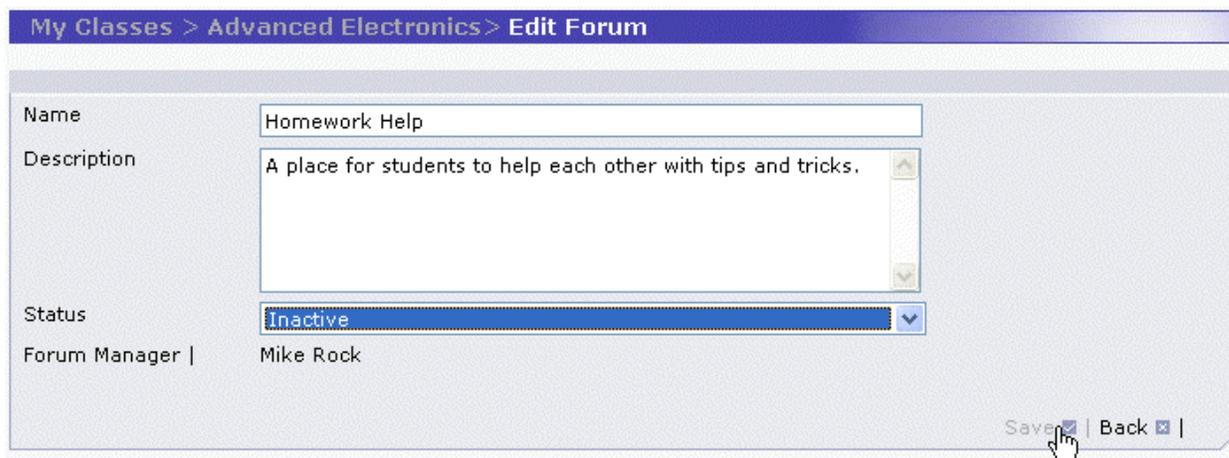
Forums can be deactivated to prevent students from being able to access them. This is useful when the instructor would like the forum to be available only at certain times, such as after all students have taken a test that is the subject of the Forum.

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.



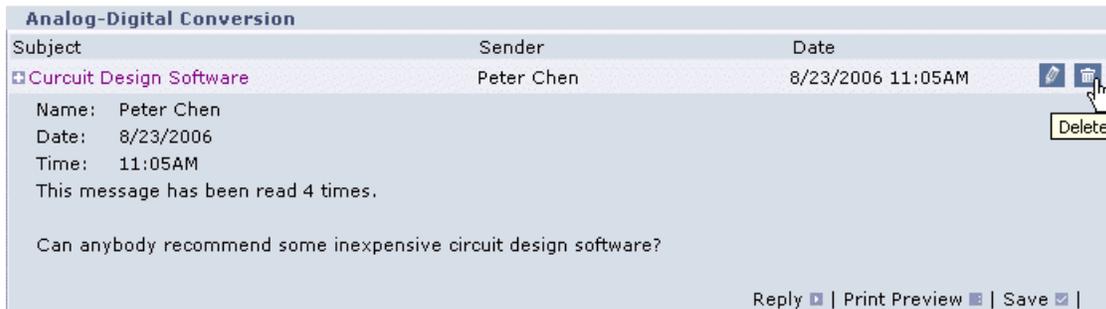
### **Editing and Deleting Forum Entries (Forum Manager Only)**

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.

- Click the **Delete** icon next to the message to be deleted.



The message is deleted.

To edit a message:

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

Test	Start Date	End Date	Status
<input type="checkbox"/> Electrical Systems: Post-Test			In Progress
<input type="checkbox"/> Inverter Basics pretest	07/20/2006 12:27AM	07/21/2006 12:00AM	Expired
<input type="checkbox"/> Basic Electronics			In Progress

Add + | Delete

## ***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**.

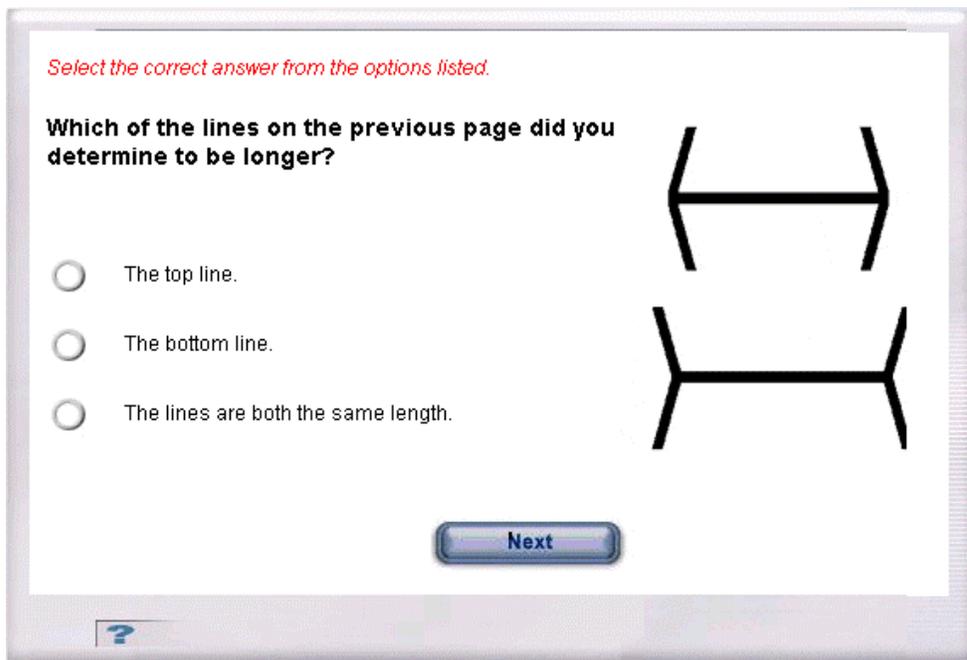
Reminder: To access the **Class Main Page**, click on the  tab of the **Navigation Menu**. Then click on the name of the class in the *My Classes* panel.



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

Test	Start Date	End Date	Status	
Electrical Systems: Post-Test			In Progress	
Inverter Basics pretest	06/07/2006		In Progress	

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.

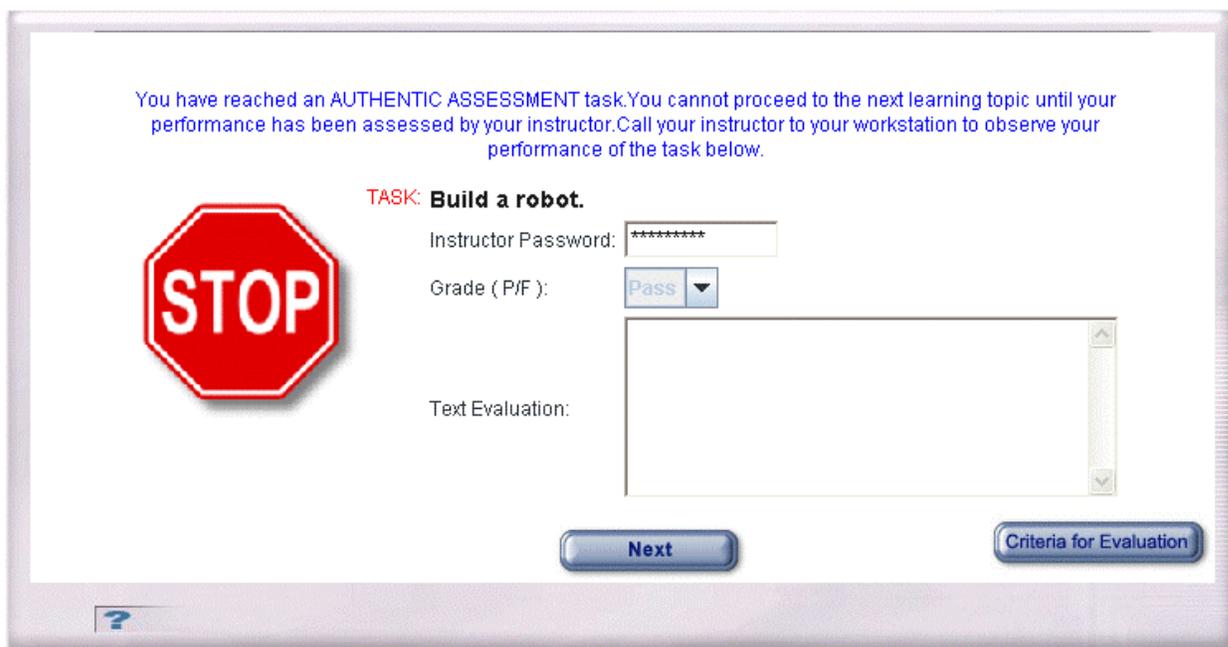


- **Submit:** This button is displayed when the last question in the test is displayed. After this button is pressed, the test will end and your score will be calculated. By the instructor's choice, you may be presented with your score, or you may be presented with the correct answers and feedback. You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

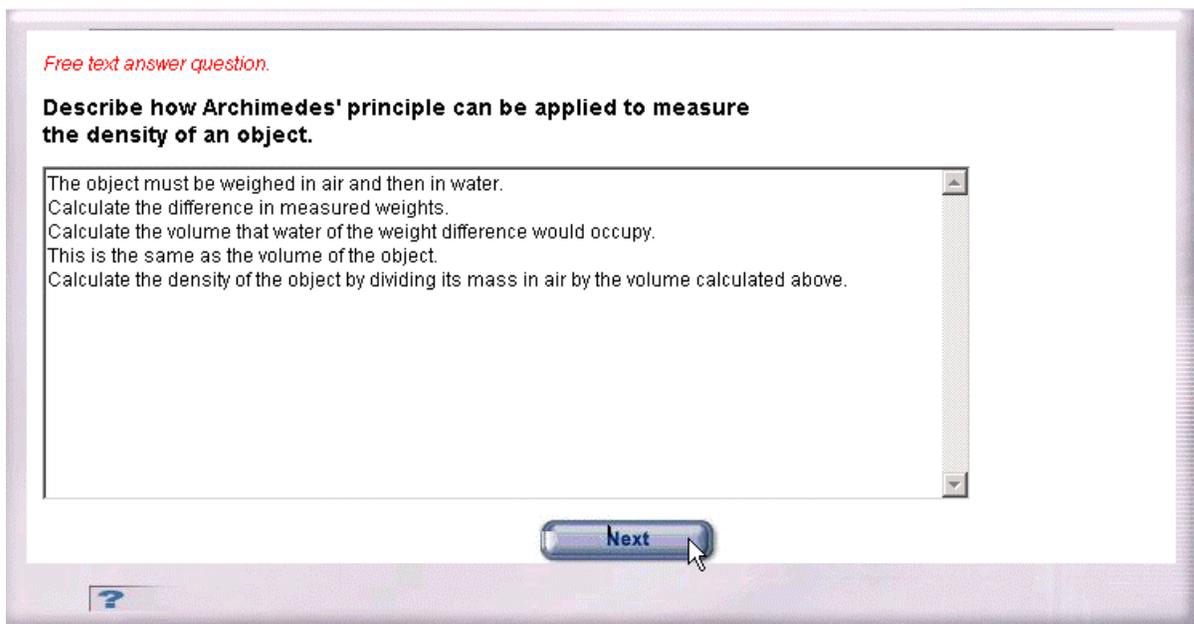


Different grading types are available for authentic assessments: Pass/Fail, 0 - 100% and 1 - 4. The instructor specifies which type is to be used for test. Grades are assigned as follows:

- 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**.



Free text answer question.

**Describe how Archimedes' principle can be applied to measure the density of an object.**

The object must be weighed in air and then in water.  
Calculate the difference in measured weights.  
Calculate the volume that water of the weight difference would occupy.  
This is the same as the volume of the object.  
Calculate the density of the object by dividing its mass in air by the volume calculated above.

Next

?

## 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.

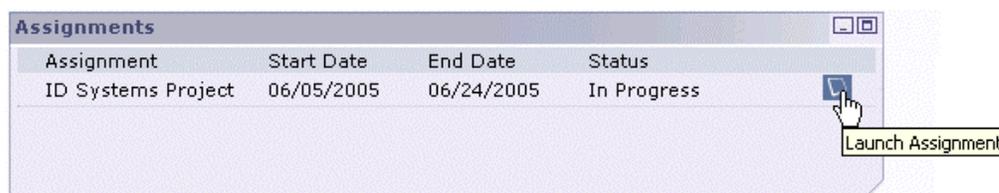
Grading for an assignment is based on pre-defined criteria that the instructor sets upon assignment creation; the student can review these criteria at all times as you progress. Grading is done rubric-style, where the evaluator indicates for each criterion whether it was fully met, partially met or not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

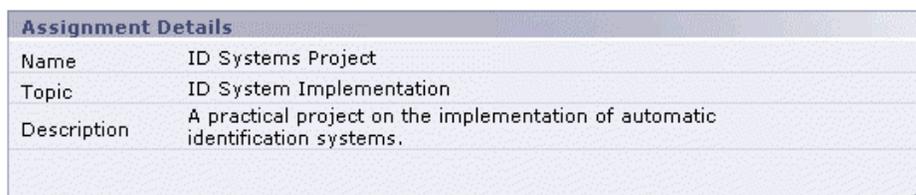
1. Click the **Launch Assignment** icon  next to the name of the assignment. Note that the Start Date, End Date and Status are displayed just as for Class Tests. The assignment can only be launched when the icon is present and the status is indicated as **In Progress**. See **Start Date and End Date**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



Assignment	Start Date	End Date	Status
ID Systems Project	06/05/2005	06/24/2005	In Progress

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

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



Assignment Details	
Name	ID Systems Project
Topic	ID System Implementation
Description	A practical project on the implementation of automatic identification systems.

- **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	<a href="http://www.electronetwork.org/">http://www.electronetwork.org/</a>

- **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
<input type="checkbox"/> 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.

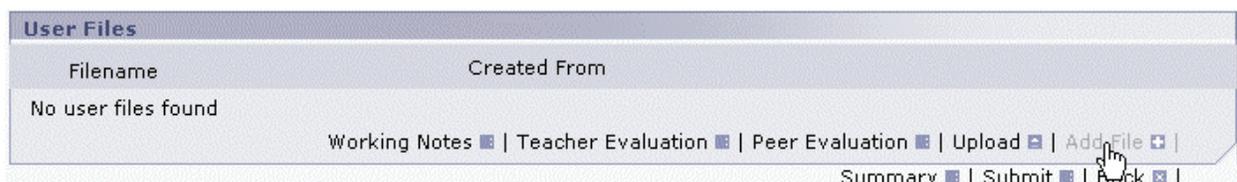
- You can upload files from your computer to your **Assignment** page using the Add File procedure. See **Adding a New User File** on page 109.
- You can download files from the **Assignment** page to your computer. After doing so, the file on the **Assignment** page becomes **locked**, to prevent you 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.

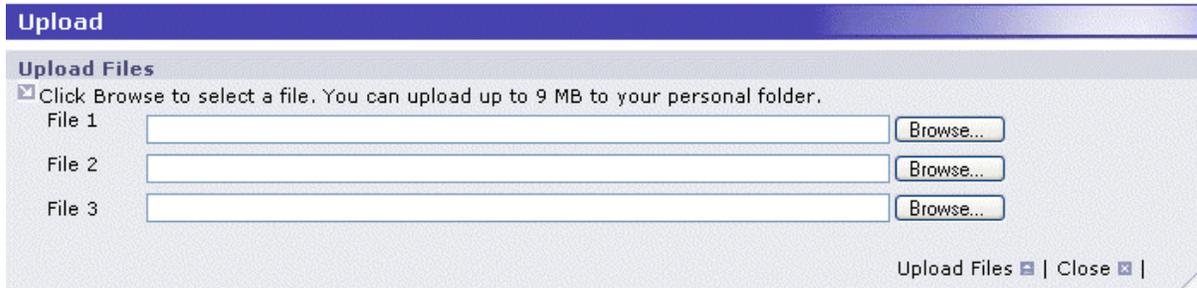
To add a new User File:

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.



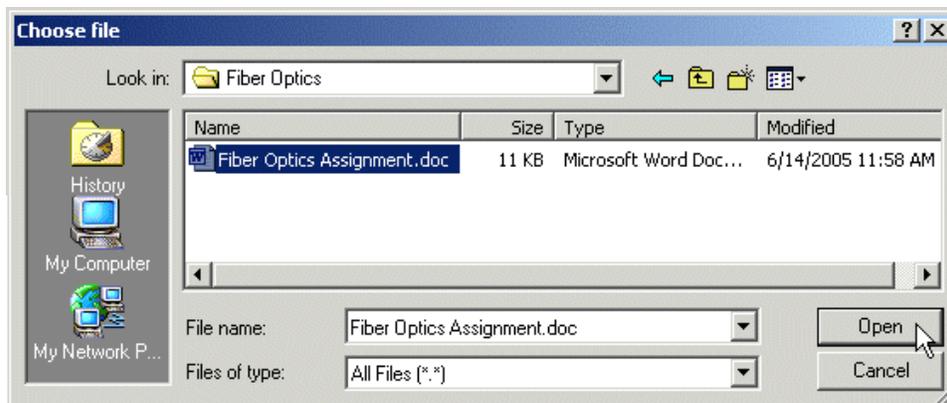
The **Upload** pop-up window is displayed.

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

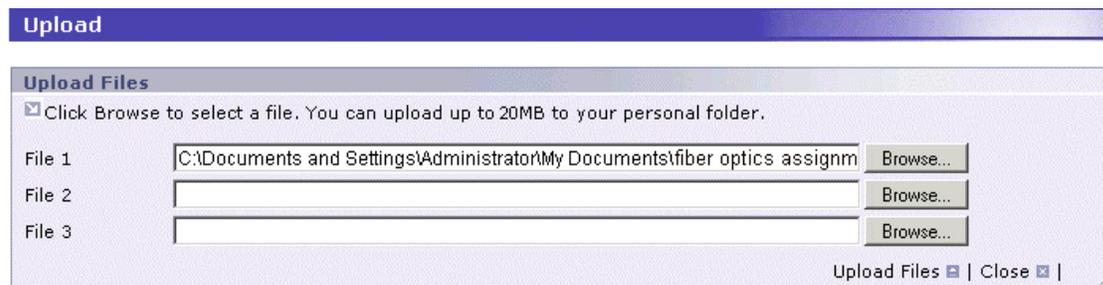


The Windows **Choose File** dialog box is displayed.

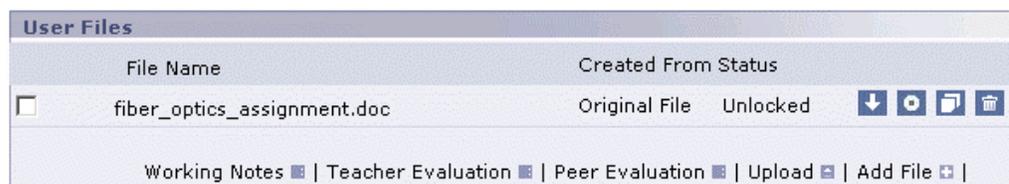
- Browse to select the file to add. Then click **Open**.



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



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



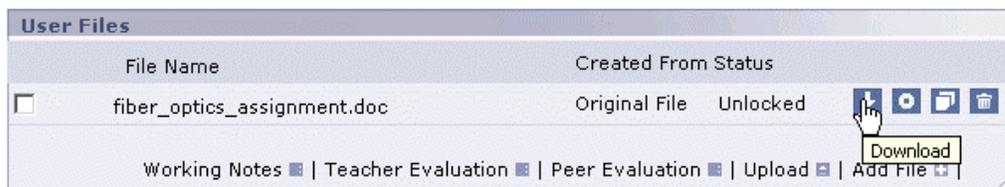
**Note:** LearnMate automatically replaces all spaces in the name of the uploaded file with underscore characters ( \_ ).

### Opening and Downloading a User File

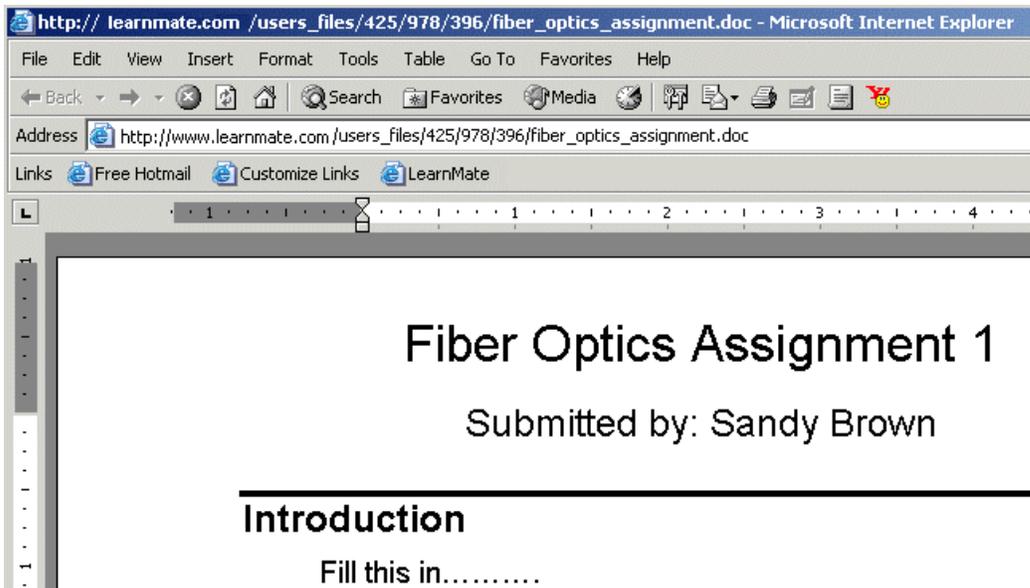
You can open and download any of your User Files to your computer, so that you can work on them offline. Once a file has been downloaded, the status of the file is indicated as **Locked**. This prevents you from downloading the file again and becoming confused over which copy of the file you are working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

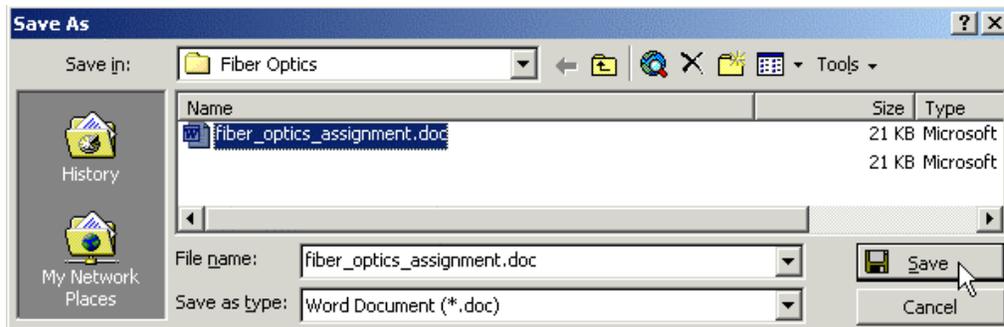


The selected file is opened in a new browser window by the application required by the file.





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.

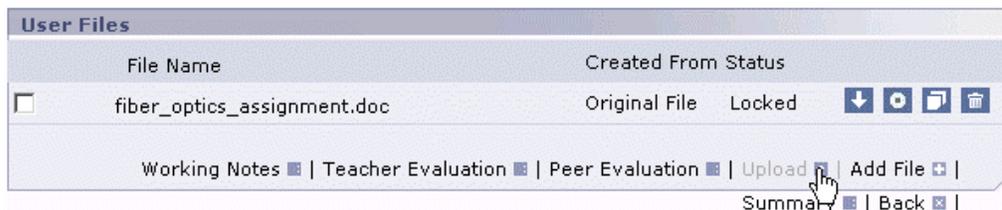
Uploading an existing file to LearnMate involves basically the same procedure as adding a file, as described in **Adding a New User File** on page 109, except that you begin by clicking a different hyperlink.

**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:

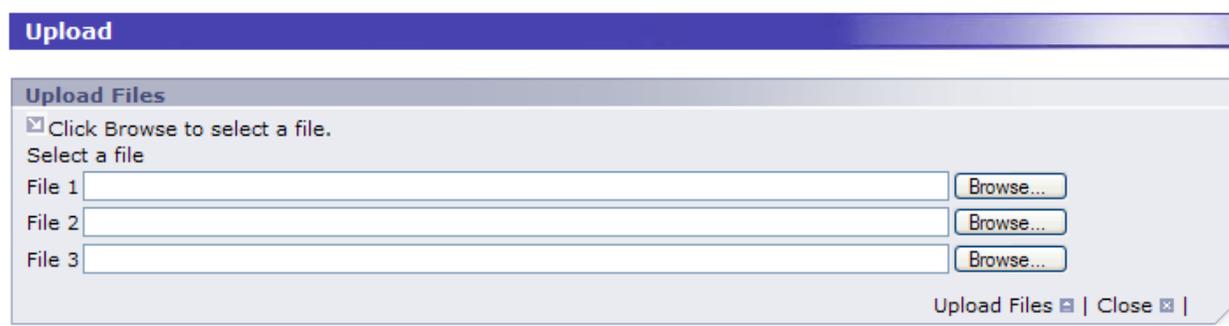
1. Launch the assignment as described in **Launching an Assignment** on page 107. The **Assignment** page is displayed.

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



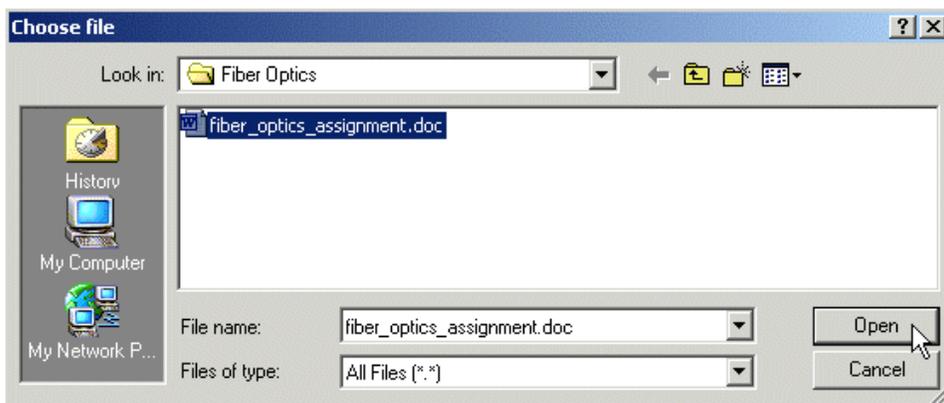
The **Upload** pop-up window is displayed.

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



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

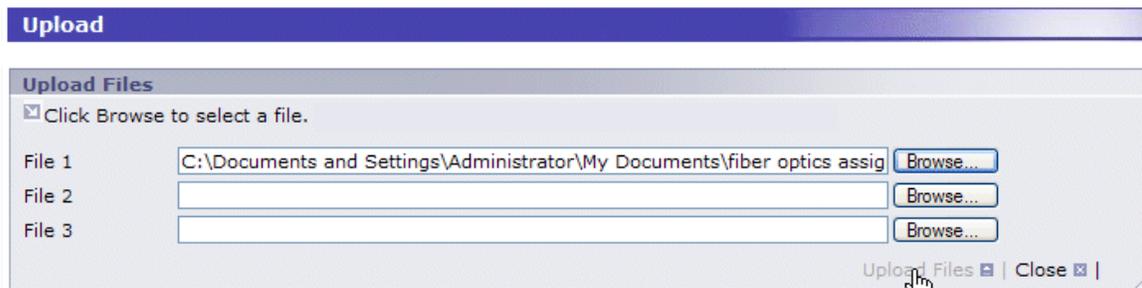
- Browse to select the file to add. Then click **Open**.



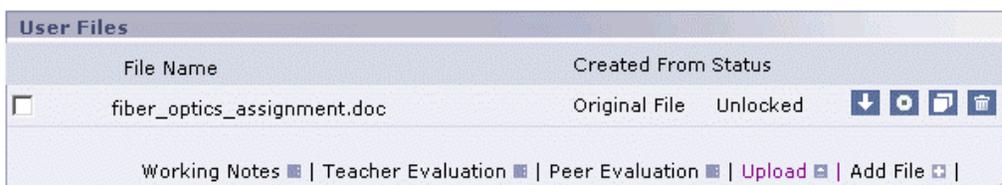
The **Upload** pop-up window is displayed with the selected file shown in the *File 1* field.

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

- Click **Upload Files**.



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

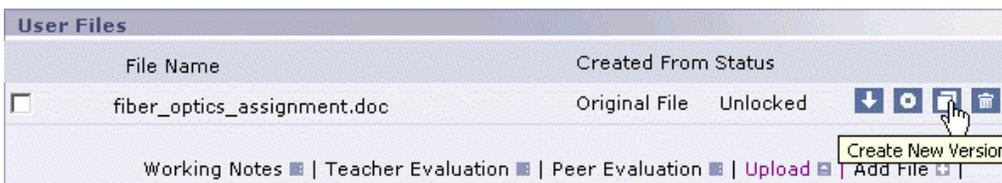


### Creating a New Version of a User File

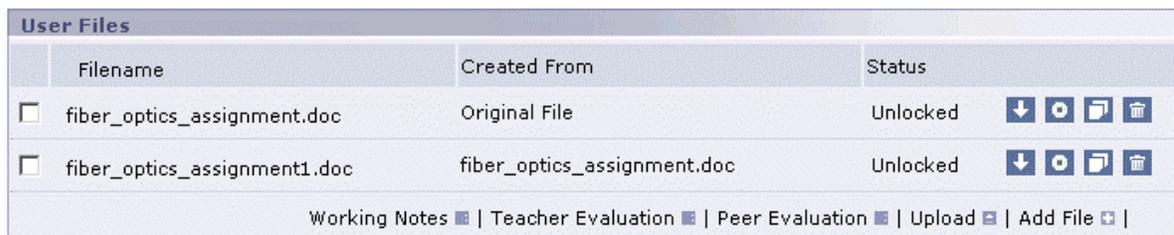
It is recommended that you create a backup copy of a User File before editing it.

To create a new version of a User File:

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



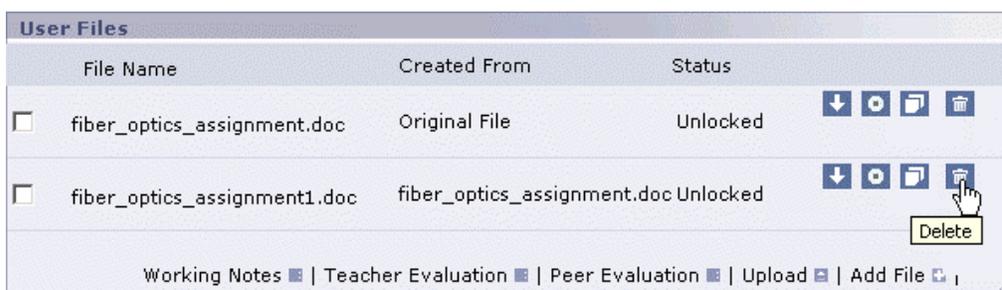
**Notes:**

- 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**

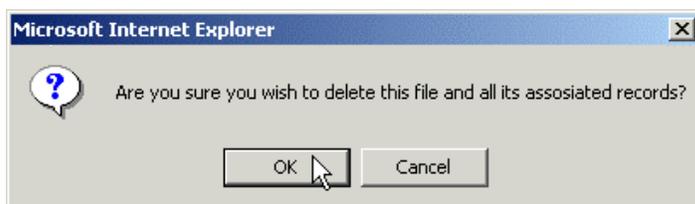
To delete a User File:

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.

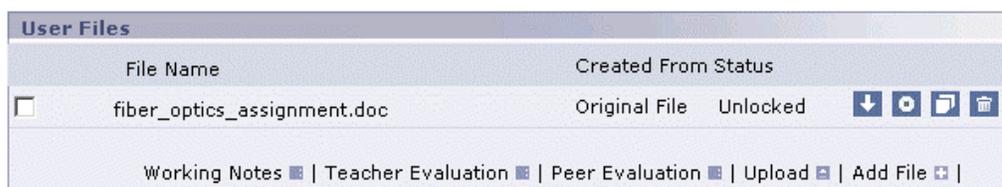


You will be asked for confirmation.

3. Click **OK**.



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

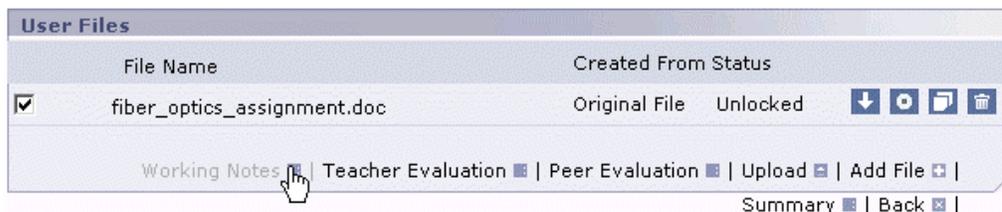


### Creating and Viewing Working Notes

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.

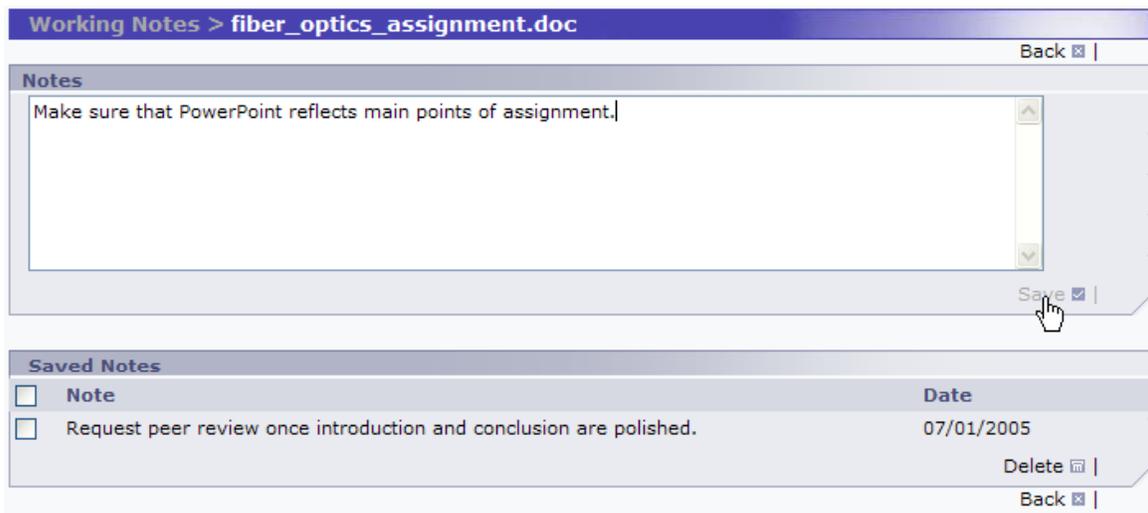
To create and view Working Notes:

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.



- 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.

Saved Notes	
Note	Date
<input type="checkbox"/> Request peer review once introduction and conclusion are polished.	07/01/2005
<input type="checkbox"/> Make sure that PowerPoint reflects main points of assignment.	07/01/2005

Delete |  
Back |

**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.

- Launch the assignment as described in **Launching an Assignment** on page 107. The **Assignment** page is displayed.
- In the *User Files* panel of the **Assignment** page, check the checkboxes next to the file to be submitted.
- 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.

User Files	
File Name	Created From Status
<input checked="" type="checkbox"/> fiber_optics_assignment.doc	Original File Unlocked

Working Notes | **Teacher Evaluation** | Peer Evaluation | Upload | Add File |  
Summary | Back |

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.

My Desktop > Assignments > Evaluation Request

**Assignment Details**

Assignment	Fiber Optics Assignment 1
Evaluator	James Kirk
Filename	fiber_optics_assignment.doc

Number of Evaluations 0  
Grade 71%

Notes to Evaluator

[Submit Teacher Evaluation](#) | [Back](#)

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.

My Classes > Fiber Optics Assignment 1 > Students

To add/remove more than one user at a time, hold down the [Ctrl] key when selecting students.

Class Peers	Selected Peers
<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">Paul Adams paula)</li> <li>Sandy Brown sandyb)</li> <li>Jack Cloud jackc)</li> <li>Tanya Fink tanyaf)</li> <li>Graeme Hick graemeh)</li> <li>Gary King garyk)</li> <li>Jane Parker Janep)</li> <li>Peter Parker peterp)</li> <li>Mike Rock miker)</li> <li>Henry Salt henrys)</li> <li>John Smith johns)</li> </ul>	<div style="margin-bottom: 10px;"> </div> <div style="margin-bottom: 10px;"> </div> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

[Send](#) | [Back](#)

**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)**

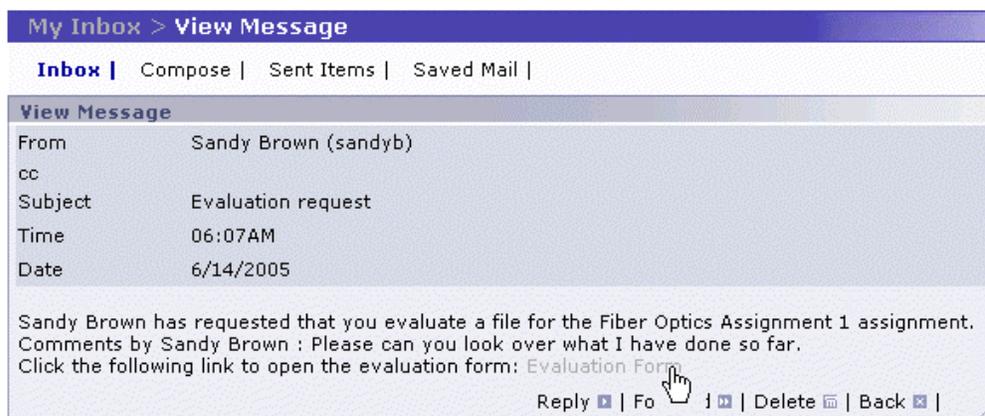
If one of your classmates has requested that you evaluate his or her assignment, you will receive a message in your **Inbox**. The message will have the subject Evaluation request. To review **Inbox** procedures, see **My Inbox** on page 31.

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.

My Desktop > Assignments > View Evaluation

Assignment Details	
Assignment	Fiber Optics Assignment 1
Evaluator	James Kirk
Evaluation for	Sandy Brown
Description	This assignment is on the basics of fiber optics.
File	fiber_optics_assignment.doc
Grade	0
Number of Evaluations	0

Evaluation				
Name	Full	Partial	Not Addressed	Weight
The introduction sparks an interest in reading the rest of the work.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
The introduction presents the topic in a clear and interesting manner.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
The introduction is written concisely.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
Examples are used.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
Shows an investment in the work.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%

Evaluation

Grade

Send Evaluation  | Calculate Grade  | Back

- 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.

My Desktop > Assignments > View Evaluation

Assignment Details	
Assignment	Fiber Optics Assignment 1
Evaluator	James Kirk
Evaluation for	Sandy Brown
Description	This assignment is on the basics of fiber optics.
File	fiber_optics_assignment.doc
Grade	90
Number of Evaluations	2

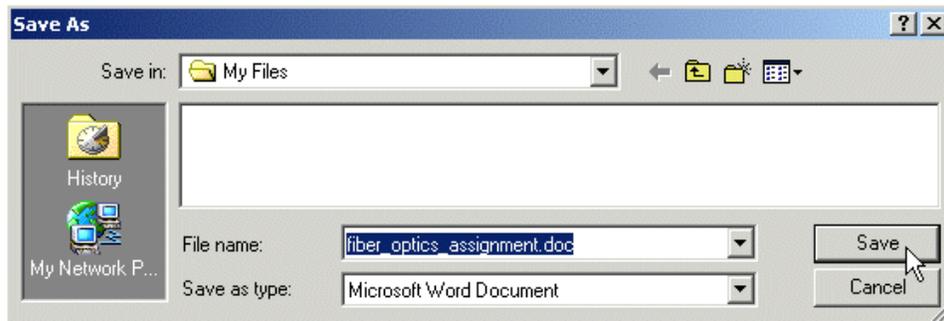
- Alternatively, to save the file to your own computer, right-click on the name and select **Save Target As...** from the pop-up box drop-down menu.

File	fiber_optics_assignment.doc	
Grade	80	
Number of Evaluations	1	

- Open
- Open in New Window
- Save Target As...
- Print Target

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**.

Evaluation				
Name	Full	Partial	Not Addressed	Weight
The introduction sparks an interest in reading the rest of the work.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	20%
The introduction presents the topic in a clear and interesting manner.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
The introduction is written concisely.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20%
Examples are used.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	20%
Shows an investment in the work.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	20%

Evaluation

Grade

Send Evaluation  | Calculate Grade  | Back

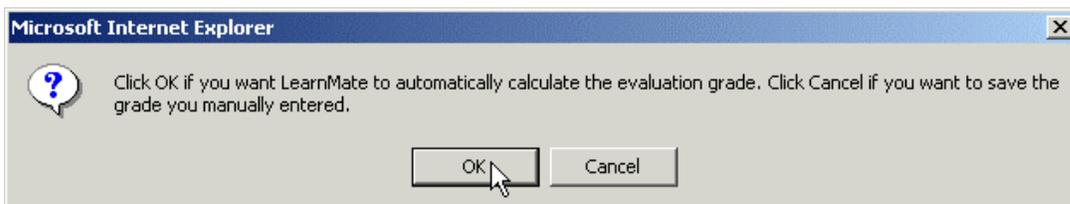
The grade is calculated and placed in the *Grade* field. You can modify this number manually if you wish. Keep in mind that an evaluation “grade” is not the student’s actual grade, but a preliminary check to help the student perfect the work before submission.

- Click **Send Evaluation** to send your evaluation to the student.

Grade

Send Evaluation  | Calculate Grade  | Back

The following message will be displayed.



- 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.

- 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.

My Desktop > Assignments > Evaluation Request	
<b>Assignment Details</b>	
Assignment	Fiber Optics Assignment 1
Evaluator	James Kirk
Filename	fiber_optics_assignment.doc
<b>James Kirk's Evaluation #1</b> <span style="float: right;">Evaluation Date: 06/14/2005</span>	
<b>Criterion</b>	<b>Full</b> <b>Partial</b> <b>Not Addressed</b>
The introduction sparks an interest in reading the rest of the work.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The introduction presents the topic in a clear and interesting manner.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The introduction is written concisely.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Examples are used.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Shows an investment in the work.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Comments:</b> More emphasis needs to be placed on practical applications, and less on theory. More specific examples are required..	
Grade :80	
Number of Evaluations 1 Grade 80%	
Notes to Evaluator <input type="text"/>	
Submit Teacher Evaluation   Back	

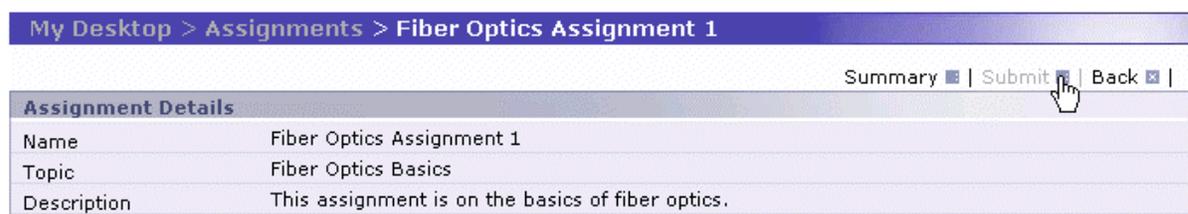
- If you wish, you can send the User File to the same evaluator again with additional comments in the *Notes to Evaluator* field. For example, once you have completed the suggestions noted in a previous evaluation, you may wish to submit the assignment for a re-review. To do so, click [Submit Teacher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

## Submitting an Assignment for Grading

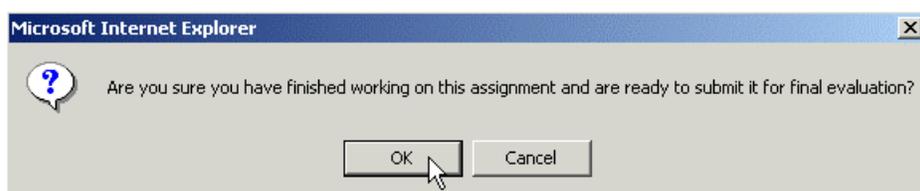
Once you have completed the assignment, you must submit it to the instructor for final grading. In some cases, you may have had your User Files evaluated a number of times before final submission.

**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.

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



- 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

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### 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:

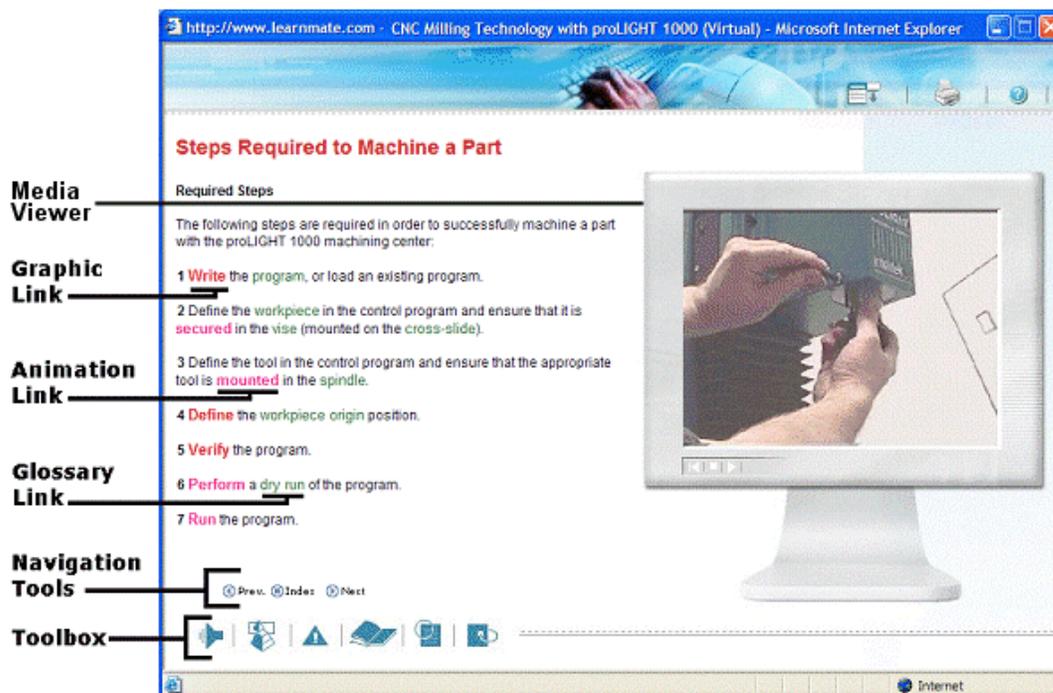
- The layout of the Content Viewer
- Content Viewer icons
- Color-coded hyperlinks within the text



## 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.



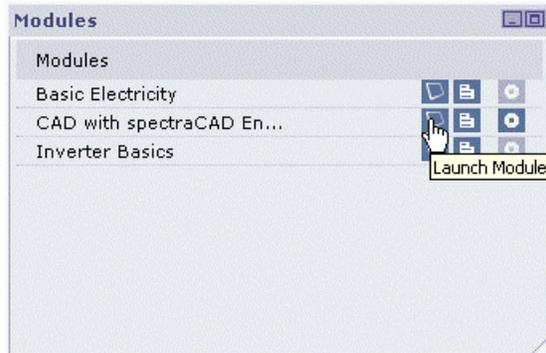
Each of the items specified will be discussed in one of the following sections:

- **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.

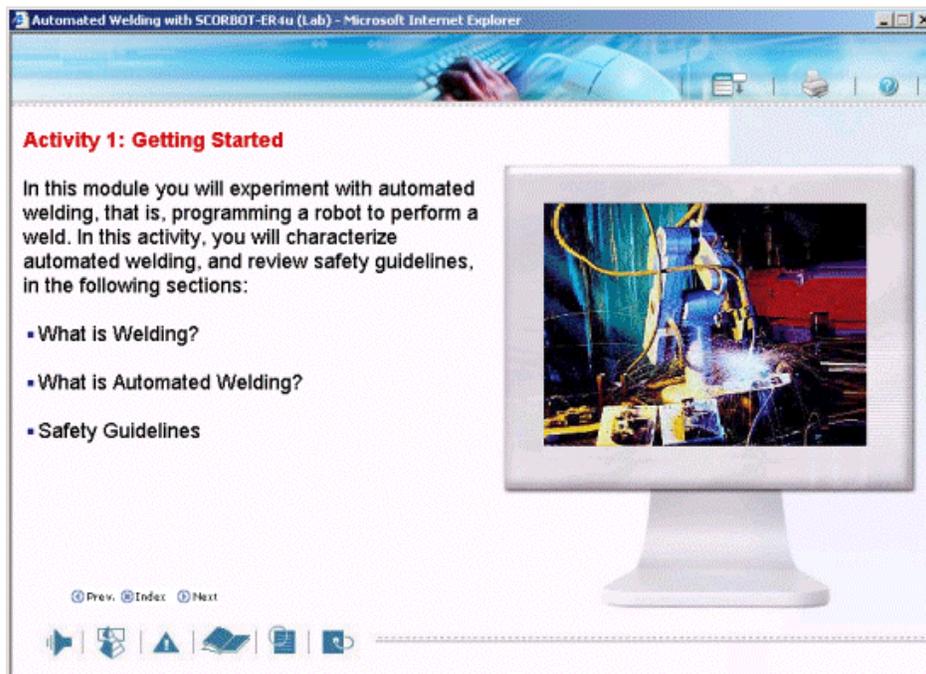
## Launching a Module

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.



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## 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:

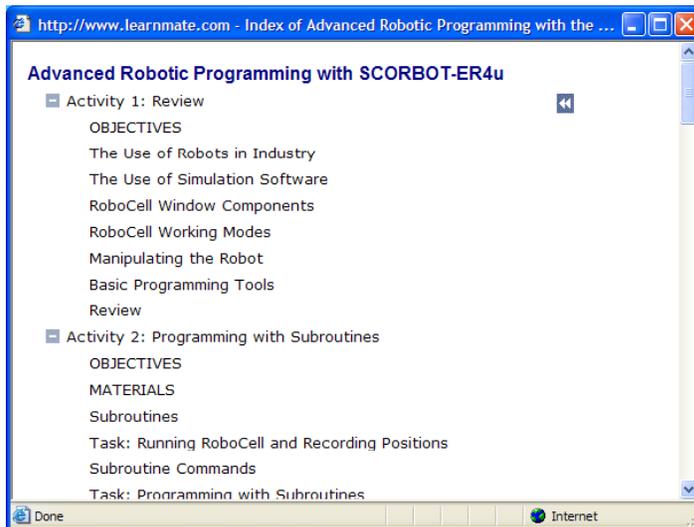
- Change the media object (graphic, animation, video) displayed in the Media Viewer
- Open the Glossary pop-up window to a particular term
- Open a software application
- Open a resource file
- Jump to another page within the current module or another module
- Open a link to a related article or website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

### Moving from Page to Page

◀ Prev. Index ▶ Next

- 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.

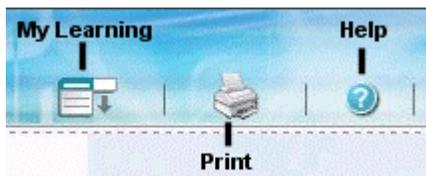


- Click a **red** link to change the graphic displayed in the Media Viewer.
- Click a **pink** link to change the animation displayed in the Media Viewer.
- Click a **green** link to open the Glossary pop-up window to a specific term and definition. For more details on the glossary, see **Glossary**, 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.

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## The Upper Icons

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



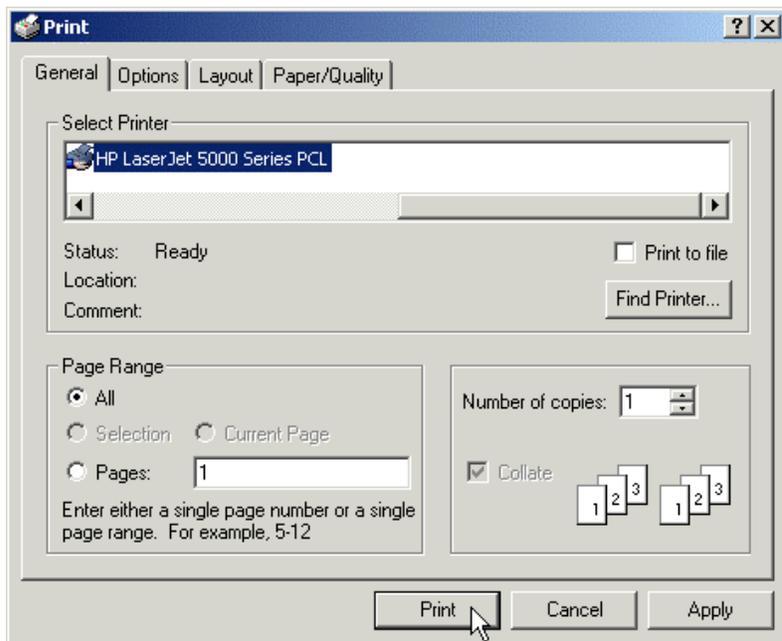
### *My Learning*

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.

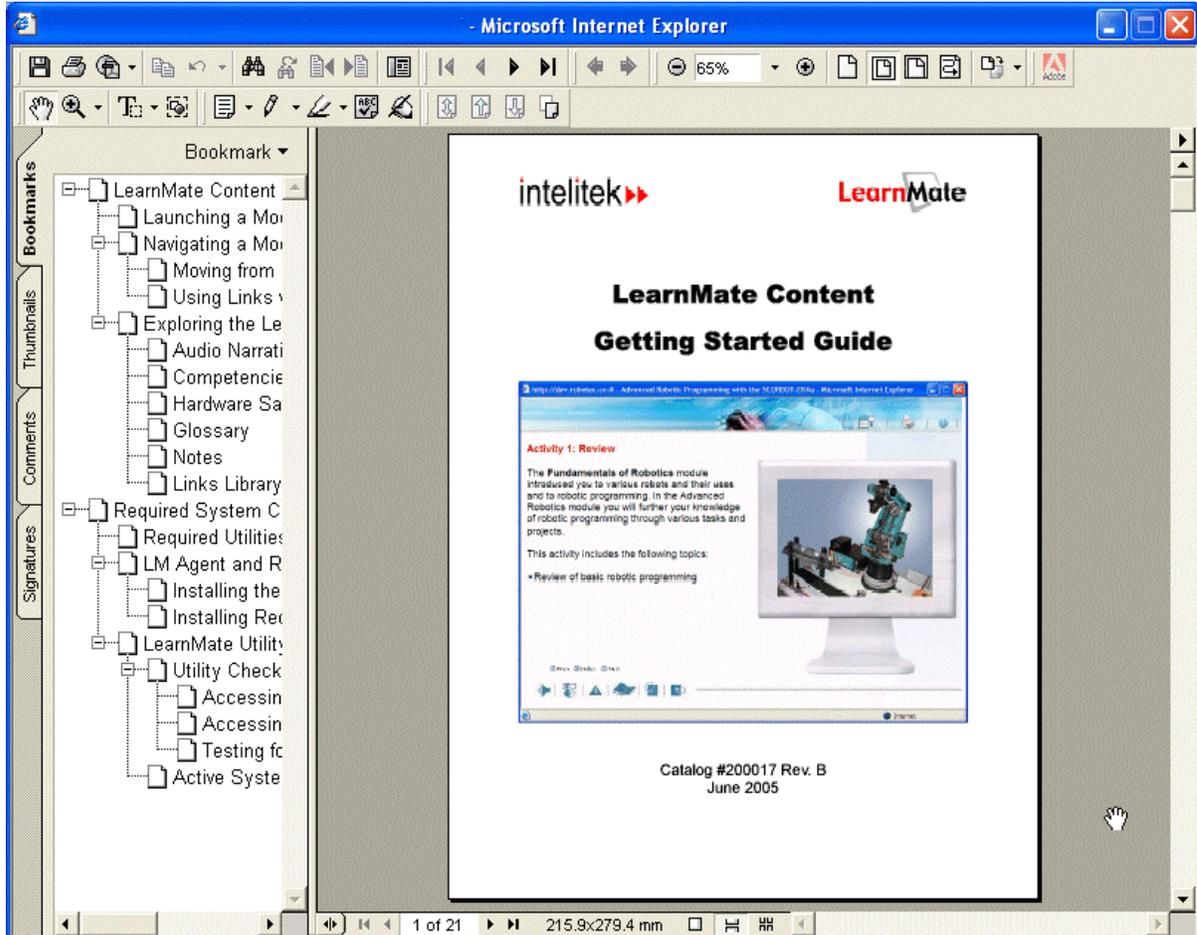
## Print

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



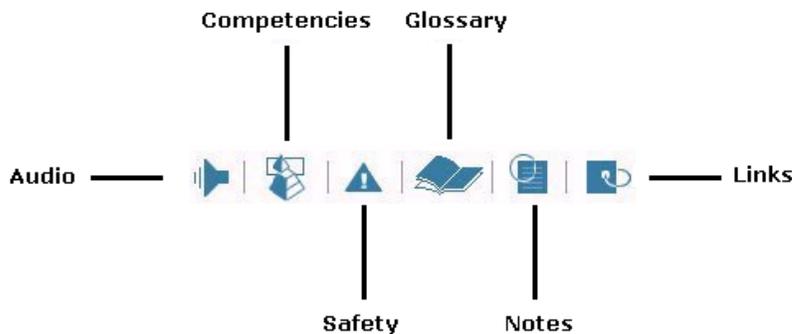
## Help

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](#).

**Safety for Electrical Systems (Lab)**

Electrical and electronic systems require safe and responsible handling in the laboratory and work place. Careless handling can hurt someone or could cause serious damage to system components.

Always follow the safety practices listed in the following section. Carelessness can lead to serious injury!

- Maintain a clean work area at all times.
- Keep food and drink away from the work area.
- Handle components with caution.
- Make sure your hands are completely dry.
- ALWAYS use a grounded electrical source of the proper rating. The MB-100 Trainer requires 115 VAC.
- ALWAYS read directions completely before performing a task.
- If you are unsure about the operation of a circuit, talk to your instructor before turning on the main power switch to the trainer.
- ALWAYS make sure the main power switch to the MB-100 Trainer is turned off before building or taking apart circuits.
- ALWAYS take apart circuits and put away equipment properly before closing the case of the MB-100 Trainer.

Close  |

## 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.

**Glossary**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Term

Search  | Close  |

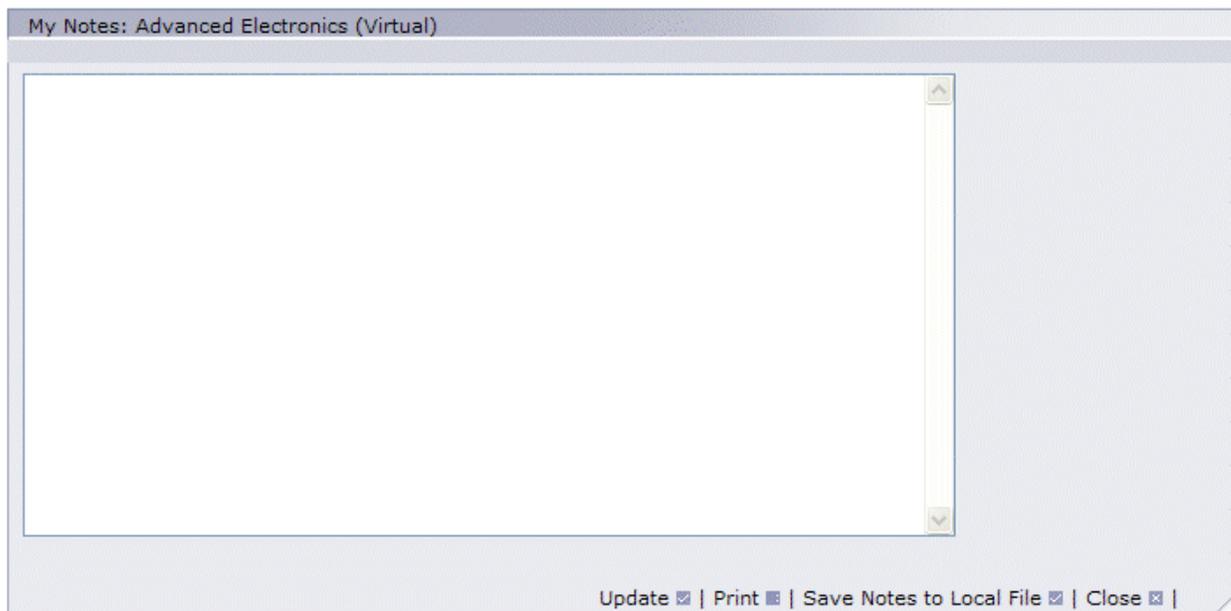
The **Glossary** window can also be opened by clicking a glossary link (a **green** link) in the text of a module, in which case the **Glossary** window opens directly to that term.



## 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.

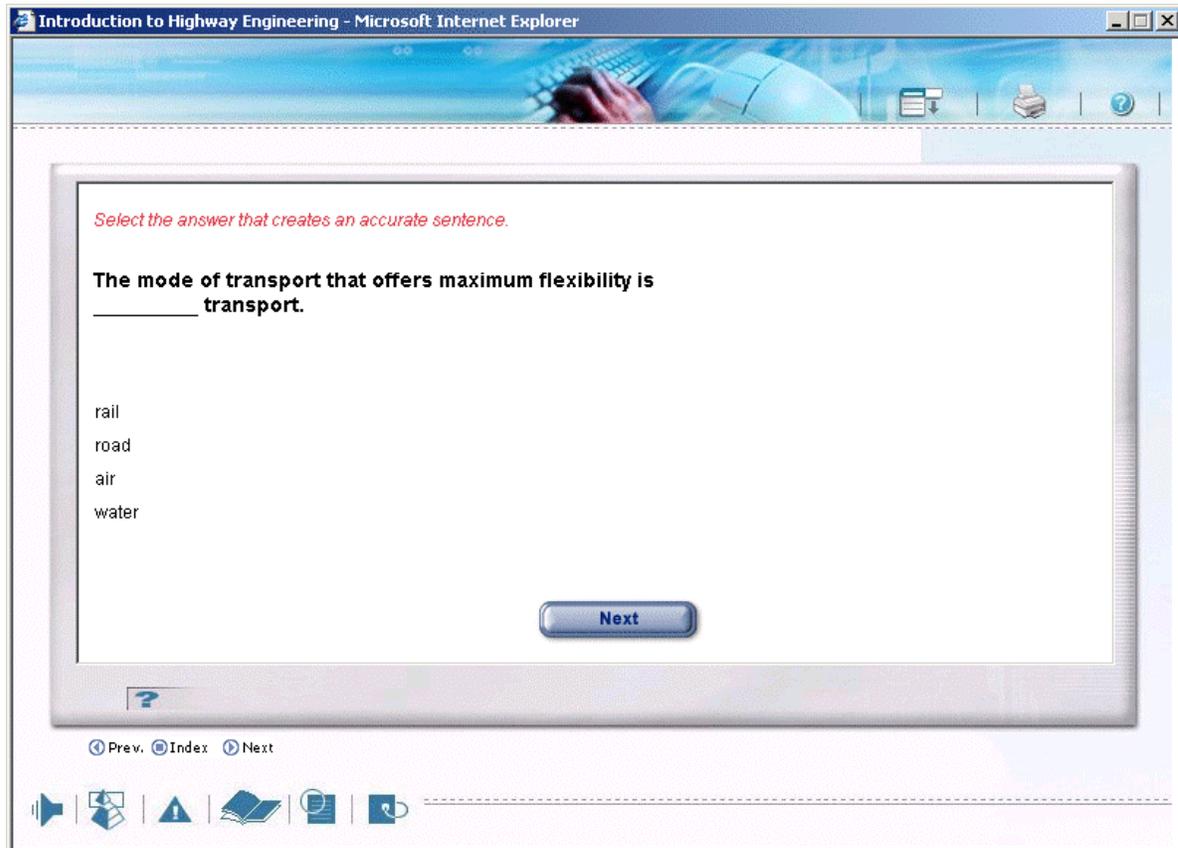
**Note:** You must be connected to the Internet for these links to work.

<b>Robotics Links Library</b>
<b>Flexible Manufacturing Systems: Moving Toward the Twenty First Century</b> Introduction to flexible manufacturing systems and trends in this field.
<b>Larry's Robotic page</b> Excellent resource for URLs of robotic sites.
<b>Manufacturing &amp; Robotics Resources Technology Education</b> Links to a large selection of robotic resources on the internet.
<b>Robotics FAQ</b> This is the Frequently Asked Questions (FAQ) list for the internet robotics newsgroups comp.robotics.misc and comp.robotics.research. This list provides a resource of answers to commonly (and some uncommonly) asked questions regarding robotic systems, organizations, periodicals, and pointers to numerous other resources on the net.
<b>Webcorner: Robotics</b> This site includes links to numerous robotic sites and serves as an excellent reference.
<b>Welding and Metals Joining Resources</b> Resources related to welding, brazing, soldering and other metal joining technologies.
<b>Your Very Own Robotic Butler</b> CNN article about potential daily uses of robots in the not-so-distant future.
Close 

## 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 Assessments. 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.

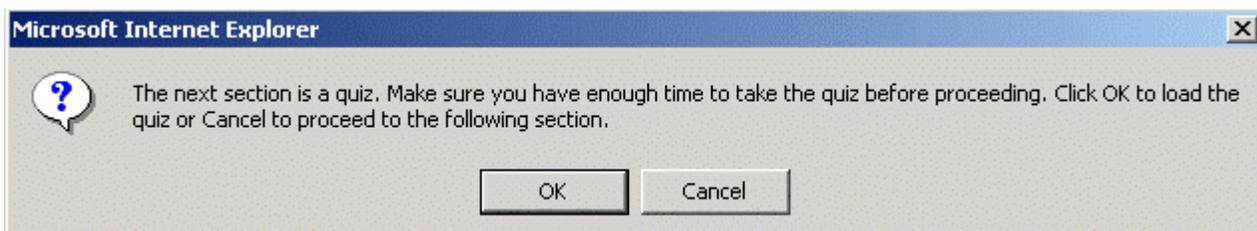


- Click a numbered block to jump to the question of that number.
  - Note that all questions that have already been visited and answered are indicated in red, while all questions that have not yet been answered are indicated in blue.
- **Submit:** This button is displayed when the last question in the 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  in the Test Navigation Bar.

**Note:** When using the Test Navigation Bar, be very careful not to accidentally click  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  to take the test, or  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.

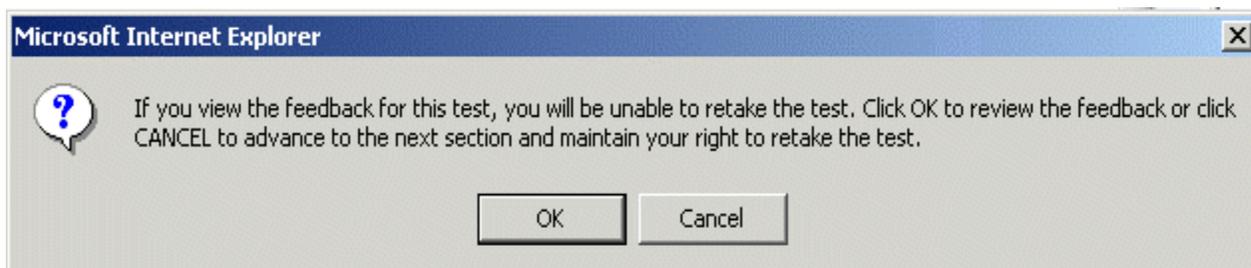
There are three possibilities:

- 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.

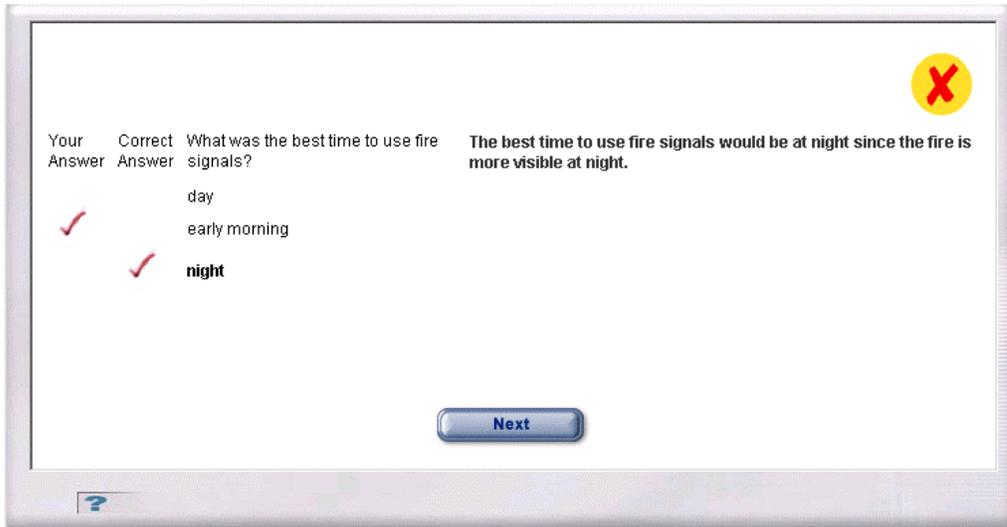
If the instructor has specified that the student can see the answers after submitting a test, the student will see the message below, provided that the student has not used up all permitted attempts at the test.



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.



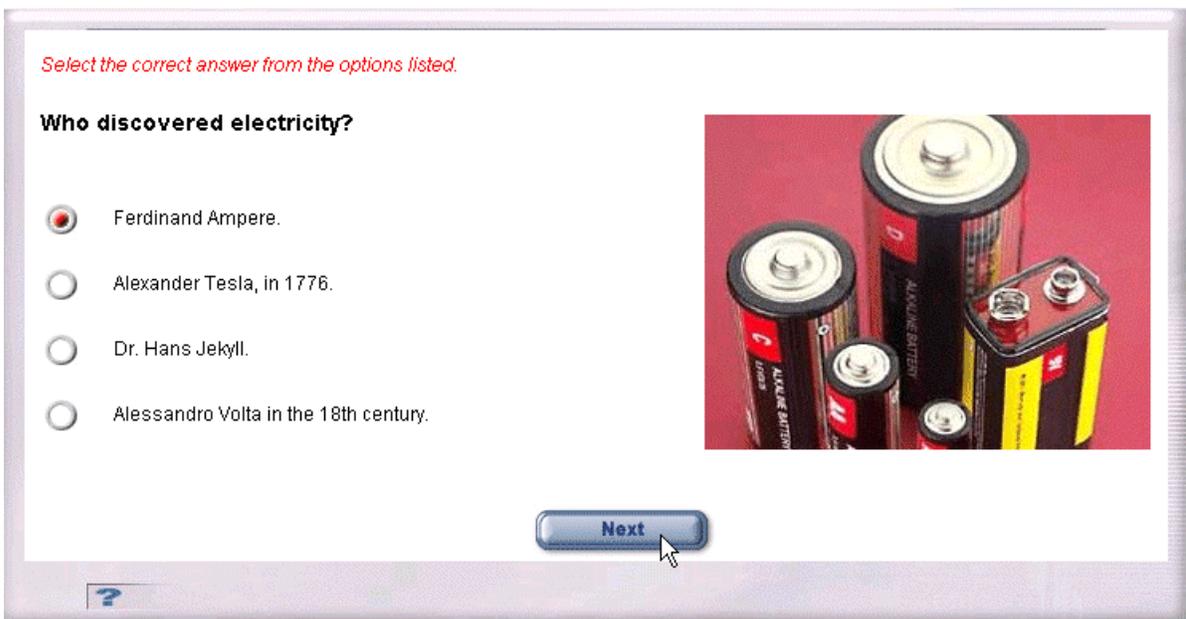
Note that the page displays the answer you provided, the correct answer, and feedback. If the student did not submit an answer to the question, the text “No answer was submitted for this question.” Is displayed in red at the top of the Test Viewer.

## 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.

Who discovered electricity?

Your Answer	Correct Answer
✓	Ferdinand Ampere.
	Alexander Tesla, in 1776.
✓	Dr. Hans Jekyll.
	<b>Alessandro Volta in the 18th century.</b>

**Alessandro Volta** invented the first source of continuous electric current, a chemical battery. This discovery has had enormous impact on further development of electrical knowledge, because it provided a source of electricity for which many others were able to experiment. Soon after, the relation of electricity and magnetism was discovered.

Next

**Matching Questions**

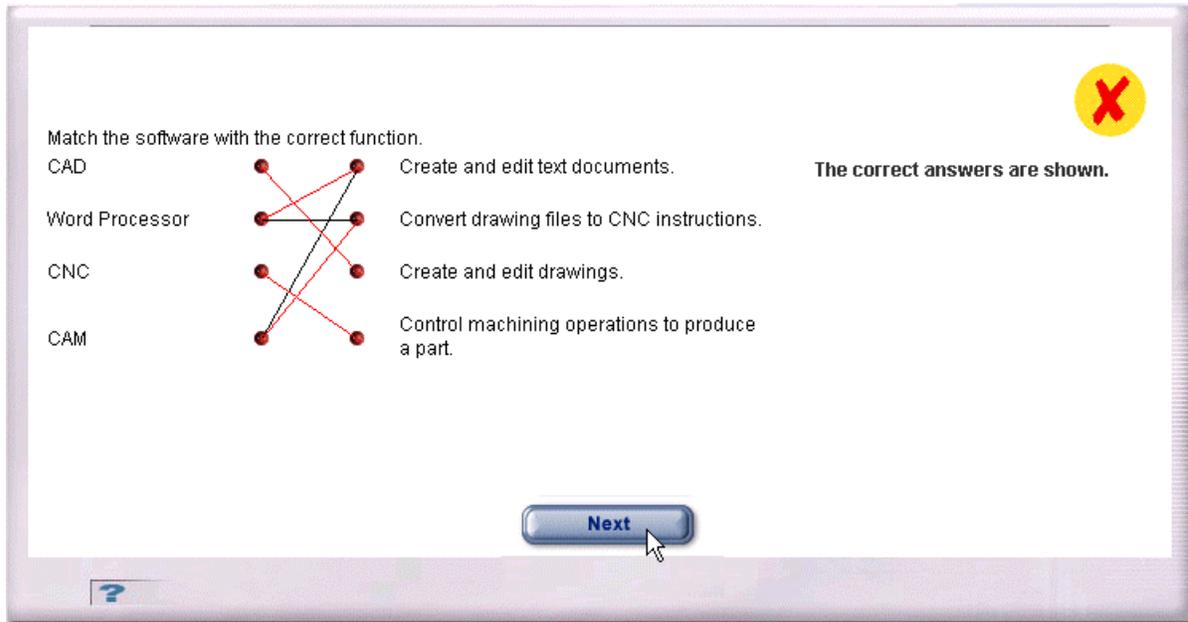
Drag your cursor from one item in the left column to the matching item in the right column. Repeat for all pairs. Click Next.

Match the software with the correct function.

CAD	●	●	Create and edit text documents.
Word Processor	●	●	Convert drawing files to CNC instructions.
CNC	●	●	Create and edit drawings.
CAM	●	●	Control machining operations to produce a part.

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.

Identify the transistor.

This transistor is a "discrete" component - an individual part. Most of the part is packaging. Thousands of transistors can be integrated into one package called an "integrated circuit" or IC.

Submit

### **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 numerals, in ascending order.

*Drag and drop the text and/or graphic elements in the correct order according to the instructions below. Click in the box if you need to clear your answers.*

**Place the Roman numerals in ascending order.**

1 I  
2 C  
3 V  
4 X

Next

To indicate that the Roman numeral I is first in the sequence, drag the label number 1 into the box. To indicate 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**.

*Drag and drop the text and/or graphic elements in the correct order according to the instructions below. Click in the box if you need to clear your answers.*

**Place the Roman numerals in ascending order.**

I  
C  
V  
X

1 3 2 4

**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.

**Place the Roman numerals in ascending order.** 

The correct order is shown. I = 1, V = 5, X = 10, C = 100.

Your Answer	Correct Answer	
<b>1</b>	<b>1</b>	I
<b>3</b>	<b>4</b>	C
<b>2</b>	<b>2</b>	V
<b>4</b>	<b>3</b>	X

**Next**

?

---

## 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

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### 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

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### 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.

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## 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**.

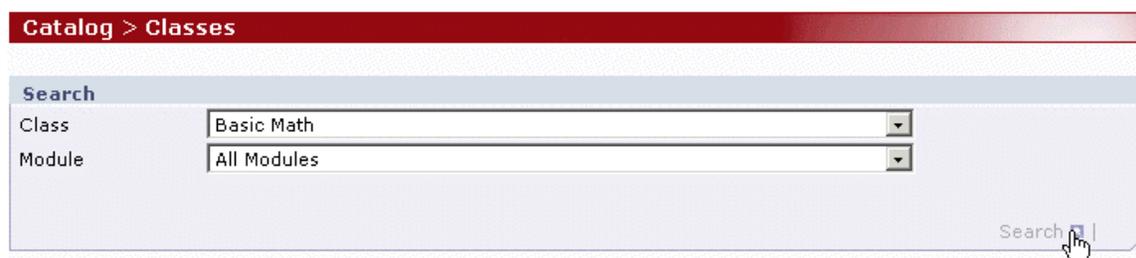


The **Classes** page is displayed.

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 screenshot of the search interface within the 'Catalog > Classes' section. The page has a red header bar with the text 'Catalog > Classes'. Below the header is a search box with the title 'Search'. Inside the search box, there are two dropdown menus: 'Class' with 'Basic Math' selected and 'Module' with 'All Modules' selected. A 'Search' button with a magnifying glass icon is located at the bottom right of the search box. A mouse cursor is pointing at the 'Search' button.

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.

Search Results				
<input checked="" type="checkbox"/> Select the classes in which you wish to enroll.				
Class	Instructor	Modules	Start Enrollment	End Enrollment
<input type="checkbox"/> Basic Math	Ladmin, Ladmin	<input type="checkbox"/> Math001		

Enroll  |

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**.

Search Results				
<input checked="" type="checkbox"/> Select the classes in which you wish to enroll.				
Class	Instructor	Modules	Start Enrollment	End Enrollment
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.

Search Results				
<input checked="" type="checkbox"/> Select the classes in which you wish to enroll.				
Class	Instructor	Modules	Start Enrollment	End Enrollment
<input type="checkbox"/> Nuclear Physics	Ladmin, Ladmin	<input type="checkbox"/> Nuclear Physics		

Class is full.

Enroll  |

- 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.

Search Results				
<input checked="" type="checkbox"/> Select the classes in which you wish to enroll.				
Class	Instructor	Modules	Start Enrollment	End Enrollment
<input type="checkbox"/> Nuclear Physics	Ladmin, Ladmin	<input type="checkbox"/> Nuclear Physics		

Enrollment must be done by class instructor.

Enroll  |

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

**Search Results**

Select the classes in which you wish to enroll.

Class	Instructor	Modules	Start Enrollment	End Enrollment
Basic Math	Ladmin, Ladmin	Math001		

You are already enrolled in the selected class.

- 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.

**Search Results**

Select the classes in which you wish to enroll.

Class	Instructor	Modules	Start Enrollment	End Enrollment
Basic Math	Thorpe, James	Math001	07/01/2006	07/12/2006

Enrollment period has expired.

Enroll  |

- Click Enroll.

**Search Results**

Select the classes in which you wish to enroll.

Class	Instructor	Modules	Start Enrollment	End Enrollment
Basic Math	Ladmin, Ladmin	Math001		

Enroll  |

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

Catalog > Classes > Class Enrollments

**You are enrolled in the following class(es).**

Class	Instructor	Modules
Basic Math	Ladmin, Ladmin	Math001

Back  |

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

## Launching the Class

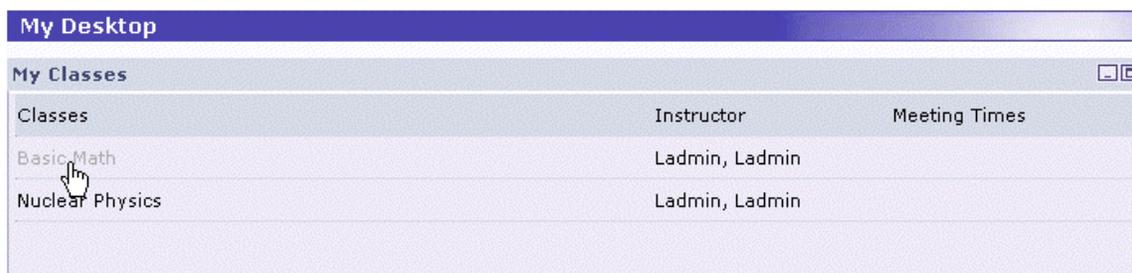
After completing enrollment in a class, you may immediately launch the class:

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?