



# LEARNMATE LMS INSTALLATION GUIDE

<b>Learn</b> Mate	D Online Learning Community	E.	M	Search Search Jew Choses	1 <b>V.</b>	
Products & Services	Customers & Partners	News & Events	About Us	Contact Us		Login to LearnMate LMS
to create a true online         LearnMate LMS         Comprehensive lea         LearnMate Contr         Dozens of technolo         LearnMate Live         Online instructor-lea         TrainNet	arning and content managem	ent th virtual and blender me	d learning pack	kages		Password Password Othility Check Porgot Your Password? New User Select Language Select Language

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## **Pre-Installation Information**

#### Initial Contact with the Customer

Please contact the customer and acquire all of the information in the *Pre-Installation Checklist* on page 68. Once completed, please forward this information to your intelitek representative for review.

**Note:** Much of this information will have to be provided by the school's network administrator.

#### **Pre-Installation Requirements**

The LearnMate LMS: Installation Preparation Guide should be provided to the customer.

#### **Final Installation Preparation Checklist**

Contact the customer at least one week prior to the installation to ensure that all of the hardware is in place and ready.

Review each item in the *Install Preparation Checklist* on page 72. For the installation to be as smooth as possible, all answers to the Install Preparation Checklist must be "YES".









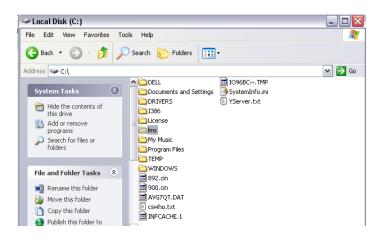
2

## Installing the LearnMate LMS

#### **Uninstalling LearnMate 3.1**

You must uninstall LearnMate 3.1 before installing LearnMate 3.2. The following directions will walk you through the uninstall process:

**1.** Locate the drive in which the folder "lms" is located. This should be the drive that the server was installed.



2. Create a new folder on the drive called "LMS Backup", and copy the entire "lms" folder into "LMS Backup". When complete, rename the "lms" folder to "lms 3.1". There should now be a "lms" folder and a "LMS Backup" folder visible on the main directory of the drive.

🗀 LMS Backup	
File Edit View Favorites	Tools Help
🕞 Back 🔹 🌍 🕤 🏂	🔎 Search 🖗 Folders 🛄 🗸
Address 🛅 C:\LMS Backup	
File and Folder Tasks  Rename this folder  Move this folder  Copy this folder  Publish this folder to the Web Share this folder	* 📁 Ims 3.1
<ul> <li>E-mail this folder's files</li> <li>Delete this folder</li> </ul>	

3. Click on "Start", and then on "Control Panel".





W Microsoft Word	😏 My Computer
Microsoft Excel	South My Network Places
Microsoft PowerPoint	Control Panel
Intelitek Programs	Printers and Faxes
5 Shortcut to License	🕜 Help and Support
Shortcut to easyC	Search
LM Content Viewer	7 <u>R</u> un
Calculator	
Notepad	
Nero StartSmart	
Progression Workflow Explorer	
All <u>P</u> rograms 🍃	
	Log Off 🛛 Shut Dov
🐉 start 🔰 💽 Personal F	folders - Mic 🕺 🔦 Microsoft Acc

- **4.** Select "Add or Remove Programs". Once the list is populated in the window, scroll down to find "lms".
- **5.** Click on "lms". The selection should highlight and a button named "Change/Remove" should appear.

觉 Add or Rei	nove Programs			
5	Currently installed programs: Show up <u>d</u> ates	Sort by: Name		~
C <u>h</u> ange or Remove	LiveUpdate 1.80 (Symantec Corporation)	Size	4.85MB	^
Programs	🔀 LM Content Viewer	Size	3.14MB	
	j <sup>aj</sup> lms	Size	336.00MB	
Add New	Click here for support information.	Used	<u>rarely</u>	
Programs	To change this program or remove it from your computer, click Change or Remove.	Change	Remove	
<b>6</b>	🔀 Macromedia Flash Player			
Add/Remove	🔀 Macromedia Flash Player 8			
Windows	🔀 Microsoft .NET Framework 1.1			
Components	🔀 Microsoft .NET Framework 1.1 Hotfix (KB886903)			=
	🔀 Microsoft .NET Framework 2.0	Size	88.36MB	
Set Program	Microsoft Excel 2000 Macro Function Help File	Size	0.34MB	
Access and Defaults	🕵 Microsoft Office 2000 Standard	Size	105.00MB	
Dordano	🕵 Microsoft Office 97, Professional Edition	Size	158.00MB	
	🥻 Microsoft Plus! Digital Media Edition Installer			
	🔏 Microsoft Plus! Photo Story 2 LE			
	🗐 Mozilla Firefox (1.5.0.6)	Size	16.89MB	
	🔀 My Way Search Assistant			
	💼 Nero Suite			~

**6.** Click on "Change/Remove". The InstallShield will appear and confirm your decision to remove the LMS. Click Yes.





Preparing Setup	
Please wait while the Insta	IIIShield Wizard prepares the setup.
Ims Setup is preparing the I process. Please wait.	nstallShield Wizard, which will guide you through the rest of the set
lms - InstallShiel	d Wizard 🛛 🔯
Do you want to con	mpletely remove the selected application and all of its features?
	Yes No
stallShield	

- 7. When prompted, restart your computer. The "lms" listing within the "Add or Remove Programs" will disappear once "lms" is removed.
- 8. Go the main directory in which the folder "lms" is located and delete the folder. The folder "LMS Backup", containing folder "lms 3.1", remain on the drive.

#### Installing LearnMate 3.2

- **1.** Logon to the server as the administrator.
- **2.** Insert the LearnMate LMS CD into the CD-ROM drive. The Installation program should start automatically.

If the AUTORUN program does not start automatically:

- Open Windows Explorer and browse to the CD drive.
- Double-click on **setup.exe**.





LMS Install				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> el;	o and a second se			<b>R</b>
🚱 Back 🝷 🕥 - 🎓 🔎 Search	Polders			
Address 🗁 D:\LMS Install			💌 🔁 Go	Norton AntiVirus 😣 🔻
File and Folder Tasks 🔹				-
<ul> <li>Make a new folder</li> <li>Publish this folder to the</li> <li>Web</li> </ul>				
Share this folder	data2.cab	engine32.cab	layout.bin	setup.exe
Other Places 🛞				
<ul> <li>New Volume (D:)</li> <li>My Documents</li> </ul>			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	333
Shared Documents	<u> </u>			
<ul> <li>My Computer</li> <li>My Network Places</li> </ul>	setup.ibt	setup.ini	setup.inx	data1.hdr
Details (*)	-			
LMS Install File Folder				
Date Modified: Today, June 03, 2005, 1:22 PM	data1.cab			

The InstallShield Wizard is displayed.





3. Click Next.

lms - InstallShield Wizard	
	Welcome to the InstallShield Wizard for Ims
	The InstallShield® Wizard will install Ims on your computer. To continue, click Next.
	< <u>Back</u> <u>Next</u> > Cancel

4. The *Intelitek Software License* page is displayed. If you are installing LearnMate for the first time, you will be prompted you to enter the *Eight Digit Unlock Code*. Click **Get Unlock Code**.

# intelitek >>>



Intelitek Software License ver. 1.8
intelitek >>
Product: LM Server
Company: User: CD Key:
To complete the installation, you need to enter 🗨
License Status
PC Specific Code: 24361328
Unlock Status
Register License
C Extend the evaluation period
Enter Eight Digit Unlock Code:
Visit our website Get Unlock Code Unlock
Cancel

5. A window will appear to select the method of acquiring your unlock code. Keep "From intelitek.com" selected and click **OK**.



6. Enter your CD Key in the spaces provided. Click **OK**.

CD Key			
	Please Ente	r Your CD Key:	
	<u>o</u> k	( <u>C</u> ancel	
Ī	<u>ok</u>	Cancel	





7. A full-sized screen will appear, and once loaded will look like the screen below. Click **Close**. If the screen displays an error, please call intelitek support.

Download Status           % Complete:	Close
intelitek	<u>A</u>
Your software has now been unlocked. Press the Close button to close this window.	

8. Providing that the correct Unlock code is entered, the *LICENSED* message will be displayed. Click **OK**.

Intelitek	Software License 🛛 🗶
٩	License Status: LICENSED
	ОК

**9.** The *Select a Destination Drive* page is displayed, prompting you to select the drive on the server to which you wish to install the LMS. All of the LMS system data and modules will be installed to this drive.

This is a critical step - if you are not sure which drive the customer wishes to install to, you may terminate the installation at this time by clicking **Cancel.** You can resume the installation later, once you have the required information.

**Note:** We recommend checking the computer to see which of the available hard disks has the most free space and/or asking the system administrator which drive they set up for the installation.





Once you have selected a drive, click Next.

lms - InstallShield Wizard	$\mathbf{X}$
Select a destination drive	
Available Hard Disks:	
<b>v</b> D	
InstallShield	
	< <u>B</u> ack <u>N</u> ext Cancel

The Ready to Install the Program page is displayed.

#### 10. Click Install.

lms - InstallShield Wizard
Ready to Install the Program The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield Cancel

The Mail Settings page is displayed.





- **11.** Ask the system administrator if there is an open SMTP relay on the network (this information should have been provided as a result of the Install Preparation Guide). SMTP relay is used in the recovery of student passwords.
  - If no SMTP relay is available, do not enter any information in the Server field and enter <u>admin@school.net</u> in the Email field.
  - If an SMTP relay is available, enter the server information in the Server field and the email address of the system administrator in the Email field.

lms - InstallShi	ield Wizard	X
Mail Settings		
In order to en SMTP serve administrator	nable email sending to email servers outside Learnmate,please provide the details of an r that is enabled to relay messages,as well as the email adress of the Learnmate r:	
Server:	mail.provider.com	
Email:	info@intelitek.com	
InstallShield ——	< <u>B</u> ack <u>N</u> ext > Cancel	

12. Click Next.





**13.** Click **Finish** to complete the installation.

lms - InstallShield Wizard	
	InstallShield Wizard has successfully installed lms. Click Finish to exit the wizard.
	< <u>B</u> ack Finish Cancel

**14.** Reboot the server to complete the installation.









3

### Installing a LearnMate Module

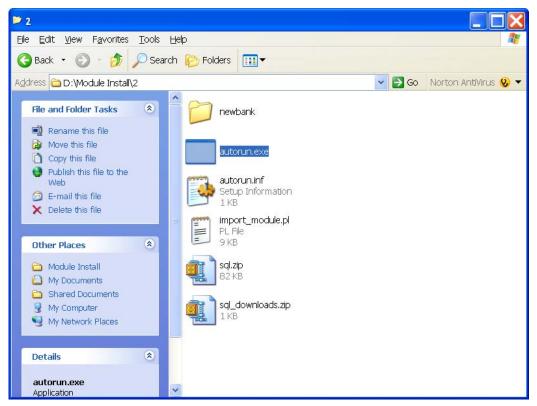
All LearnMate modules are installed in the same manner. Follow these steps for each module.

**Note:** LearnMate modules can only be installed once the LMS installation has been completed successfully.

**1.** Insert the Module CD in the CD-ROM drive. The installation process should start automatically.

If the installation does not start automatically:

- Open Windows Explorer and browse to the CD-ROM drive.
- Double click **autorun.exe**.



2. The Module Installation message box is displayed. Click OK.





Module Installati	on 🔀
Install (upgrade) k	earnmate module?
ОК	Cancel

The Install Module progress box is displayed.

Inst	all Module	
	Copying	files

**3.** Wait until the module installation is complete, as indicated by the Success message box. Click **OK**.

Succ	ess 🔀
<b></b>	Module import is successfully completed.
	OK

The module has been successfully installed on the server.

**4.** Repeat this process for each of the modules ordered by the customer until all have been successfully installed.





## 4

## Configuring the LearnMate System

#### **Overview**

To configure the LearnMate system for instructor and student use, the following steps must be performed:

- **1.** Set the webmaster password.
- 2. Set up a sub-organization.
- **3.** Create an administrator user.
- 4. Create a class, and assign an instructor to the class.
- **5.** Create a student user.
- **6.** Enroll the student user in the class.
- 7. Assign modules to the class.
- **8.** Assign modules to the student.
- 9. Set up the student stations.
- 10. Test the installation on student stations.

The following sections will guide you through each of these steps.

#### **Setting the Webmaster Password**

Follow this procedure to reset the default webmaster's password provided with the system.

1. Open Internet Explorer and browse to <u>http://localhost</u>.







The LearnMate Login page is displayed.



2. Enter webmaster in both the Username and Password fields. Then click Go.







The My Desktop page is displayed.

				Sear	ch	and and the
<b>Learn</b> Mate	Online learning com 06/29/2005 Welcome <b>webmast</b> (				Loading	Ay Desktop
🛛 Main Menu	My Desktop	Catalog	Content	Admir	istration	
₩ My Calendar My Inbox (1 )	My Desktop					
🛁 My Folder	My Classes					
<ul> <li>My Profile</li> <li>■ My Grades</li> <li>Ⅲ My Favorites</li> </ul>	Classes You are currently	not teaching ar	ıy classes.		Pending Meeti	ng Times
Customer Support     Email	Organization Cl	nats			Organization Forums	
highschool@info.com •555-5678	Chats				🗖 Forums	
	There are no org	anization chats.		ld 🗆	There are no organization forums.	Add 🗆
	My Calendar - T	'oday's Events	:			
View Level D	Event You have no eve	nts in your caler	ıdar for today.		Time	
© 2004 intelitek						

3. Click My Profile in the Main Menu located in the Main Menu (left side of the page).







The My Profile page is displayed.

My Profile	
Personal Details	
First Name webmaster	
Middle Name	webmaster
Last Name	
Username webmaster	
E-mail	
ID	
Other Information	
Gender	
Preferred Language	
Bandwidth Dial-up 28800	
Address	
Address (Cont.)	
City	
State	
Province	
Zip / Postal Code	
Country	
Telephone	
Alternate Phone	
Fax	
Picture	
	Edit 🛯   Change Password 🗳

4. Click Change Password at the bottom of the page.



The Change Password popup window is displayed.

- 5. Enter your old password webmaster, in the Old Password field.
- 6. Enter your new password in the New Password field.

**Note**: The password must conform to the following standards:

- The password cannot be longer than 8 characters.
- The password can contain numbers and letters.
- The password cannot contain special characters.

**Note:** This password will not be provided to the school. Therefore you should involve the customer in the selection of a password that will be easy to remember.

7. Enter the new password in the *Confirm New Password* field.





**8.** Write down the new password in the Installation Checklist at the end of this document. intelitek requires the password for our records.

Important Note: It is <u>critical</u> that you keep a record of this password and provide this to intelitek. Not doing so could result in the need to reinstall the entire system.

9. Click Submit.

	s a good idea to frequently change your LearnMate password. Complete the fields below to changing your password, the system will log you out. Log back in with your new password.
Old Password	****
New Password	****
Verify Password	*****
	Submit 🖬 Close 🖬

Providing that the old password was entered correctly and the *New Password* and *Confirm Password* fields are identical, a confirmation message is displayed.

Microsoft	: Internet Explorer
?	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?
	Cancel

- 10. Click OK. LearnMate will reopen to the Login page.
- **11.** Enter **webmaster** in the *Username* field and the new password in the *Password* field. Click **GO**.



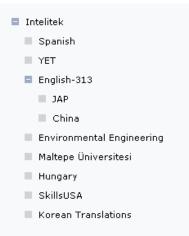
The My Desktop page is displayed.





#### Setting Up a Sub-Organization

The LearnMate Install automatically creates organizations – "intelitek", and other suborganizations, as seen below – on the customer's server. This organization is used by intelitek to perform all LearnMate updates and maintenance operations. It <u>should not</u> be used and/or accessed by the customer unless otherwise instructed by an intelitek technician.



All LearnMate 3.2 servers must contain the following hierarchy above the school:

- Intelitek
  - Environmental Engineering
    - (Your school or district)
      - School A (in cases of multiple schools)
      - School B (in cases of multiple schools)

You will need to create the sub organization "Environmental Engineering" before creating your site's sub-organizations. Beneath "Environmental Engineering", you will need to set up at least one additional organization for the customer, which will contain their required administrator, instructor and student users, as well as any classes, tests and content modifications that they wish to make.

To create an organization for the customer's use.

**1.** Select **Administration** from the Navigation menu, near the top of the My Desktop page. The Administration options are displayed.

■ My Desktop		Catalog	log Content		Administration		
Reports	Orga	nizations	Users	Locations	Replacements	Classes	

2. Select Organizations.



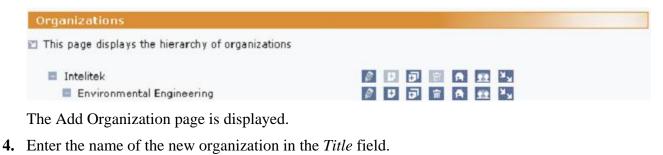


My Desktop		Catalo	g 🔳 (	Content	Administration		
Reports	Organ	izations	Users	Locations	Replacements	Classes	

The Organizations page is displayed, showing a tree of all the organizations to which you have access.

Note: Intelitek is listed at the top of the tree, and cannot be deleted.

**3.** Click the **Add Sub Organization** icon **D** next to Environmental Engineering.



5. Enter a description of the new organization in the *Description* field.

Organizations >	Add
Organization	
Name	High school
ID	
Description	This is a high school organization.





6. Click Save.



- **7.** To upload the school's logo, which will be included in the header of each LearnMate page:
  - Click the Set Picture icon I next to the Organization Logo field in the Organization Definitions section of the page.

Organization Logo	🔽 Show LearnMate logo	
	Show organization logo	
		no logo
		Set Picture

• You will be reminded that the graphic must be 140x40 pixels in size, and must be in gif or jpg format.

Microsoft	Internet Explorer
⚠	Logos must be 140x40 pixels to display correctly, and in either JPG or GIF format.
	OK

The Upload file page is displayed.

Click Browse.

Organizations > Edit > Upload Logo	
Upload Picture Click Browse to select a logo. The logo must be 140x40 pixels in order to display correctly. Select Picture Browse.	
Upload Picture 🖪	Close 🛛

• Select the logo file on your hard drive and then click **Open**.

Choose file					? ×
Look in:	🔄 My Files		•	+ 🗈 💣 🎟	•
itistory History Desktop	Class year pl Data_1.xls Introduction. Notes_Nover Project Doc 1 demologo.gif	doc mber.txt L.doc			
My Network P	File name: Files of type:	demologo.gif All Files (*.*)		•	Open Cancel





The file name appears in the Upload file: field.

• Click Upload Picture.

Organizations > Edit > Upload Logo	
Upload Picture	
Click Browse to select a logo. The logo must be 140x40 pixels in order to display	correctly.
Select Picture C:\Documents and Settings\markl\Desktop\My Files\demologo.jpg	Browse
	Upload Picture 🖺   Close 🛛

The file is uploaded to the database.

The filename now appears in the *Organization Logo* field and the graphic is displayed next to the field. Ensure that *Show organization logo* is checked. If you would like the LearnMate logo to be displayed as well, check *Show LearnMate logo*.

Organization Logo	🔽 Show LearnMate logo	
	🔽 Show organization logo	
	demologo.jpg	LOGO
		LUGU

- 8. Optionally enter the correct customer service email address and telephone number in the *Email* and *Phone* fields:
  - Email: Customer support contact details are shown at the left of every page. Enter the email address to which requests for customer support should be sent.
  - Phone: Customer support contact details are shown at the left of every page. Enter the phone number to be called for customer support.

🖾 Customer Support	
Email	highschool@info.com
Phone	555-5678

Note: You may also leave these fields with the intelitek customer support defaults.





**9.** Assign a space limit for each system user type in the Uploads section. This defines the space available for each user's personal folder and Inbox. It is suggested that the default values be used, at least at first.

**Note:** It is important to limit the space allocated to each user in order to ensure that the server's hard drive does not fill up too quickly.

Uploads			
Assign a space lim folder.	it for ea	ch user type in the system. This space includes files uploaded to the user's inbox and	
Student	10	Mb	
Teacher	7	Mb	
Administrator	9	мь	
		Save 🎢 Back 🖬	

- **10.** The remainder of the fields need not be set now, and are described in detail in the LearnMate Training Guide. Below is a summary, if required.
  - Password: Checking this checkbox enables new users to self-register. The self-registration password is entered in the adjacent text field.
  - Measurement Type: Select Metric or Imperial from this drop-down menu. Content
    pages with defined measurements for both systems will display the appropriate
    numbers and units for the organization based on this setting.
  - Language: Specifies the language in which all LearnMate text, including menus and links, will be displayed for this organization.
  - Date and Time Format: Selects the date and time format to be used throughout the LearnMate system, for example when specifying the date of a class event.
     LearnMate is a global product and therefore can display date and time formats for various countries around the world.
  - Welcome Name: LearnMate displays the text Welcome Name at the top of every page. Specify whether the Name shown should be the user's first name, surname or both.
  - Prefix Before Name: Enter text to be shown in front of the Welcome Name, if required, such as **Mr/Ms**. Note that this prefix will be applied to all users in the organization.
  - Suffix Following Name: Enter text to be shown after Name, if required, such as MD. Note that this suffix will be applied to all users in the organization.
  - Show Glossary Letters: When the glossary window is viewed from the Content Viewer, users have the option to enter a term for which to search, or may click on the relevant letter, listed in an alphabet at the top of the window, to list all words starting with that letter. This option is not appropriate for all languages, and can be disabled by selecting the No radio button.
  - Allow users to change password: Specifies whether or not users be allowed to change their own passwords.





- 11. Click Save. The organization details are saved.
- **12.** Click **Back** to return to the Organizations page. Your new organization is now displayed in the tree, one level below Environmental Engineering.



Depending on the customer's needs, you may need to create additional organizations for the customer.

- Click the Add Organization icon 🗉 to create an organization on the same level as the organization you just created.
- Click the Add Sub-Organization icon 🗊 to create a sub-organization of the new organization you created.

For more detailed information about organization hierarchy in LearnMate, see the LearnMate Training Manual.

#### **Creating an Administrator User**

In this step, you will create a user account with administrator capabilities.

1. Click Users in the Navigation submenu.

My Desk	top	Catalog	<b>c</b>	Content	Administration	
Reports	Orga	nizations  <mark>(Us</mark>	ers	Locations	Replacements	Classes

The Users page is displayed.

2. Click Add.

Users	
Search/Add	Users
🖾 Click Add to	create a new user, or Search to search for existing user with any combination of the parameters below.
Last Name	
First Name	
Username	
User Notes	
Organization	Intelitek
Class	All Classes
Role	All Roles
Permissions	All Permissions
	Search 🖬   Add 🔃 🖉





#### The Add User page is displayed.

Users > Add User			
By default, users are a		new user to LearnMate. Fields r nts. The user's role can be cha e.	
Personal Details	Account Information	Other Information	Save 🖬   Back 🛙
Personal Details			Save M   Dack M
* First Name			
Middle Name			
* Last Name			
E-mail			
ID			-
			top 🗹
			top —
Account Information			
* Username			
* Password			
* Verify Password			
			top 🗈
Other Information			
Gender		•	
Bandwidth		•	
Address			
Address (Cont.)			
City		St	ate
Province		Zip / Postal Co	de
Country			
Telephone		Alternate Pho	one
Fax			
			top 💴

**3.** Enter the administrator's details in the Personal Details section.

**Note:** All fields marked with a \* are mandatory.





Personal Details		
* First Name	High	
Middle Name	School	
* Last Name	Admin	
E-mail	hsadmin@info.com	
ID		
		top 💟

**4.** Enter the username and password to be assigned to the administrator in the Account Information section.

Account Information		
* Username	orgadmin	
* Password	*****	
* Verify Password	*****	
		/

- 5. Optionally, complete the information in the Other Information section.
- 6. Click Save. The Edit User page is refreshed to display several new fields.
- 7. In the Administration Details section:
  - Ensure that **Active** is selected from the Status drop-down menu.
  - Select Administrator from the Role drop-down menu.
  - Select the name of the organization you just created from the Organization dropdown menu.
  - Select both Content Administrator and Organizations Administrator checkboxes in the Permissions section.

Administration Details	5
Status	Active
Role	Administrator
Registration Expiration	
Organization	High school
Permissions	
🔽 Content Administra	ator - Content Administrators are empowered to author and modify content and assessments.
✓ Organizations Adm organizations and	ninistrator - Organization Administrators manage the hierarchical structures of LearnMate's sub-entities.

- 8. Click Save.
- 9. Record the administrator details in the Installation checklist at the end of this document.





**10.** Logout of LearnMate by clicking **[sign out]** next to the Welcome message at the top of the page.



**11.** Then log back in using the username and password for the administrator you just created.

#### **Creating an Instructor User**

In this step, you will create a user account with instructor capabilities.

You have logged out of LearnMate and will now login using the new administrator username and password created in the previous step. This will ensure that all users you create and system information you edit are applied to the organization to which that user belongs (the organization created in a previous step).

- 1. Open Internet Explorer and browse to <u>http://localhost</u>.
- 2. Log in as the administrator you created in the last section.

🛛 Login to Lear	mMate LMS
Username	1
orgadmin	
Password ******	Gob
1	Submit

- **3.** Select **Administration** from the Navigation menu. The Administration options are displayed.
- 4. Select Users from the submenu. The User Search page is displayed.
- 5. Click Add. The Add User page is displayed.
- 6. Enter the instructor's details in the Personal Details section.

Personal Details		
* First Name	teacher	
Middle Name		
* Last Name	one	
E-mail	teach1@info.com	
ID		





**7.** Enter the username and password to be assigned to the teacher in the Account Information section.

* Username teach1 * Password *****	
* Password *****	
* Verify Password *****	

**8.** Optionally complete the Other Details section.

Other Information			
Gender	Male		
Preferred Language	English	•	
Bandwidth	Dial-up 28800	•	
Address	123 Red Road		
Address (Cont.)	Valley Ave.		
City	Green Leaf	State Delaware	•
Province		Zip / Postal Code	
Country	United States		•
Telephone	555-5667	Alternate Phone	
Fax			

9. Click Save. The Edit User page is displayed.

**10.** In the Administration Details section:

- Ensure that **Active** is selected from the Status drop-down menu.
- Select Instructor/Manager from the Role drop-down menu.
- Select the name of the new organization (<u>not</u> intelitek)from the Organization dropdown menu.
- Optionally select the Content Administrator and Organizations Administrator checkboxes.
  - Content Administrators are allowed to author and modify content, tests, assignments, glossaries and more.
  - Organization Administrators manage the hierarchical structure of LearnMate's organizations, run organization-based reports and more.

**Note:** intelitek recommends providing the instructor with these permissions unless the customer has a specific reason(s) otherwise.





Administration Details	
Status	Active
Role	Instructor/Manager
Registration Expiration	
Organization	High school
Permissions	
🗹 Content Administra	ator - Content Administrators are empowered to author and modify content and assessments.
Organizations Adm organizations and :	inistrator - Organization Administrators manage the hierarchical structures of LearnMate's sub-entities.

11. Click Save.

## **Creating a Class**

In this step, you will create a class, and designate the instructor you just created as the class instructor.

- **1.** Select **Administration** from the Navigation menu. The Administration options are displayed.
- 2. Select Classes. The Classes page is displayed.
- 3. Click Add. The Add Class page is displayed.
- 4. Assign the class a name in the *Name* field.
- 5. Select the administrator user you just created from the *Instructor* drop-down list.

Class Details		
Name	Class 1	
Instructor	one, teacher	

- 6. The settings that follow can all be modified at a later stage:
  - Enter a description of the class in the Description field.
  - Select the type of class from the Type drop-down list: Virtual or Laboratory. If Laboratory is selected, an extra section Laboratory Details is added to the page, where times of laboratory sessions can be specified.
    - Classes in which the instructor wants to assign all content to all users are best defined as *Virtual*.
    - Classes where rotational scheduling with hardware is required should be defined as *Laboratory*.
  - Check or uncheck the Allow Enrollment via the Class Catalog box.
    - **Unchecked** means that a student can not enroll in the class via the catalog. The instructor must enroll all students himself/herself.
    - Checked means that a student can enroll in the class via the catalog.





- Optionally enter the room number in the *Room* field.
- 7. Click Save. Additional fields will be displayed. These can be set now, or at a later stage.
  - Enter a number in the *Min* and *Max Enrollment* fields to limit the class to a minimum and maximum number of students.
  - Specify the Enrollment Dates in the *Start* and *End* fields, by clicking the icon and selecting the dates from the popup calendar. These dates are used to define the availability of a class for enrollment from the catalog.
  - If the class is Virtual, click **Save** to save the class details. If the class is a Laboratory, proceed to the next step.
  - If the class is a Laboratory class, you must define additional parameters in order to generate a rotational schedule:
    - In the *Rotations* field, enter the number of times the students will move to a new rotation (the number of modules you wish them to study in a grading period).
    - Enter the *Start* and *End time* (in hours and minutes) of each class period.
    - Check the days of the week that the class meets.

Laboratory D	etails				
Rotations	2				
Start Time	02 💌 : 00 💌 F	M 🗾 End Time 04	▼:00 ▼ PM •		
Days	🗖 Sunday 🗖 f	Monday 🗖 Tuesday	🗹 Wednesday 🗖	🛙 Thursday 🗖 Fi	riday 🗖 Saturday
				Sa	ve 🖬   Back 🖾

8. Click Save. The page refreshes and the class has been defined.

#### **Creating a Student User**

In this step, you will create a student user.

- **1.** Select **Administration** from the Navigation menu. The Administration options are displayed.
- 2. Select Users from the submenu. The User Search page is displayed.
- 3. Click Add. The Add User page is displayed.
- 4. Enter the student's details in the Personal Details section.





Personal Details		
* First Name	Student	
Middle Name		
* Last Name	One	
E-mail	student@info.com	
ID		
		/

5. Enter the username and password to be assigned to the student in the Account Information section.

Account Information		
* Username	student1	
* Password	*****	
* Verify Password	*****	

6. Optionally complete the Other Details section.

Other Information					
Gender	Female			•	
Preferred Language	English			•	
Bandwidth	IDSN 64K			•	
Address	123 Apple Road				
Address (Cont.)	Valley Glen				
City	Ceres		State Pe	nnsylvania	-
Province		Zip / Pos	tal Code 454	4662	
Country	United States				•
Telephone	12255456	Alterna	te Phone 112	21245	
Fax					

- **7.** Click **Save**. The Edit User page is displayed. The student user has been created. Ensure that the following are set:
  - Status: *Active*
  - Role: Student
  - Organization: (The name of the organization you created)

Administration Details	5	
Status	Active	-
Role	Student	-
Registration Expiration		E:
Organization	High school	-
🖾 Classes	Manage Student One's class enrollments.	





#### **Enrolling a Student in a Class**

In the previous step, you created a student user. Prior to that, you created a class. In this step, you will enroll the student user in the class you created.

LearnMate offers two methods for enrolling a student in a class:

- Method #1: Users can be enrolled in a class from the Edit User Details page in the Administration section. This method is recommended when an administrator who is not the class instructor wishes to enroll a student, and is only recommended when few enrollments are required. Otherwise, the process can be labor intensive, requiring you to search for each user and then edit their respective enrollments one-by-one.
- Method #2: Users can be enrolled in a class by their instructor from the Class Main page of a class. The Class Main page is the main "dashboard" page, both for the student and for the instructor, for all activity associated with the class. This method is recommended when an instructor of a class wishes to enroll students en masse to a class.

We recommend Method #2, as it allows you in one quick step to enroll all users in a class in a single step.

# Method #1: Enrolling a Student in a Class from the Edit User Details Page

1. From the Edit User page of the student you just added, click Classes.

Administration Details	;		
Status	Active	•	
Role	Student	-	
Registration Expiration			
Organization	High school	-	
Classes	Manage Student One's class enrollments.		





The Edit User > Classes page is displayed.

Users > Student One > Edit User > Classes	
Enroll User in Classes   Class Enrollments	Back 🛛
Enroll User in Classes	
Hold down the Ctrl key to select multiple classes.	
Class 1	Enroll 🖬
	top 💴
Class Enrollments	
Classes	
Student One has no classes in progress.	

2. Select the class you created from the Class list in the Enroll User in Classes section. Then click **Enroll**.

Enroll Us	er in Classes	
🖾 Hold dov	In the Ctrl key to select multiple classes.	
Class	Class 1	

The page is redisplayed. The class is now listed in the Class Enrollments section, indicating that the student is enrolled in the class.

Class Enrollments	
Classes	
Class 1	G

## Method #2: Enrolling a Student in a Class from the Class Main Page

- 1. If you are still logged into LearnMate as the administrator user, do the following. If you are logged in as the instructor user, go to step #2.
  - Click the (sign out) link at the top of the LearnMate page to log out of LearnMate.







The LearnMate Login page is displayed.

• Login to the system using the username and password of the instructor user you created. Then click **Go**.

⊠Login to LearnMate L	.MS
Username	
teach1	
Password	
***** Go>	
4)	

The My Desktop page is displayed. The class that the instructor is teaching is displayed in the My Classes area.

2. Click on the name of the class that you added in the My Classes area.

My Desktop	
My Classes	
Classes	Meeting Times
Class 1	





The Class Main Page is displayed. This page is the dashboard for the class, providing all necessary controls for adding/deleting modules, assignments, tests and resources; enrolling/un-enrolling students; viewing grades; defining grading criteria; and more.

Click on the section you want to jump to or scroll down the page   Modules & Students   Instructor   one, teacher   Change Class   Select a Class •   Average Class Grade = 0.00   Utility Check   Class Details   Customize Gradebook     Nodules   Modules   Modules   Modules   Modules   Modules   Image Class   Grade   Modules   Modules   Modules   Modules   Image Class   Grade   Image Class   Grade   Image Class   Grade   Image Class   Image Class   Grade   Image Class   Image Class   Grade   Image Class   Image	My Classes > Class 1			
Instructor one, teacher Change Class Grade = 0.00 Willity Check   Class Details   Customize Gradebook   Modules Modu	🗵 Click on the section you wa	nt to jump to or scroll down t	he page	
Change Class Select a Class • Average Class Grade = 0.00 Utility Check   Class Details   Customize Gradebook   Modules Students Grade Modules Grades I Event I Mail I Enroll I Unenroll I Add I Delete I I Chats I Chats I Forums I Top I Chats I Chats I Forums I Top I Chats I Chats	Modules & Students	Chats & Forums   Clas	ss Tests   🔹 Assignments	Resources
Change Class Select a Class • Average Class Grade = 0.00 Utility Check   Class Details   Customize Gradebook   Modules Students Grade Modules Grades I Event I Mail I Enroll I Unenroll I Add I Delete I I Chats I Chats I Forums I Top I Chats I Chats I Forums I Top I Chats I Chats				
Average Class Grade = 0.00 Utility Check   Class Details   Customize Gradebook    Modules  Modules  Modules  Students  Students  Students  Students  Students  Students  Student  Stude	Instructor one, teacher			
Modules       Students       Grade         Modules       Students       Grade         Add 0   Delete []       Update Grades 2   Event 0   Mail 0   Enroll 0   Unenroll 0           Add 0   Delete []       Update Grades 2   Event 0   Mail 0   Enroll 0   Unenroll 0           Chats       Image: Students       Image: Students         Chats       Image: Students       Image: Students       Image: Students         Add 0   Delete 0         Image: Students       Image: Students       Image: Students         Class Tests       Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0         Image: Start Date       End Date       Status         Add 0   Delete 0	Change Class Select a Cla	ISS 💌		
Modules       Students       Stadents         Modules       Students       Grade         One, Student       0         Update Grades #   Event   Mail   Enroll   Unenroll           top #         Chats       Forums         Chats       Forums         Chats       Forums         Chats       Forums         Test       Start Date         End Date       Status         Add   Delete #         Add   Delete #           top #       Add   Delete #           Add   Delete #         Add   Delete #           top #       Add   Delete #           Add   Delete #         Add   Delete #           top #       Add   Delete #           Add   Delete #         I         Class Tests       I#         Image: Class Tests       I#         Image: Class Tests       I#         Image: Class Tests       I#         Add   Delete #         I#         Add   Delete #         I#         Image: Class Resources       I#	Average Class Grade = 0.00			
Modules  Modules  Students  Grade  One, Student  One, Student One, Student  One, Student One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Stude			Utility Check   Class Details	Customize Gradebook
Modules  Modules  Students  Grade  One, Student  One, Student One, Student  One, Student One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Student  One, Stude				
Add i   Delete ii   Add i   Delete ii   Chats Chats Chats Add i   Delete ii   Add i   Delete ii   Test Add i   Delete ii   top ii   Class Tests Class Tests Class Tests Class Add i   Delete ii   top ii   Add i   Delete ii   top ii	Modules		Students	
Add i   Delete ii   Lupdate Grades ii   Event ii   Mail ii   Enroll ii   Unenroll ii top ii Chats  Add ii   Delete ii   Add ii   Delete ii   Test  Add ii   Delete ii   Test  Add ii   Delete ii   Add ii   Delete ii   top ii Add ii   Delete ii   top ii	Modules		Students	Grade
Add   Delete       top I       Chats     Image: Forums       Chats     Image: Forums       Add   Delete       Add   Delete         Add   Delete       top I       Class Tests     Image: Forums       Test     Start Date       End Date     Status       Add   Delete       top I       Add   Delete       top I			🗖 One, Student	M 0
Add   Delete       top I       Chats     Image: Forums       Chats     Image: Forums       Add   Delete       Add   Delete         Add   Delete       top I       Class Tests     Image: Forum         Test     Start Date       End Date     Status       Add   Delete       top I       Add   Delete       top I				
top II         Chats       Forums         Chats       Forums         Add I Delete I       Add I Delete I         Add I Delete I       Add I Delete I         Test       Start Date       End Date         Start Date       End Date       Status         Add I Delete I       Add I Delete I       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Add 🖂 I Delete 👼 I	Update Grades 🖬   Event 🖬   1	Mail 🖻   Enroll 🖸   Unenroll 🛅
Chats				ton 🛛
Chats  Add   Delete =    Add   Delete =    Class Tests  Class Tests  Test  Start Date End Date Status  Add   Delete =    top =  Assignment  Add   Delete =    top =  Class Resources  Class Resources  Chats  Chats Chats  Chats				·
Add   Delete ii     Add   Delete ii     top ii     Class Tests   Test   Start Date   End Date   Add   Delete ii     top ii     Add   Delete ii     top iii				
top Class Tests Test Start Date End Date Status Add    Delete    top Assignments Assignment Start Date End Date Status Add    Delete    top Class Resources Class Resources Class Comparison Class Resources Class Comparison Class Comparis	Chats		Forums	
top Class Tests Test Start Date End Date Status Add    Delete    top Assignments Assignment Start Date End Date Status Add    Delete    top Class Resources Class Resources Class Comparison Class Resources Class Comparison Class Comparis				
Class Tests   Test Start Date End Date Status  Add Delete   top  Assignments  Add Delete End Date Status  Add Delete End Date Status  Class Resources  Class Resources		Add 🖸   Delete 🛅		Add 🖸   Delete 🛅
Class Tests   Test Start Date End Date Status  Add Delete   top  Assignments  Add Delete End Date Status  Add Delete End Date Status  Class Resources  Class Resources		· · ·		· · · /
Test       Start Date       End Date       Status         Add □   Delete □				
Add I Delete I top I Assignments Assignment Start Date End Date Status Add Delete I top I Class Resources		Ch. 4 F		
Assignments	l lest	Start L	iate End Date Star	tus
Assignments				
Assignments				Add 🖸   Delete 🛅
Assignment Start Date End Date Status Add I   Delete I   top Class Resources				top 💴
Add 🛙   Delete 📾   top 🖻 Class Resources	Assignments			-0
top 🗹	Assignment		Start Date End Date	Status
top 🗹				
top 🗹				
Class Resources				
				top 🛤
File Name Description Restricted	Class Resources			_0
	🗖 File Name	Description		Restricted
Save Restrictions 🖬   Upload 🖬   Import 🖬   Delete 🖬			Save Restrictions 🖬   Upload 🛙	I Import I Delete 🖬





3. Click Enroll in the Students area of the Class Main Page.



The Students page is displayed.

- 4. Select the student you just added to the system from the Available Students panel on the left side of the page. Hold down the **Ctrl** key to select multiple students.
- 5. Click  $\stackrel{\text{loc}}{\longrightarrow}$  to add the selected student to the class.

vailable Students	Enrolled Students	
e Student (student)		
	200 C	

The selected student is added to the Enrolled Students column.

vailable Students		Enrolled Students	
	4	One Student (student)	

6. Click **Save** to save the student enrollment list. The Class Main Page is displayed, with the student's name listed in the Students area.







#### Adding Modules to a Class

Although you have created one class, it currently has no modules added to it. As it is the teacher's responsibility to manage his or her class, you must be logged in as the teacher to add modules to the class.

You will now add available modules to the class that you created. You will use this class to check that all modules launch correctly, and that all required software for those modules is installed on each of the student stations.

For actual deployment of the system, the customer may wish to set up classes that contain only a subset of the modules purchased. Once you have completed all steps in this guide, you may need to set up additional classes and define their module content as required by the customer.

- **1.** If you are still logged into LearnMate as the administrator user, do the following. If you are logged in as the instructor user, go to step #2.
  - Click the (sign out) link at the top of the LearnMate page to log out of LearnMate.



The LearnMate Login Page is displayed.

• Login to the system using the username and password of the instructor user you created. Then click **Go**.

🛛 Login to LearnMate L	.MS
Username	
teach1	
Password	

The My Desktop page is displayed. The My Classes area lists the class that you created and assigned to the teacher.

2. Click the name of the class in the My Classes area.

My Desktop	
My Classes	
Classes	Meeting Times
Class 1	
40	

The Class Main Page is displayed.





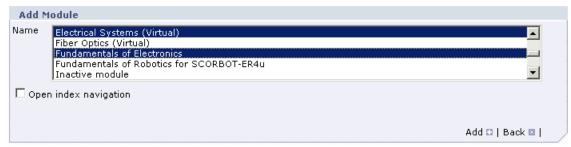
3. In the Modules area, click Add.

Modules	
Modules	
	Add 📮   Delete 🖬

The Add Modules page is displayed. All modules available to this organization are listed in the Add Modules list.

Add N	Add Module		
Name Electrical Systems (Virtual) Fiber Optics (Virtual) Fundamentals of Electronics Fundamentals of Robotics for SCORBOT-ER4u Inactive module			
🗆 Ope	C Open index navigation		
		Add 🖸   Back 🛛	

4. Select the modules you wish to add to this class from the *Add Modules* list. Hold the **Ctrl** key to select multiple modules.







- **5.** Specify the following:
  - *Open index navigation:* If this checkbox is selected, the student will be able to view the entire module index (table of contents), and will be able to jump to any content within the module at any time. If it is not selected, the student will be forced to advance through the module chronologically, and will only be able to jump backwards to sections they have already visited.



**Note:** If you select multiple modules to add at the same time, this setting will be the same for all. You can later edit the option for each module specifically. We recommend that you add modules to the class en masse with the same setting and then change the setting for specific modules at a later time – it is more time efficient.

6. Click Add. The modules are added to the class and are listed in the Modules area of the page.







#### **Assigning Modules to a Student**

Although the student has been enrolled in the class, he may not have been assigned all class modules. In this step, you will ensure that the student is enrolled in all of the available modules. This is only required for Laboratory classes. In classes that are defined as Virtual, all students are automatically enrolled in all modules. (See Creating a Class on page 33.)

- 1. While still logged on as the teacher, open the Class Main page for the class you have created (if it is no longer open).
- 2. Click Assign Class All Modules at the bottom of the Modules area. The student you created and enrolled in the class will be assigned all the class modules. The Assign Class All Modules link is only displayed if the class is defined as Laboratory.











5

# **Setting Up a Student Station**

To enable students to view LearnMate modules, complete with all their functionality, each student station must be loaded with the following programs. The installation process for each is presented in this section.

- <u>JAVA</u>
- <u>Macromedia Flash</u>
- Adobe Reader
- LearnMate Agent
- <u>Software provided by intelitek</u>

**Important Note:** Many schools only allow software downloads by a Windows administrator. Downloads made while logged into Windows as a student are often deleted once the student logs off of the system. As such, we highly recommend that you determine the customer's regulations with regards to this issue before starting to set up the student stations. In the case that student downloads are not allowed, you will need to login to Windows at each student station using an administrator password, to ensure that all software remains installed on the machine once you log off. (You will still log into LearnMate as the student, though.)

#### **Installing Java**

To install Java:

- 1. Open Internet Explorer and browse to <u>http://www.java.com/en/</u>.
- 2. Click the Java Software Download button.



The Java Software for Windows dialog is displayed.





3. Click Begin Download.

#### **Download Details**



Begin Download

NOTE: This download is for users of Internet Explorer browser on the Windows operating system.

**4.** The following step applies only to stations loaded with Windows XP and SP2 installed. If you are using a different operating system, skip to step #5.

If you are working on a station loaded with Windows XP with SP2 installed, a yellow bar with the text "This site might require the following ActiveX control" may be displayed at the top of the page.

- Right click the yellow bar.
- Click Install ActiveX control.
- The pop-up window shown below will be displayed. Click **Install**.

Internet Explorer - Security Warning				
Do you want to install this software?				
Name:         J2SE Runtime Environment 5.0 Update 2           Publisher:         Sun Microsystems, Inc.				
More options     Install     Don't Install				
While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?				

The Java Installation wizard is displayed.





5. Select the *I accept the terms in the license agreement*. Then click Next.

🝘 J2SE Runtime Environment 5.0 Update 2 - License	×
License Agreement Please read the following license agreement carefully.	un.
Sun Microsystems, Inc. Binary Code License Agreement for the JAVA 2 PLATFORM STANDARD EDITION RUNTIME ENVIRONMENT 5.0 SUN MICROSYSTEMS, INC. ("SUN") IS WILLING TO LICENSE THE SOFTWARE IDENTIFIED BELOW TO YOU ONLY UPON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS BINARY CODE LICENSE AGREEMENT AND SUPPLEMENTAL LICENSE TERMS (COLLECTIVELY "AGREEMENT"). PLEASE READ THE AGREEMENT CAREFULLY. BY DOWNLOADING OR INSTALLING THIS SOFTWARE, YOU ACCEPT THE TERMS OF THE AGREEMENT. INDICATE ACCEPTANCE BY SELECTING THE "ACCEPT" BUTTON AT THE BOTTOM OF THE AGREEMENT. IF YOU ARE NOT WILLING TO BE BOUND BY ALL THE TERMS, SELECT THE "DECLINE" BUTTON AT THE BOTTOM OF THE AGREEMENT AND THE	
I accept the terms in the license agreement     O I do not accept the terms in the license agreement     InstallShield	
<u>N</u> ext > Cancel	

The Setup Type window is displayed.

6. Select **Typical** and then click **Next**.

🛱 J2SE Runtime Environment 5.0 Update 2 - Setup Type 🛛 🛛		
Setup Type Choose the setup type that best suits your needs.		
Please select a setup type. You can change your choice of features after installation by using the Add/Remove Programs utility in the Control Panel.		
	All recommended features will be installed.	
O Cu <u>s</u> tom	Custom           Specify the installation directory and choose which program features to install. Recommended for advanced users.	
InstallShield ———	< <u>B</u> ack <u>N</u> ext > Cancel	





7. Click No when the window shown below is displayed. You will reboot the system later.

👹 J2SE Runtime Environment 5.0 Update 2 Install 💹			
⚠	You must restart your system for the configuration changes made to J25E Runtime Environment 5.0 Update 2 to take effect. Click Yes to restart now or No if you plan to restart later.		
	<u>Y</u> es	No	

## Installing Macromedia Flash™

To install Macromedia Flash<sup>TM</sup>:

- 1. Open Internet Explorer and browse to <u>http://www.macromedia.com/</u>.
- 2. Click Get Adobe Flash Player.

Solutions and produ	ucts
Download Adobe Re	ader and Flash Player.
Get Adobe Reader	Get Adobe <sup>®</sup> Flash <sup>®</sup> Player

The Install page is displayed.

3. Un-check the checkbox next to the Yahoo Toolbar Box. Then click Install Now.

	🖾 Flash Player
	Enjoy the most vivid content on the web
	Watch video without extra downloads
	Interact with applications on your favorite sites
Also in	stall
	TOOLBAR (Not required for operation of Flash Player)
	SOFTWARE LICENSE Welcome to Yahoo! Toolbar (the "Yahoo! Software"). By clicking the "I Agree" button below, you agree to these software license terms (the "Software License") that supplement the Yahoo! Terms of Service ("TOS") below, also located at http://docs.yahoo.com/info/terms/.
	More offer info
	More offer i





Flash Player will be installed. Once the install is complete, a success message is displayed.



Macromedia Flash Player successfully installed

#### **Installing Adobe Reader**

Adobe Reader is required to read the User Manuals for many of the software programs used in LearnMate Content.

- 1. Open Internet Explorer and browse to http://www.adobe.com.
- 2. Click the Get Adobe Reader link.

Solutions and produc	ts
Download Adobe Rea	der and Flash Player.
Get Adobe	Get Adobe Flash" Player

- 3. Select the version of Windows running on the student station.
- 4. Click Continue.

Step 1 of 2	
Select your version of Windows:	2000 💌
Choose a different version	continue

5. Select or deselect the checkboxes in Step 2 as per the customer's preference.

 Step 2 of 2

 Adobe Reader 6.0.1 for
 Also download:

 Windows 2000,
 Image: Adobe Yahoo! Toolbar Learn more.

 English
 Image: Adobe Photoshop® Album 2.0 Starter Edition Learn more.

 Latest version
 Learn more.





6. Click Download.



#### Download information

File size: 22.9MB

<u>System requirements</u>

**Update advisory:** It is recommended that version 6.0.1 be updated to version 6.0.2 from within Adobe Reader. <u>Learn more.</u>

download

#### 7. Click Run.

File Dov	vnload - Security Warning 🛛 🛛 🔀
Do yo	u want to run or save this file?
<u> </u>	Name: AdbeRdr70_DLM_enu_full.exe Type: Application, 521 KB From: ardownload.adobe.com
	<u>R</u> un <u>S</u> ave Cancel
1	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

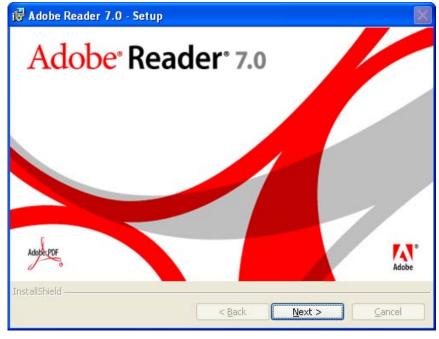
**8.** Click **Run** again if the message below is displayed.

Internet	Internet Explorer - Security Warning		
Do you want to run this software?			
	Name: Adobe Reader 7.0		
	Publisher: Adobe Systems, Incorporated		
Mor	re options Run Don't Run		
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. <u>What's the risk?</u>			





The Adobe Reader Installation wizard will start.



- 9. Click Next. The Setup Welcome dialog is displayed.
- 10. Click Next.

🖟 Adobe Reader 7.0 - Setup
Welcome to Setup for Adobe Reader 7.0
Setup will install Adobe Reader 7.0 on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
Install5hield
< Back Next > Cancel

The Destination Folder Selection dialog is displayed.



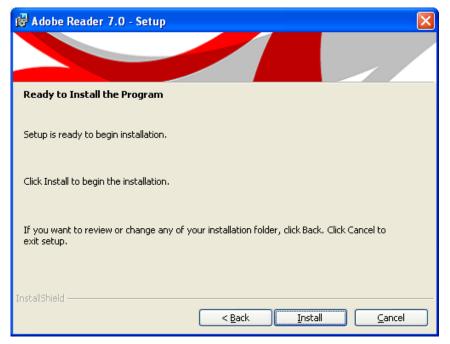


11. Click Next to accept the default destination folder.

j 🛃 🗟 🖥 🖥	Reader 7.0 - Setup	
Destinati	ion Folder	
Click Next	to install to this folder, or click Change to install to a different folder.	
	Install Adobe Reader 7.0 to: C:\Program Files\Adobe\Acrobat 7.0\	
InstallShield Change (	Destination Folder < Back Next > Cancel	_

The Ready to Install the Program dialog is displayed.

12. Click Install.







The Setup Completed page is displayed.

🖟 Adobe Reader 7.0 - Setup 🛛 🔀
Setup Completed
Setup has successfully installed Adobe Reader 7.0. Click Finish to exit setup.
InstallShield





### LM Agent and Required Software

Many LearnMate content modules work in conjunction with intelitek's 3D simulation software to provide students with virtual and hands-on learning experiences. The LM Agent enables students to operate external software directly from the LearnMate Content Viewer without leaving the LearnMate system or accessing the Start menu.

The required simulation and control software can be launched and controlled directly from the LearnMate environment using the LM Agent. The LM Agent, which utilizes ActiveX technology, runs in the background until required by links in the modules.

#### Installing the LM Agent

You will be prompted to install the LM Agent on each student station the first time that you launch a module requiring the application's use.

To install the LM Agent:

- 1. Access the Class Main page for the class that you created (either as the Instructor or Student user created earlier in this guide).
- 2. Modules that require software have an active **Software Check** icon **o** next to them in the Modules area. When the Software Check icon is disabled (**o**), the module requires no external software.

In the Modules area, click the **Launch** licon next to a module that requires software:



You will receive the following message:





My Classes > Class 1	
Click on the section you want to jump to or scroll down the page	
Modules & Students   Chats & Forums   Tests   Assignments   Resources	
Instructor teacher one Change Class Select a Class • Average Class Grade = 0.00 Utility Check   Class Details   Customize Gradebook	Schedule
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.	Grade
this course is not installed on this computer. Click Confirm to proceed with download and installation of this software or	Grade

3. Click Confirm.

For Windows XP 2 users, the following message may be displayed at the top of the page.



Click the message to begin the install and select **Install ActiveX Control** from the popup menu that opens.

🕥 This site might require the	following ActiveX control: 'Learnmate Agent' fro	
<b>Learn</b> Mate		Install ActiveX Control What's the Risk?
6	Online learning community 06/28/2005 Welcome one (sign out)	Information Bar Help

The Install dialog box is displayed.

Internet	t Explorer - Security Warning	
Do you	ı want to install this software?	
	Name: <u>Learnmate Agent</u> Publisher: <u>Intelitek Inc.</u>	
No	re options Install Don't Install	
While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>		





4. Click Install. The Choose Destination Location dialog is displayed.

Choose Destination Lo	cation	×
	Setup will install Learnmate Agent in the following folder. To install to this folder, click Next. To install to a different folder, click Browse and select another folder. You can choose not to install Learnmate Agent by clicking Cancel to exit Setup.	
~~~	Destination Folder C:\\Intelitek\Learnmate Agent Browse	
	< <u>B</u> ack ( <u>Next</u> > Cancel	

**5.** Click **Next**. A page opens, indicating the progress of the download process. When the file is 100% downloaded and installed, the dialog closes.

LearnMate Agent is now installed on the student PC.





## Performing a 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 robotics, CNC, Process Control, and CIM simulation and control software, as well as CAD/CAM packages. All modules that make use of these programs also require that the LearnMate Agent be installed.

The Software Check enables you to install the required software for the module, as well as to later check whether the version of the software installed is updated and correct. The Software Check also checks that the LearnMate Agent is installed.

**1.** At the student station, login to LearnMate using either the instructor or student username/password combination that you created.

⊠Login to LearnMate LMS
Username
student
Password ******

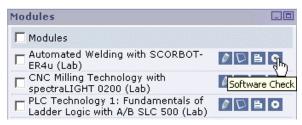
The My Desktop page is displayed.

2. Click the name of the class you created, listed in the My Classes area.

My Desktop	
My Classes	
Classes	Meeting Times
Class 1	

The Class Main Page for the class is displayed.

3. In the Modules area of the Class Main Page, click the Software Check icon onext to the relevant module. If the icon is disabled ((a)), the module does not require specific software, and the software check need not be performed.







The LearnMate Software Check Wizard opens in a new window. A list of software 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.

earnmate Check Wizard			×
Learn	mate Soft	ware Ch	eck
Automated Welding	with SCORBOT-E	R4u (Lab)	
The following software	e is required for thi	s module:	
Application Name	<b>Required Version</b>	<b>Current Version</b>	
Robocell or SCORBASE	4.9.5.2	Not Installed	
	1	Next> Car	ncel Help

The Wizard will guide you through the installation process.

4. Click Next. The list of programs to be installed is shown.

Learnmate Che	ck Wizard			×
	Learnmate So			
	Install Name eLearningCommon.exe RoboCellforController-USB.exe	Version           3.0.3.0           4.9.5.2		
		Next>	Cancel	Help

- **5.** Click **Next**. The installation file is downloaded to your computer. The software setup program is launched.
- 6. Follow the instruction in the setup program to complete installation.

**Note:** If you do not perform a software check for each module prior to the students' launching of the module, the student will be prompted to install the software when he/she reaches the first page in the module that requires the relevant software to be launched. This, however, can be problematic in schools where students are not permitted to download software and/or all student downloads are deleted once the student logs out of the computer.

# The Software Check must be repeated for all modules for which the Software Check icon is active.

Once all the required software has been installed, reboot the computer.





## **Testing the Student Stations**

Once all the required software has been installed and the computer has been rebooted, it is advisable to perform a check of the installed programs and modules.

- 1. At each student station, open the web browser and browse to <u>http://localhost</u>. The LearnMate Login Page is displayed.
- 2. Click Utility Check.

⊠Login to LearnMate LMS
Username
Password Go>
⊻ Utility Check ≌ Forge <sup>h</sup> Your Password? ≌ New User ≌ Select Language <b>→</b>

The Utility Check page is displayed.

Utility	Check		
Туре	Test	Download	Local Server
Java	$\begin{array}{c}1112\\10\\9\\8\\7\\6\end{array}$	Java™ Virtual Machine	Java™ Virtual Machine
PDF		₹ Acrobat Reader™	Acrobat Reader™
Flash		Macromedia Flash™	Macromedia Flash™
			Back 🖾

The presence of a picture in the Test column for each of the three programs indicates that the program is installed and working correctly.

- **3.** If one of the three objects does not appear in the Test column, click the link in either the Download or Local Server column to download and install.
- 4. After completing the Utility Check, click **Back** to return to the Login page.





5. Log in to LearnMate using one of the student username/password combinations that you created.

Note: You can also use a teacher username/password combination.

The My Desktop page is displayed.

6. Click the name of the class you created, listed in the My Classes area.

My Desktop	
My Classes	
Classes	Meeting Times
Class 1	

The Class Main Page for the class is displayed.

7. Click the Launch Module icon 💟 next to each module to be checked in the Modules section of the Main Class page.

B 0
nch Module

The Content Viewer for the module selected is launched.

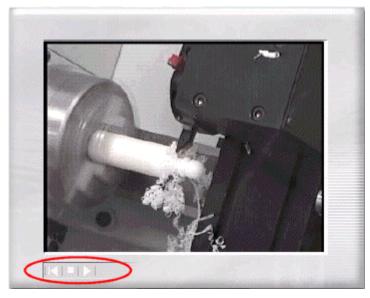


8. Advance through the module by clicking the Next link.





**9.** Advance until you arrive at a page in which video controls are displayed at the bottom of the Viewer, as indicated below.



The Viewer should display an animation. If the animation is displayed, then Macromedia Flash is working correctly. If the Viewer is blank or contains a symbol, Macromedia Flash has not been installed correctly, see *Installing Macromedia Flash*<sup>TM</sup> on page 49.

10. Advance through the module until you arrive at a Test Viewer page (see below).

- If a question is displayed, Java has been installed correctly.
- If the Test Viewer remains empty (it may take several seconds for the question to load), or if an *icon* is displayed, Java has not been installed correctly. See Installing Java on page 46.

The t	erm CNC stands for:	🖉 Untitled - Notepad	_ 🗆 ×
0	Computer Numerical Commands Computer Numerical Control	Ele Edit Format Help N0 ;THIS FILE FOR PLM-1 N1 ;USE 3 × 2 × 1.5 MAC N2 ;INITIALIZE STOCK TO N3 ;T1 IS A 1/4 END MIL N4 ;T2 IS A 1/8 END MIL N5 M06 T01 ;ToolChange	HINABLE \ > X=0, Y= L L
0	Controlling Numerical Computer	N6 M08;contouring opera N7 M3 51500.00 N8 G0 Z0.0700 ;Retract N9 G0 X0.3000 Y0.2000	
0	Commanding Numerical Computer		• •
	(Feedback	Next	





**11.** If you receive the following popup, click **Install**. This popup requests that you install a plug-in that allows instructors and students to print LearnMate content page-by-page.

Internet Explorer - Security Warning		
Do you	ı want to install this software?	
	Name: <u>MeadCo's ScriptX</u> Publisher: <u>Mead &amp; Company Limited</u>	
× Mo	ore options Install Don't Install	
•	While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>	

- **12.** Complete this process for each of the student stations.
- **13.** After having ensured that each module functions correctly on each student station, the installation is complete.

#### **Final Installation Checklist**

Complete the *Final Installation Checklist* on page 74. Return this document signed to intelitek.





# **Intelitek Software Licensing**

The software is protected by a licensing agreement. To use the software, you need an **unlock code** from Intelitek. (There is no evaluation period.)

To obtain an unlock code, you need to complete three steps:

- 1. Start installing the software from the CD.
- 2. Send the CD Key and the PC-specific code to Intelitek.
- **3.** Upon receipt of the unlock code, enter it in the Registration dialog box and continue installation.

The sections below provide detailed instructions on how to use the software license.

- Register your software and receive a PC-specific unlock code for each license purchased.
- Frequently asked questions.

#### **Register Your Software and Receive an Unlock Code**

During the software installation, you will be prompted to enter the **CD key**. This number is found on the CD case. (Make sure to keep the CD key in a safe place.)

The installation procedure generates a **PC-specific code**. This code is found in the Registration dialog box.

During installation, the Intelitek Software License window is displayed.





Intelitek Software License ver. 1.8
intelitek >>
Product: LM Server
Company: User: CD Key:
To complete the installation, you need to enter 🖃
License Status
PC Specific Code: 24361328
Unlock Status
Register License
C Extend the evaluation period
Enter Eight Digit Unlock Code:
Visit our website Get Unlock Code Unlock
Cancel

To receive the **unlock code** for the software you installed, you must send Intelitek both the CD key and the PC-specific code. The Registration dialog box provides several methods for obtaining the unlock code.

- Automatic from Intelitek website
  - If Internet access is available on the PC, do the following: In the Registration dialog box, select Get Unlock Code and select From Intelitek.com. The software will automatically connect to Intelitek's website. The unlock code will automatically be installed on your PC and you will see a message that the software is now licensed.
  - If you have Internet access, but not on the same computer on which the software is installed, do the following:
     Using your Internet browser, go to:
     <u>http://www.intelitek.com/support/software-licenses/index.html</u>
     Enter your CD key and the PC-specific code as instructed.
     The unlock code will be displayed automatically.
     Enter the unlock code in the Registration dialog box and select Unlock.





- Email (uses Intelitek's software licensing service). In the Registration dialog box, select Get Unlock Code and select By Email.
  - If email is available on the PC, a new email message containing all required details will open. Fill in the requested user information (optional), and click Send. The licensing service will send back an unlock code.
     Enter the unlock code in the Registration dialog box and select Unlock.
  - If you have email service, but not on the same computer on which the software is installed, a Notepad window containing all required details will open. Fill in the requested user information (optional), and then transfer the text/file to your email program.

Send to: info@intelitek.com Subject line: Intelitek Software License

To ensure automatic processing, use this exact subject line and do not edit the automatically generated text in the message. You may add text and comments to the end of the message.

Once you receive the unlock code, enter it in the *Registration* dialog box and select **Unlock**.

• Fax or Phone: If you do not have Internet or Email service, select **Get Unlock Code** and select **By Fax or Phone**. A Notepad window containing all required details will open. Fill in the requested user information (optional), and then print out the document. Contact your local dealer or Intelitek with the printed information.

## **FAQs – Frequently Asked Questions**

#### • What is a CD key?

This is the code on a label on the CD. It allows Intelitek to track software that has been purchased.

#### • What do I do if I do not have a CD key?

When prompted to enter the CD key during the software installation, enter the word "evaluation". This will allow you to install the software for a trial period.

#### • What is a PC-specific code?

This is a code generated by the software. It is unique for each PC and each installation of the software. This code allows Intelitek to generate the unlock code for the PC on which you installed the software. The PC-specific code is displayed in the Registration dialog box.

#### • What is an unlock code?

This is a code that allows you to use the software after the evaluation period expires. You need to send your PC-specific code to Intelitek. We will reply with the unlock code for the software you purchased.

#### • How do I install and register the software on more than one PC?

Repeat the procedure for obtaining an unlock code as many times as necessary.





Alternately, install the software on all PCs and make a note of the PC-specific code generated on each PC. You can then send us one email or fax listing all the PC-specific codes. You will receive unlock codes for each PC. (*Note: this will be handled manually by our technical support and may take several days*).

• Why should I give you my personal details when I request the unlock code? This will allow us to keep you informed about products, upgrades and services available for your system and software. It will also allow us to help you in case of a lost license.

• *How can I recover the unlock code after a disk crash or other system failure?* Once you have restored and reactivated your PC, reinstall the software. If it resumes operation in Evaluation mode, follow the procedure for obtaining an unlock code. Include a comment explaining why you need a new unlock code. (Note: this will be handled manually by our technical suport and may take several days).





# **Pre-Installation Checklist**

Contact Information (Dealer)				
Dealer's Name:				
Salesman:				
Phone Number:				
Installation Technician:				
Phone Number:				
Server Details				
Server Name (Windows Computer Name):				
Workgroup or Domain Name:				
Local IP Address:				
External IP Address:				
External Domain Name:				
Installation Drive Letter:				
Location Where Install Files were Copied to:				
Windows Administrator Password:				
Webmaster Password:				
Organization Administrator Username and Password:				
Contact Information (School)				
School Name:				
Primary Contact Name:				
Phone Number:				
Cell Number:				
Systems Administrator Name:				
Phone Number:				
Cell Number:				





Server Specifications				
Server Name (Windows Computer Name):				
Server Brand and Model Number:				
Is the server a dedicated system?				
Operating System:				
Processor:				
Amount of RAM:				
Hard Disk Space:				
Hard Disk Configuration (Single drive, Multiple partitions, Raid):				
CD-ROM Drive Specifications (CD or DVD drive):				
Server Location (Classroom, Secure closet, etc.):				
Will the server be accessible from the Internet?				
Administrator Username:				
Password:				
Is there an open SMTP relay on the schools network? If yes, what is the address:				
Student Stations				
Operating System:				
Computer control software (Centurion, Deep Freeze, etc.):				
Password to unlock and computer control software:				
Student Locations (Classroom, Off Campus, etc.):				
Estimated number of student stations:				





#### Comments









# **Install Preparation Checklist**

Cu	Customer Checklist				
1	Is the server installed and ready?	□ YES	□ NO		
2	Are the student stations online?	□ YES	D NO		
3	Are the student stations unlocked? (Will they be prior to the installation technician's arrival?)	□ YES	□ NO		
4	Have all of the student stations and the server been networked? Has communication between them been verified?	□ YES	□ NO		
5	If this is a lab installation, has all of the required intelitek hardware arrived?	□ YES	□ NO		
6	Will a network technician be available for the first day of the install?	□ YES	□ NO		
7	Will you have physical access to the server for the duration of the install?	□ YES	□ NO		
Installation Technician Checklist					
1	Have all of the necessary software components been provided to you by intelitek?	□ YES	□ NO		
2	Do you have all of the necessary usernames and passwords, including:	□ YES	□ NO		
	<ul> <li>Server administrator access</li> </ul>	□ YES	D NO		
	<ul> <li>Student station local administrator access</li> </ul>	□ YES	D NO		
	<ul> <li>Computer control software passwords (e.g. Centurion or deepfreeze)</li> </ul>	□ YES	□ NO		









## **Final Installation Checklist**

Contact Information		
Installation Technician:		
Attendees:		
Primary Contact Name		
Primary's Phone Number:		
Server Details		
Server Name (Windows Computer Name):		
Workgroup or Domain Name:		
Local IP Address:		
External IP Address:		
External Domain Name:		
Installation Drive (Letter):		
Location Where Install Files were Copied to:		
Windows Administrator Password:		
Webmaster Password:		
Organization Administrator Username and Password:		
Comments		

#### **Technician Signature**

**Customer Signature**