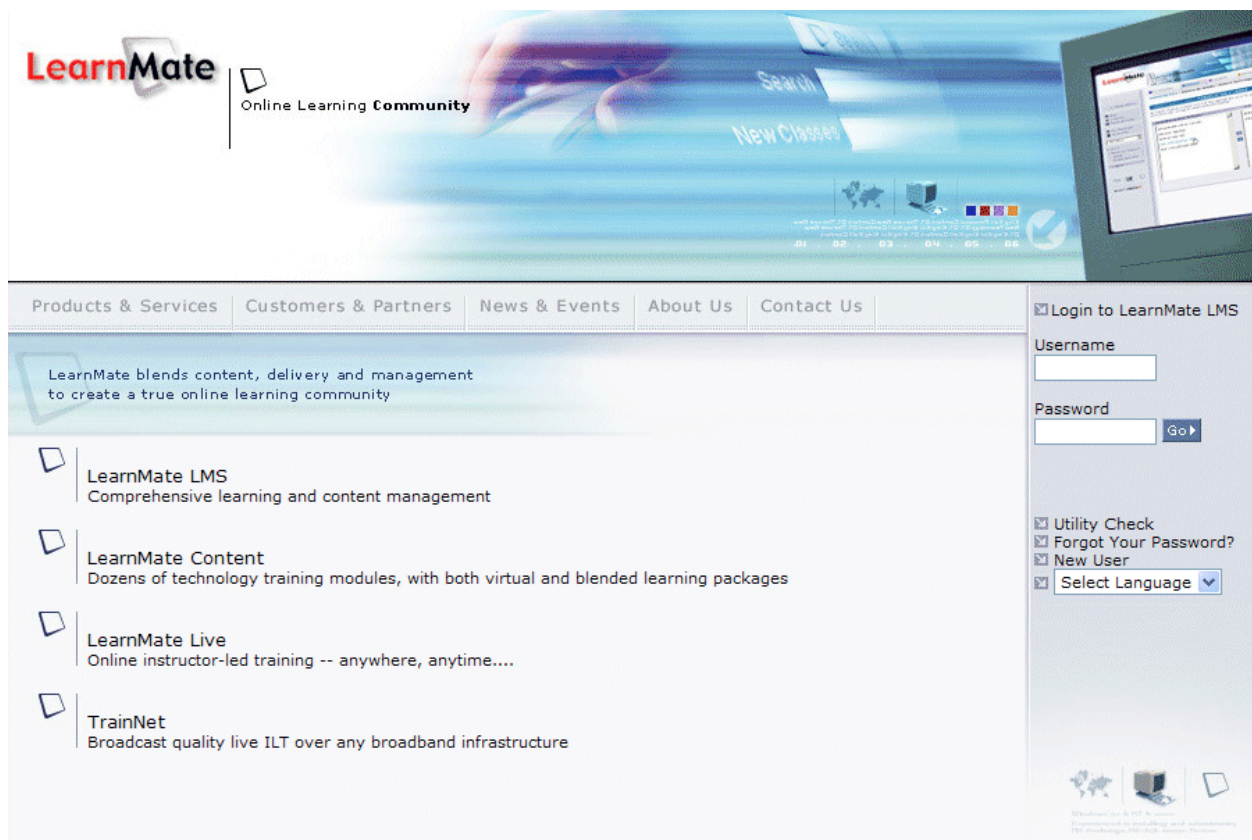


LEARNMATE LMS INSTALLATION GUIDE



intelitek▶▶

LearnMate



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LEARNMATE V3 INSTALLATION GUIDE

Catalog #100489 Rev. B

July 2006

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LearnMate

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1

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".



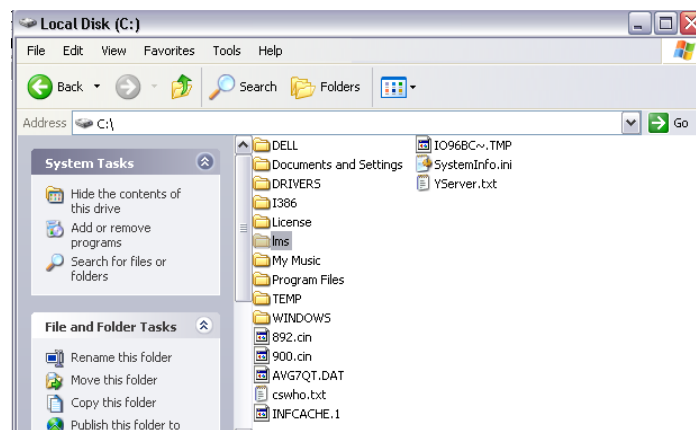
2

Installing the LearnMate LMS

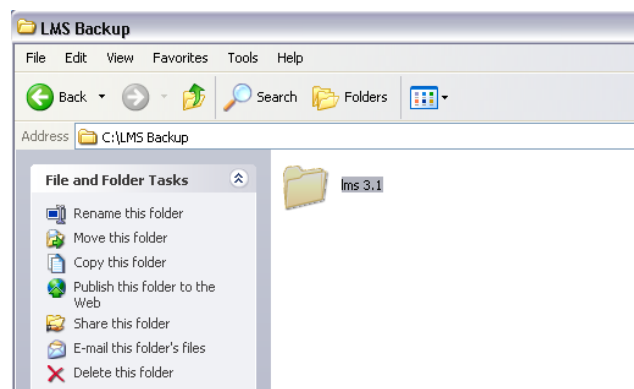
Uninstalling LearnMate 3.1

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.



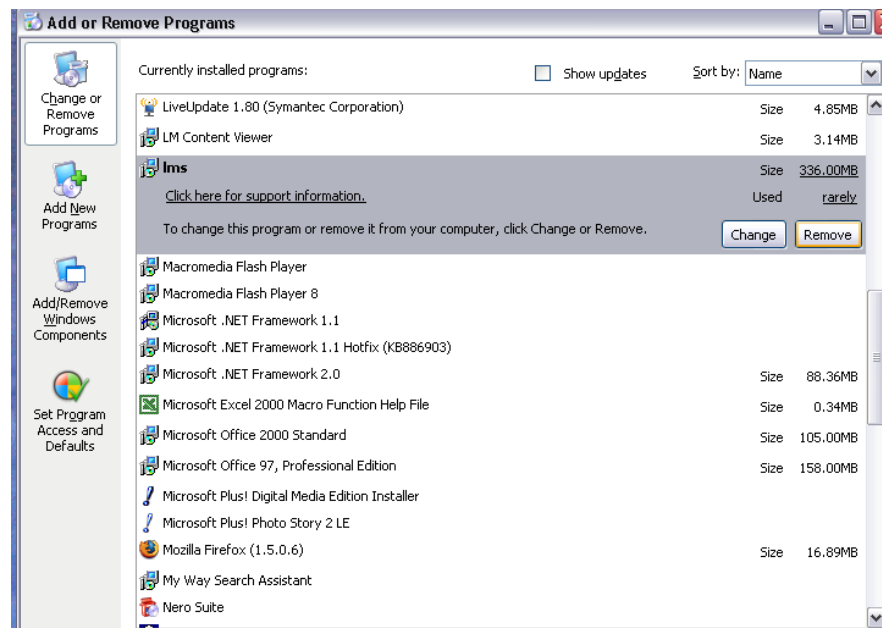
2. Create a new folder on the drive called “LMS Backup”, and copy the entire “lms” folder into “LMS Backup”. When complete, rename the “lms” folder to “lms 3.1”. There should now be a “lms” folder and a “LMS Backup” folder visible on the main directory of the drive.



3. Click on “Start”, and then on “Control Panel”.



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.



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



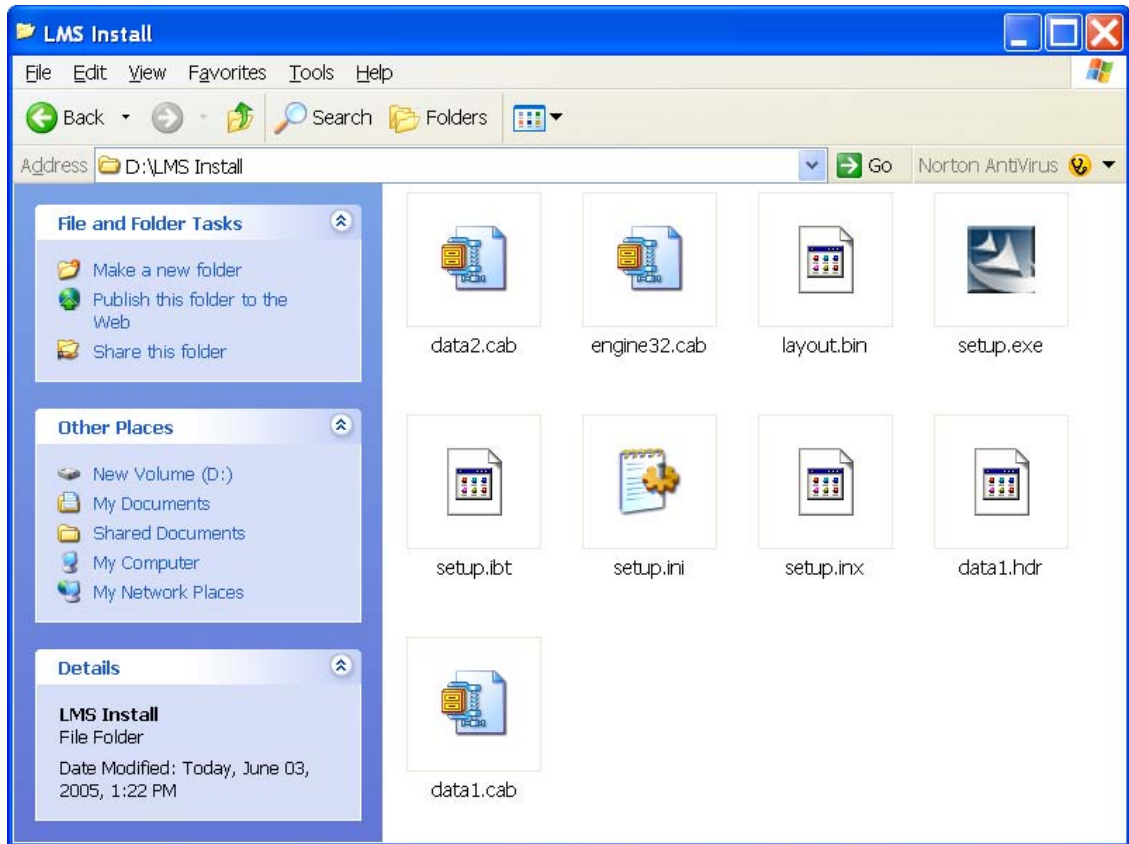
7. When prompted, restart your computer. The “lms” listing within the “Add or Remove Programs” will disappear once “lms” is removed.
8. Go the main directory in which the folder “lms” is located and delete the folder. The folder “LMS Backup”, containing folder “lms 3.1”, remain on the drive.

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.

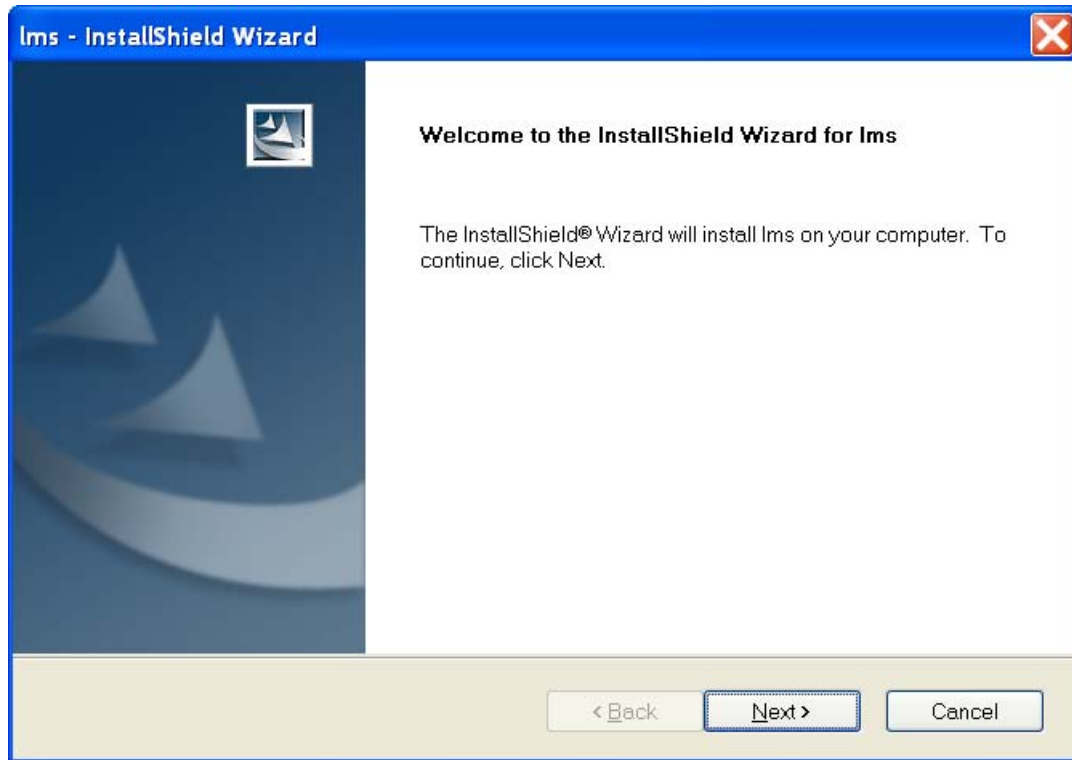
If the AUTORUN program does not start automatically:

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

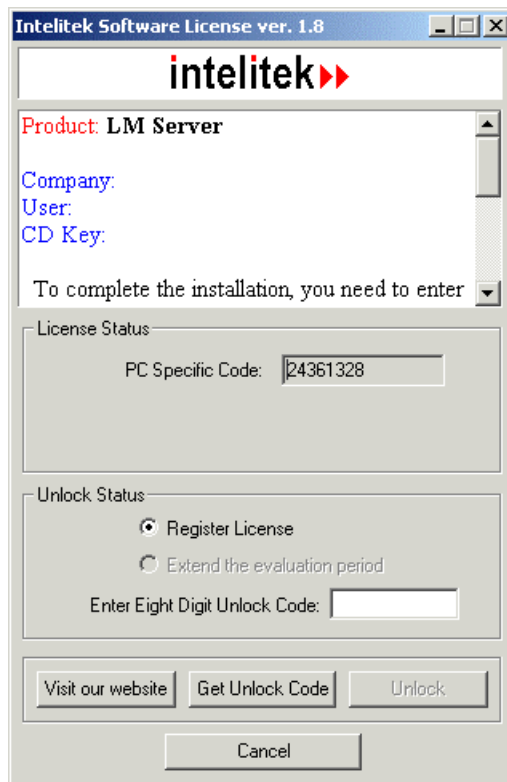


The InstallShield Wizard is displayed.

3. Click **Next**.



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**.



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



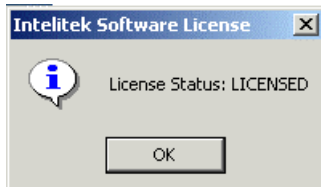
6. Enter your CD Key in the spaces provided. Click **OK**.



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.



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

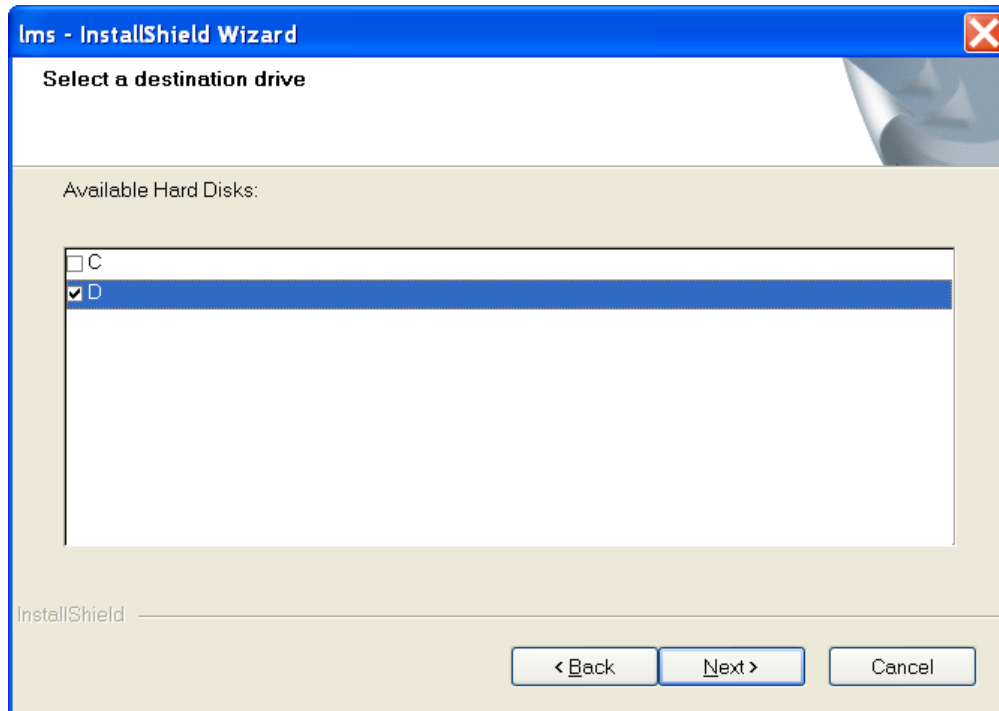


9. The *Select a Destination Drive* page is displayed, prompting you to select the drive on the server to which you wish to install the LMS. All of the LMS system data and modules will be installed to this drive.

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.

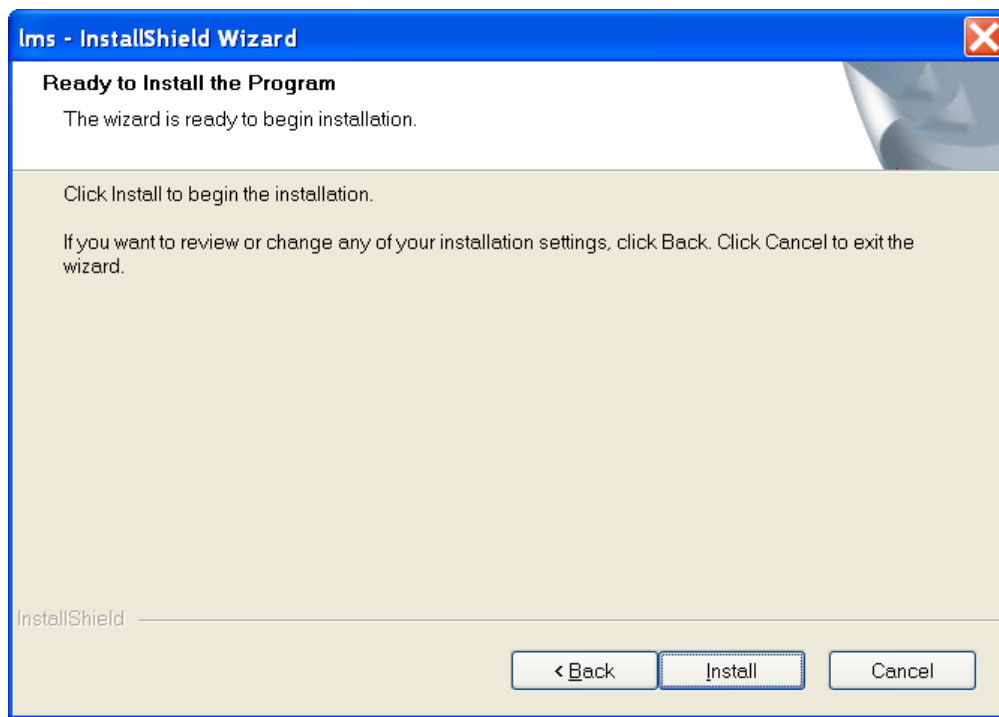
Note: We recommend checking the computer to see which of the available hard disks has the most free space and/or asking the system administrator which drive they set up for the installation.

Once you have selected a drive, click **Next**.



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

10. Click *Install*.



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 admin@school.net 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 - InstallShield Wizard

Mail Settings

In order to enable email sending to email servers outside Learnmate, please provide the details of an SMTP server that is enabled to relay messages, as well as the email address of the Learnmate administrator:

Server:

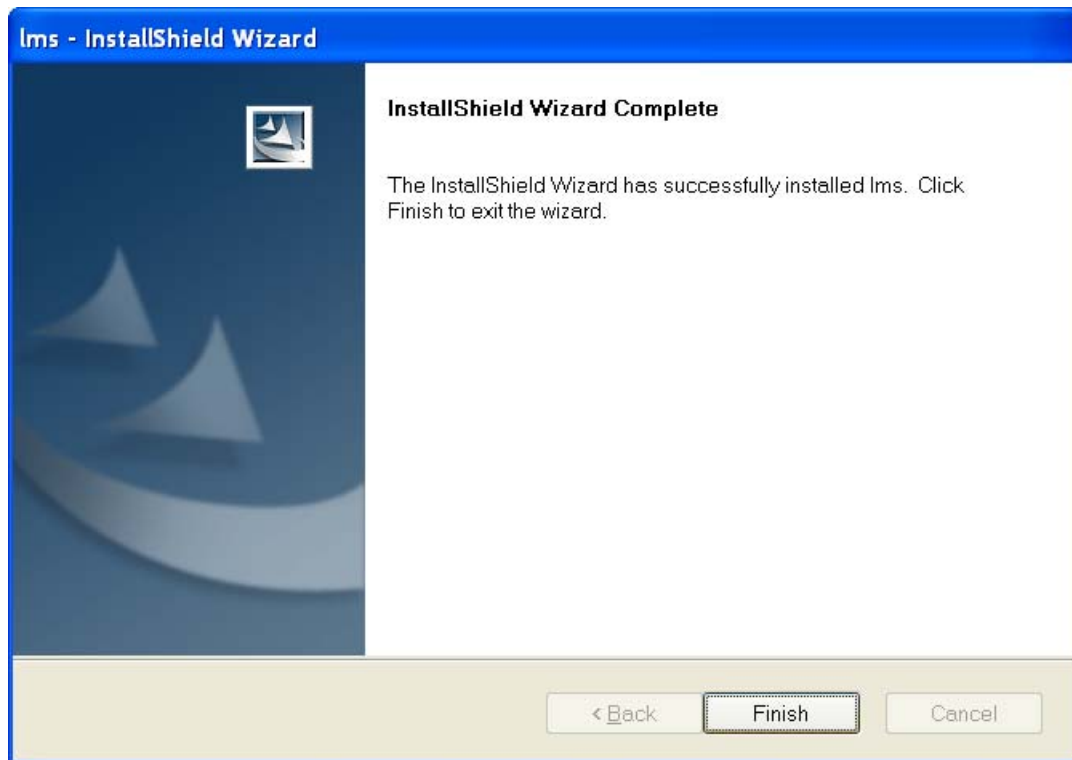
Email:

InstallShield

< Back **Next >** Cancel

12. Click **Next**.

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



14. Reboot the server to complete the installation.



3

Installing a LearnMate Module

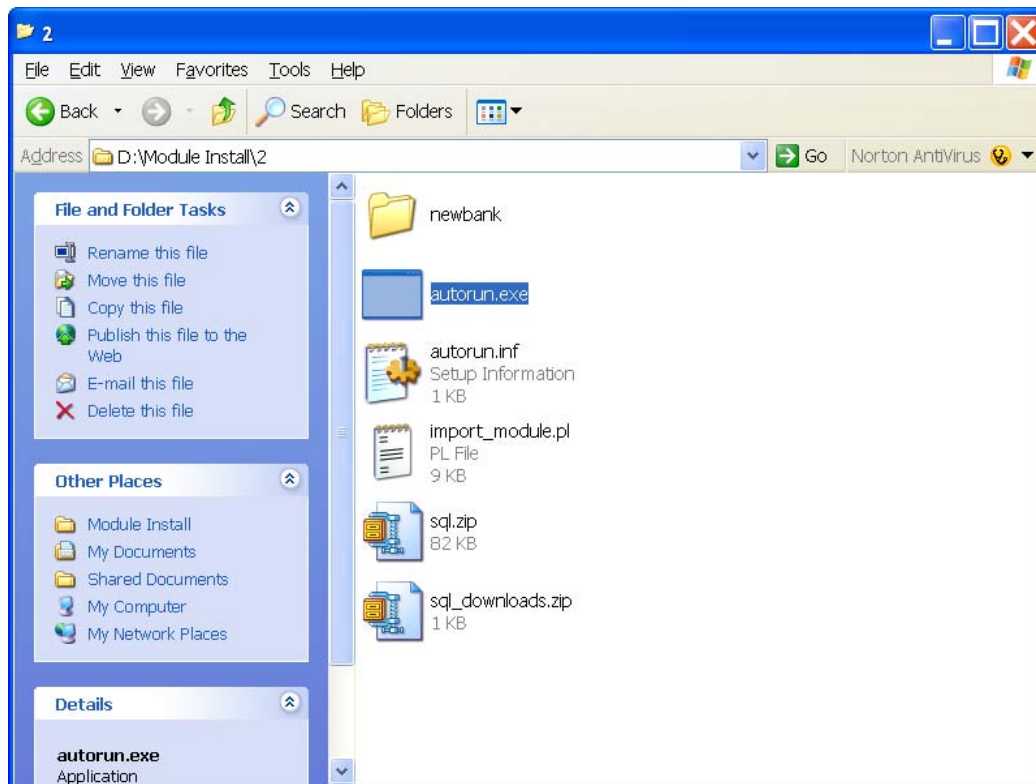
All LearnMate modules are installed in the same manner. Follow these steps for each module.

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

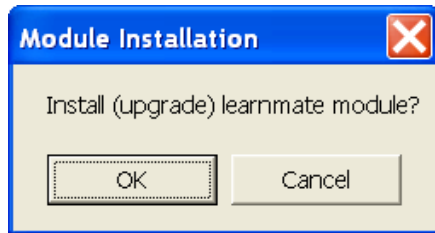
1. Insert the Module CD in the CD-ROM drive. The installation process should start automatically.

If the installation does not start automatically:

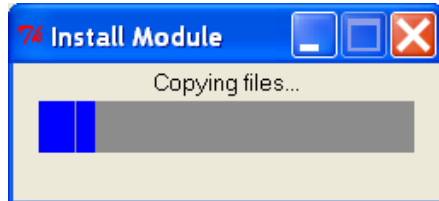
- Open Windows Explorer and browse to the CD-ROM drive.
- Double click **autorun.exe**.



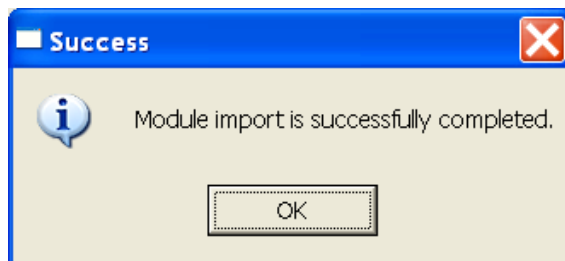
2. The Module Installation message box is displayed. Click **OK**.



The Install Module progress box is displayed.



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

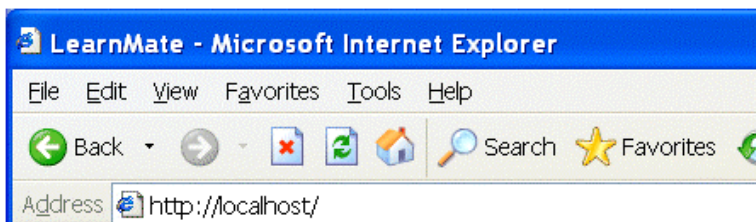
1. Set the webmaster password.
2. Set up a sub-organization.
3. Create an administrator user.
4. Create a class, and assign an instructor to the class.
5. Create a student user.
6. Enroll the student user in the class.
7. Assign modules to the class.
8. Assign modules to the student.
9. Set up the student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

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

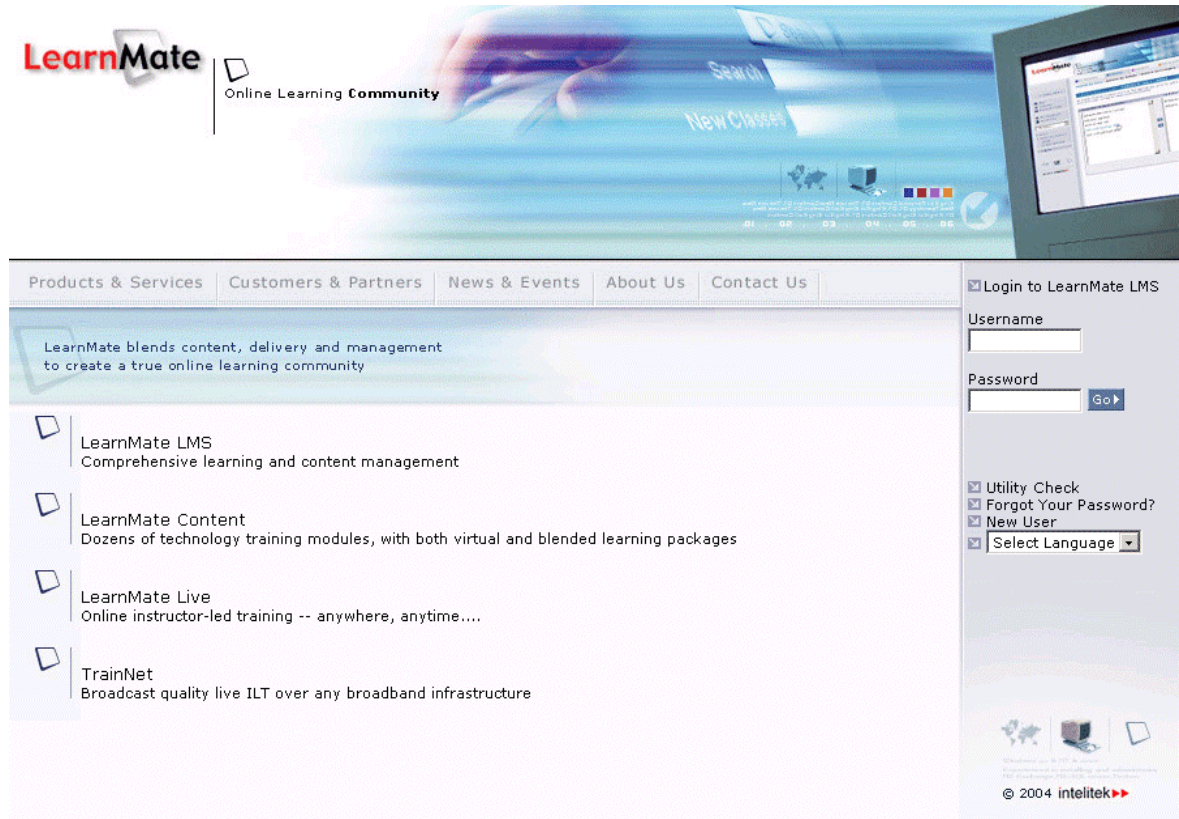
Setting the Webmaster Password

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

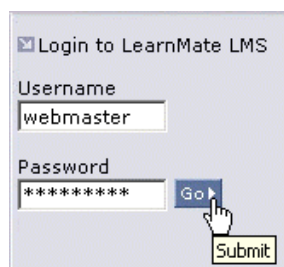
1. Open Internet Explorer and browse to <http://localhost>.



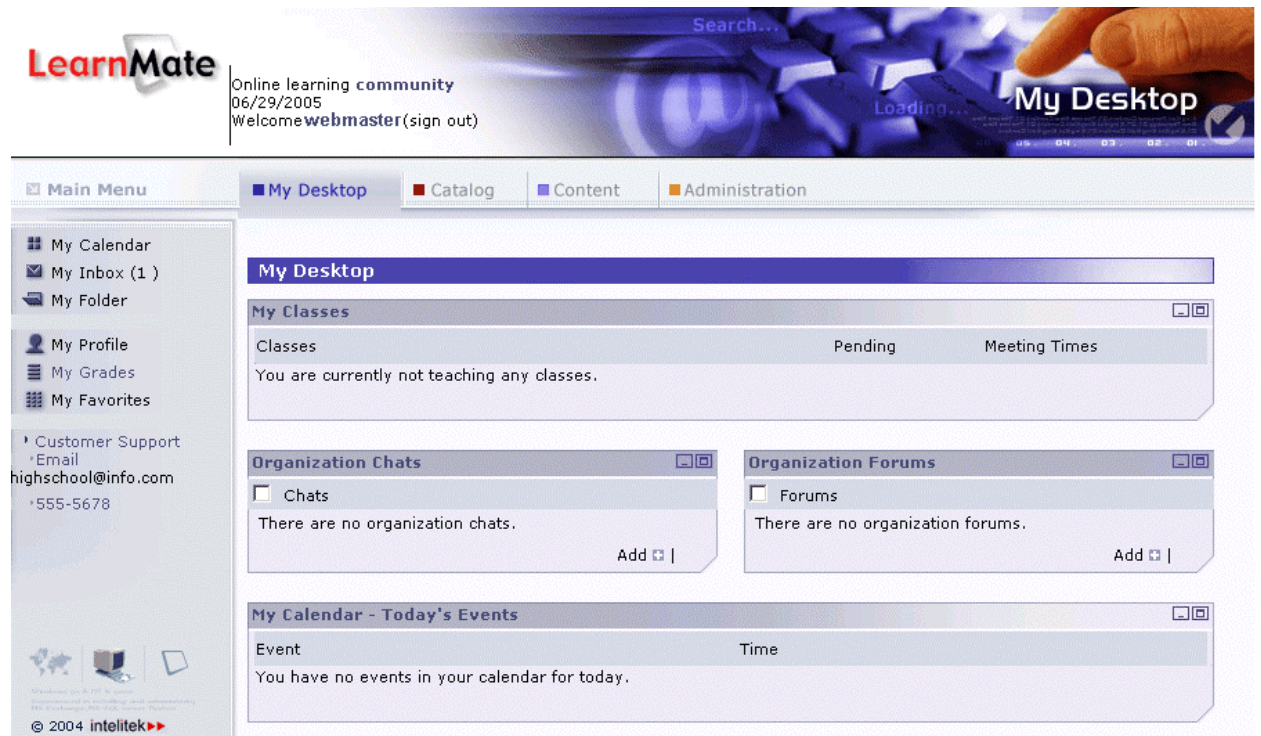
The LearnMate Login page is displayed.



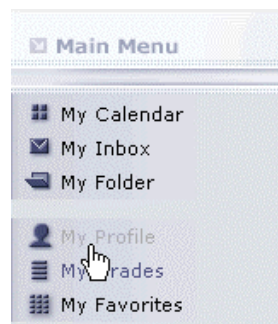
2. Enter **webmaster** in both the *Username* and *Password* fields. Then click **Go**.



The My Desktop page is displayed.



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

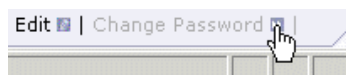
First Name webmaster
Middle Name webmaster
Last Name
Username webmaster
E-mail
ID

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.

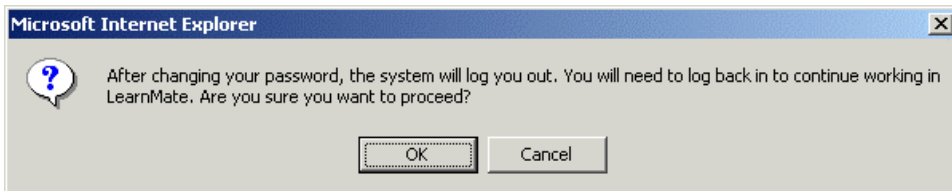
7. Enter the new password in the *Confirm New Password* field.

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 critical 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**.

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

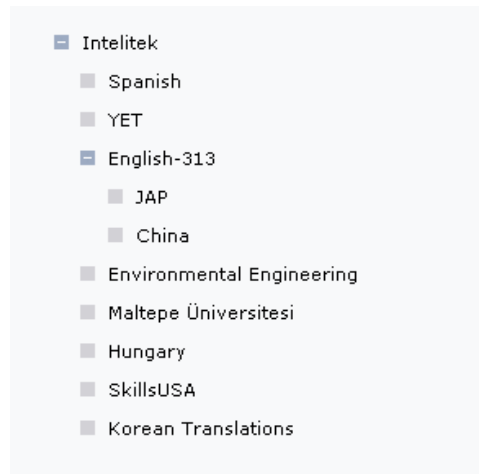


10. Click **OK**. LearnMate will reopen to the Login page.
11. Enter **webmaster** in the *Username* field and the new password in the *Password* field. Click **GO**.

The My Desktop page is displayed.

Setting Up a Sub-Organization

The LearnMate Install automatically creates organizations – “intelitek”, and other sub-organizations, as seen below – on the customer’s server. This organization is used by intelitek to perform all LearnMate updates and maintenance operations. It should not 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)

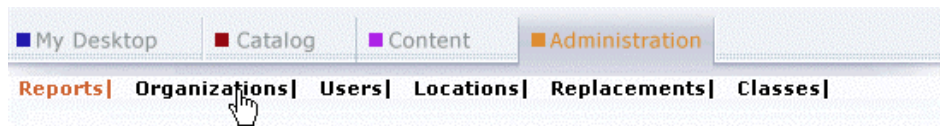
You will need to create the sub organization “Environmental Engineering” before creating your site’s sub-organizations. Beneath “Environmental Engineering”, you will need to set up at least one additional organization for the customer, which will contain their required administrator, instructor and student 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.



2. Select **Organizations**.



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

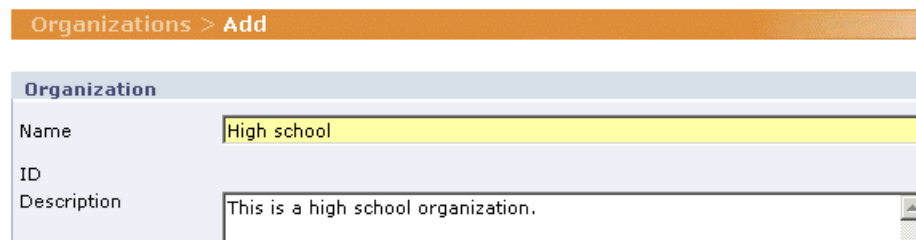
Note: Intelitek is listed at the top of the tree, and cannot be deleted.

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



The Add Organization page is displayed.


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

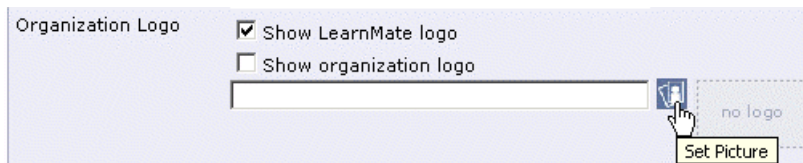


6. Click **Save**.

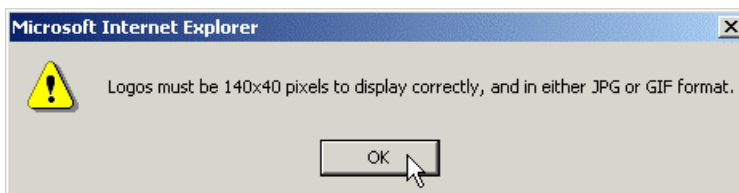


7. To upload the school's logo, which will be included in the header of each LearnMate page:

- Click the **Set Picture** icon  next to the Organization Logo field in the Organization Definitions section of the page.

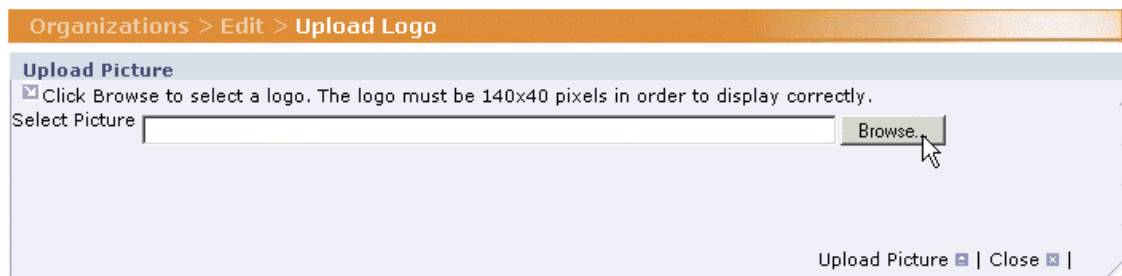


- You will be reminded that the graphic must be 140x40 pixels in size, and must be in gif or jpg format.

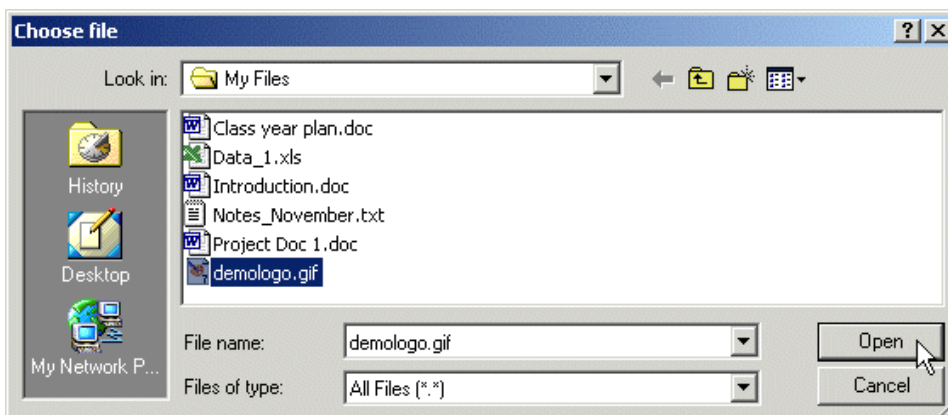


The Upload file page is displayed.

- Click **Browse**.

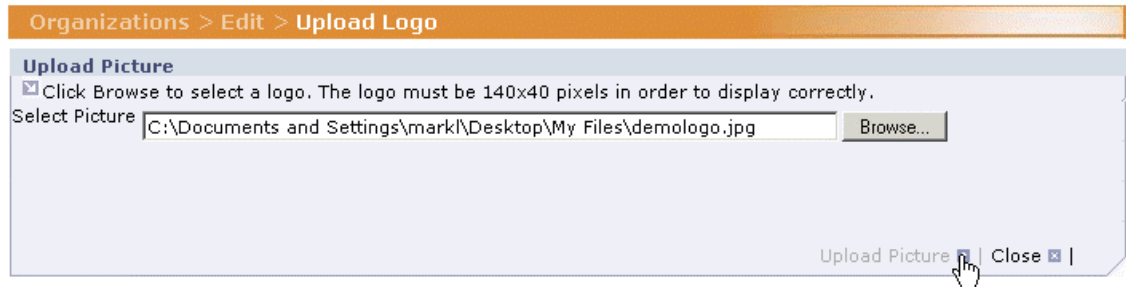


- Select the logo file on your hard drive and then click **Open**.



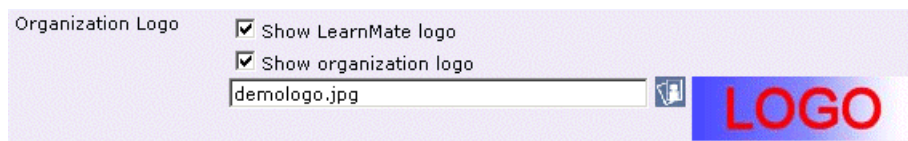
The file name appears in the *Upload file:* field.

- Click **Upload Picture**.



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*.



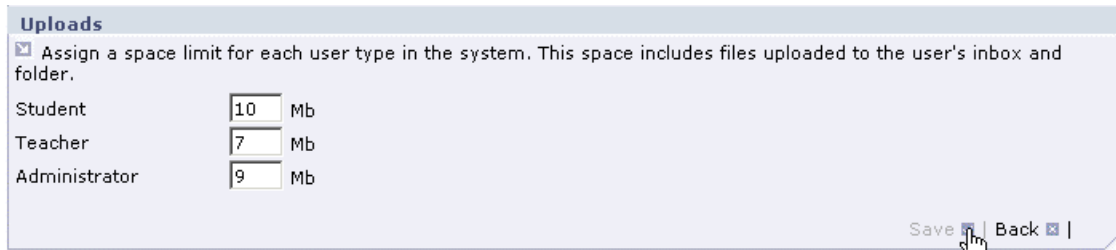
- Optionally enter the correct customer service email address and telephone number in the *Email* and *Phone* fields:

- 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.

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 limit for each user type in the system. This space includes files uploaded to the user's inbox and folder.

Student	<input type="text" value="10"/>	Mb
Teacher	<input type="text" value="7"/>	Mb
Administrator	<input type="text" value="9"/>	Mb

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.

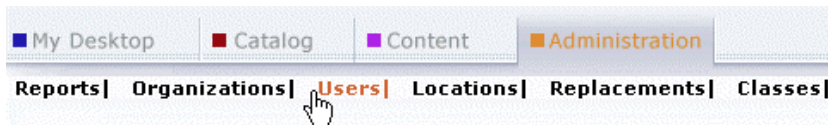
- Click the **Add Organization** icon to create an organization on the same level as the organization you just created.
- Click the **Add Sub-Organization** icon to create a sub-organization of the new organization you created.

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.



The Users page is displayed.

2. Click **Add**.

The Add User page is displayed.

Users > Add User

Complete the form below and click Save to add a new user to LearnMate. Fields marked with * are mandatory. By default, users are added to LearnMate as students. The user's role can be changed and additional permissions can be assigned on the Edit User page.

Personal Details|
Account Information|
Other Information|

Save | Back |

Personal Details

* First Name

Middle Name

* Last Name

E-mail

ID

top

Account Information

* Username

* Password

* Verify Password

top

Other Information

Gender

Bandwidth

Address

Address (Cont.)

City State

Province Zip / Postal Code

Country

Telephone Alternate Phone

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 drop-down menu.
 - Select both Content Administrator and Organizations Administrator checkboxes in the Permissions section.

Administration Details

Status	Active
Role	Administrator
Registration Expiration	<input type="text"/>
Organization	High school

Permissions

- Content Administrator - Content Administrators are empowered to author and modify content and assessments.
- Organizations Administrator - Organization Administrators manage the hierarchical structures of LearnMate's organizations and sub-entities.

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

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



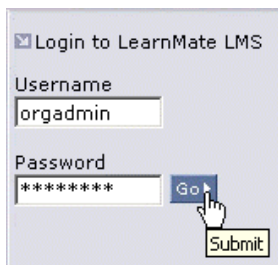
- Then log back in using the username and password for the administrator you just created.

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).

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



- Select **Administration** from the Navigation menu. The Administration options are displayed.
- Select **Users** from the submenu. The User Search page is displayed.
- Click **Add**. The Add User page is displayed.
- 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.

Account Information	
* Username	teach1
* 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 (not intelitek) from the Organization drop-down 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	<input type="text"/>
Organization	High school
Permissions	
<input checked="" type="checkbox"/>	Content Administrator - Content Administrators are empowered to author and modify content and assessments.
<input checked="" type="checkbox"/>	Organizations Administrator - Organization Administrators manage the hierarchical structures of LearnMate's organizations and sub-entities.

11. Click **Save**.


Creating a Class

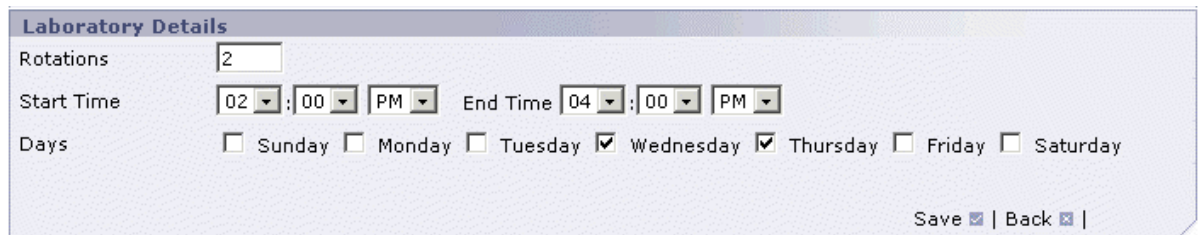
In this step, you will create a class, and designate the instructor you just created as the class instructor.

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 Details

Rotations

Start Time : End Time :

Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Save | 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	Pennsylvania
Province		Zip / Postal Code	454662
Country	United States		
Telephone	12255456	Alternate Phone	1121245
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	
Status	Active
Role	Student
Registration Expiration	<input type="text"/>
Organization	High school
<input checked="" type="checkbox"/> 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.

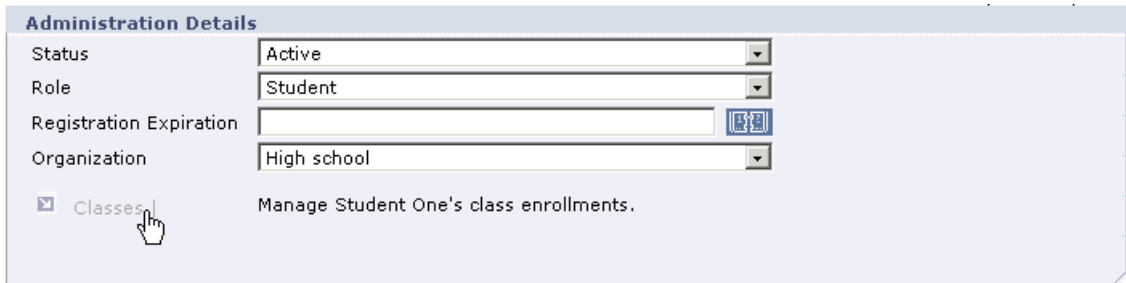
LearnMate offers two methods for enrolling a student in a class:

- 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**.

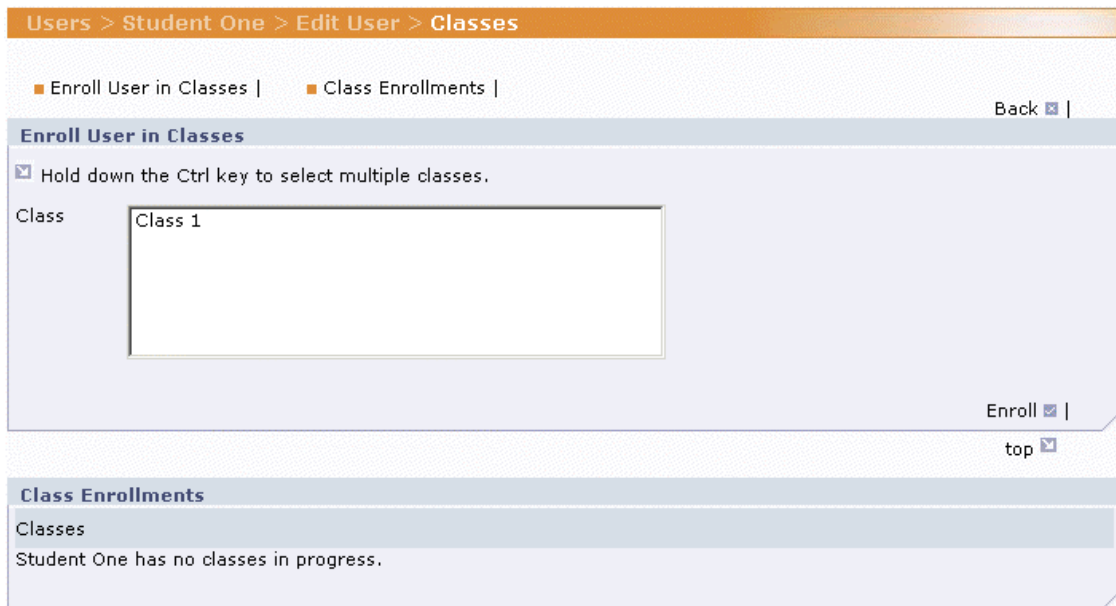


Administration Details

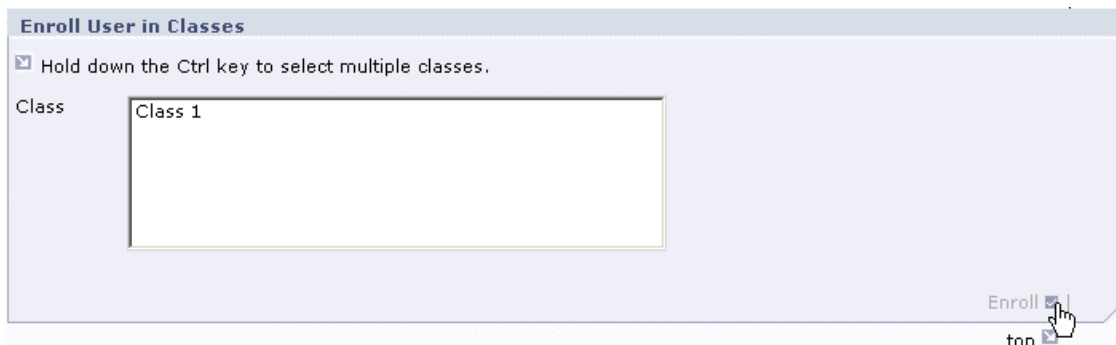
Status	Active
Role	Student
Registration Expiration	<input type="text"/>
Organization	High school

Classes Manage Student One's class enrollments.

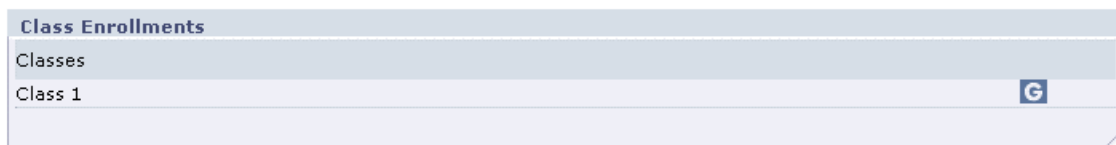
The Edit User > Classes page is displayed.



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



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



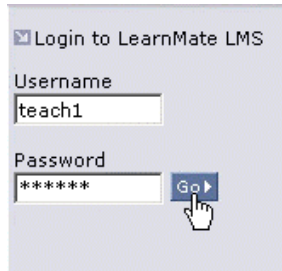
Method #2: Enrolling a Student in a Class from the Class Main Page

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.



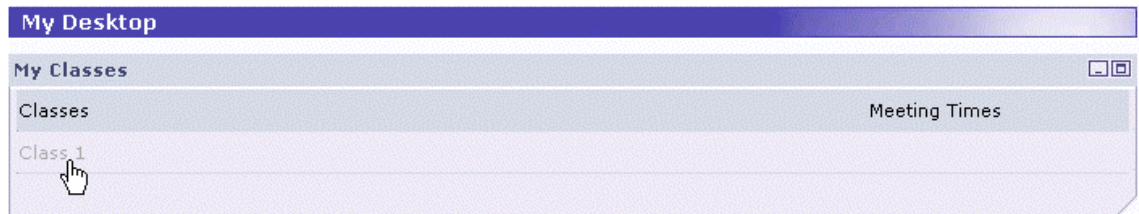
The LearnMate Login page is displayed.

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



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.



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.

My Classes > Class 1

Click on the section you want to jump to or scroll down the page

■ Modules & Students |
■ Chats & Forums |
■ Class Tests |
■ Assignments |
■ Resources |

Instructor one, teacher
 Change Class
 Average Class Grade = 0.00

[Utility Check](#) | [Class Details](#) | [Customize Gradebook](#) |

Modules

Modules

[Add](#) | [Delete](#) |

Chats

Chats

[Add](#) | [Delete](#) |

Students

<input type="checkbox"/> Students	Grade
<input type="checkbox"/> One, Student	0

[Update Grades](#) | [Event](#) | [Mail](#) | [Enroll](#) | [Unenroll](#) |

[top](#)

Forums

Forums

[Add](#) | [Delete](#) |

[top](#)

Class Tests

<input type="checkbox"/> Test	Start Date	End Date	Status

[Add](#) | [Delete](#) |

[top](#)

Assignments

<input type="checkbox"/> Assignment	Start Date	End Date	Status

[Add](#) | [Delete](#) |

[top](#)

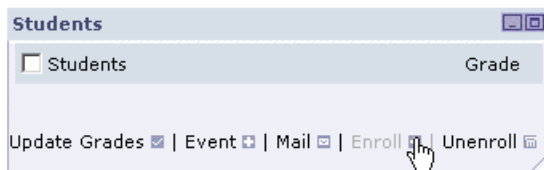
Class Resources

<input type="checkbox"/> File Name	Description	Restricted

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

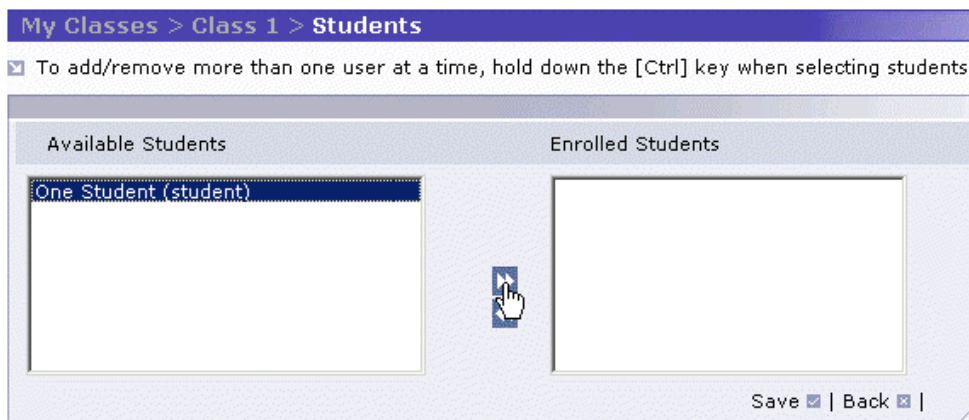
[top](#)

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

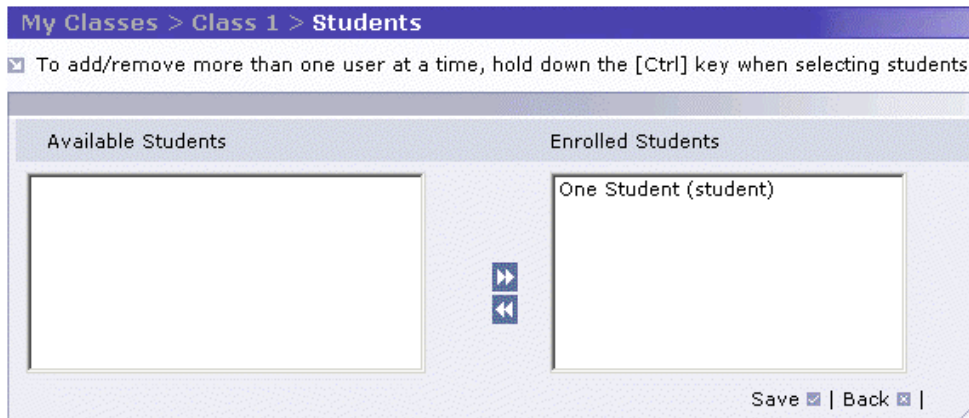


The Students page is displayed.

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 to add the selected student to the class.



The selected student is added to the *Enrolled Students* column.



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.

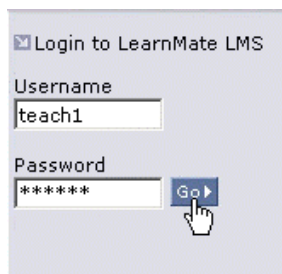
For actual deployment of the system, the customer may wish to set up classes that contain only a subset of the modules purchased. Once you have completed all steps in this guide, you may need to set up additional classes and define their module content as required by the customer.

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.



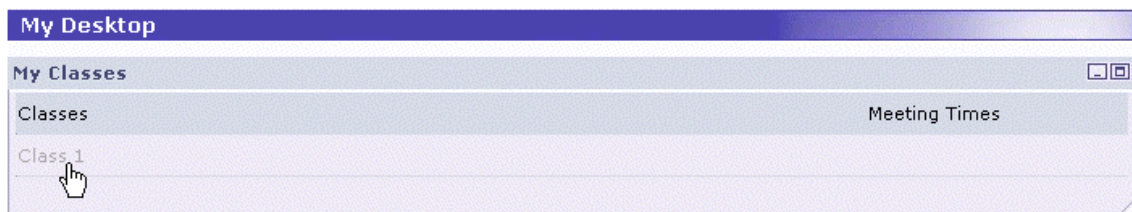
The LearnMate Login Page is displayed.

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



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.

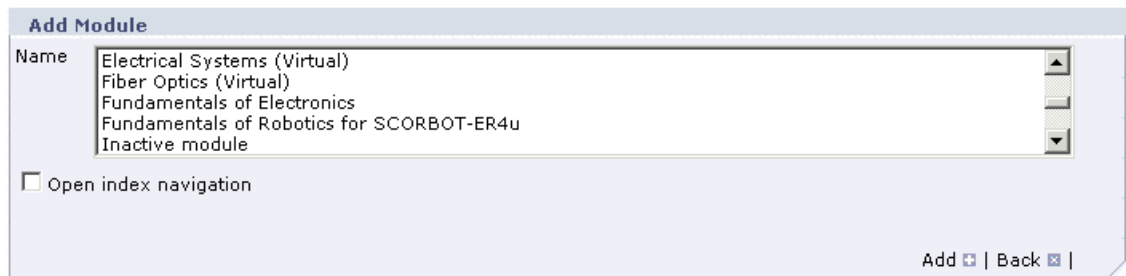


The Class Main Page is displayed.

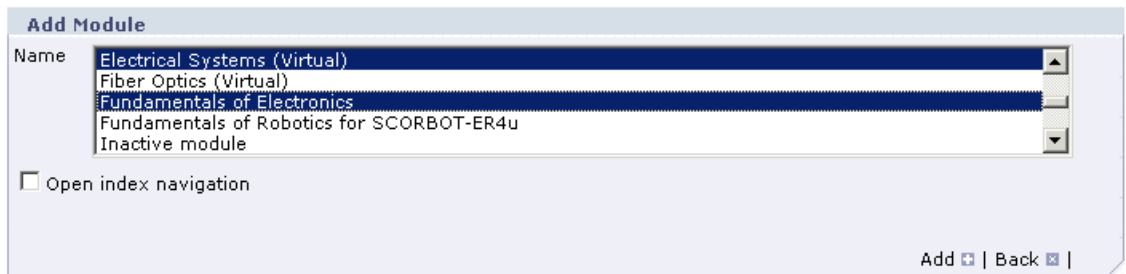
3. In the Modules area, click **Add**.



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

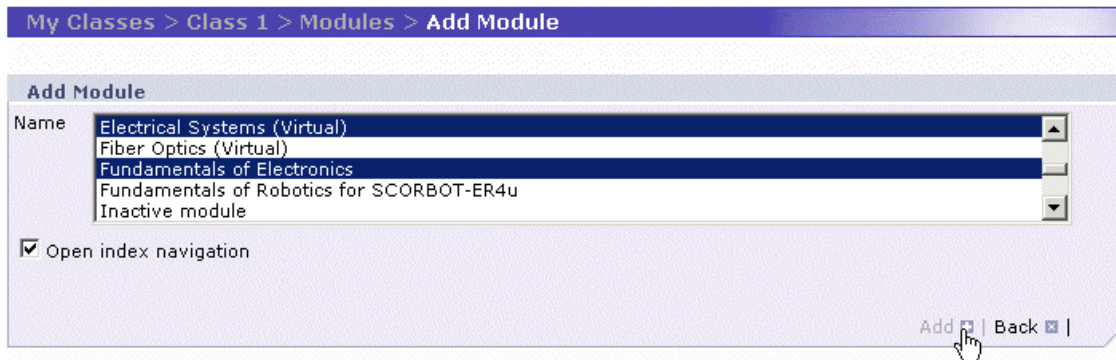


4. Select the modules you wish to add to this class from the *Add Modules* list. Hold the **Ctrl** key to select multiple modules.



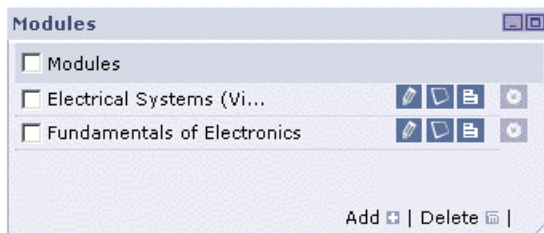
5. Specify the following:

- 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.

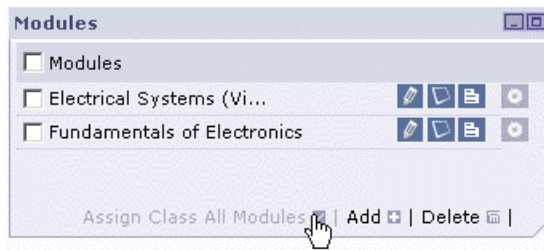
6. Click **Add**. The modules are added to the class and are listed in the Modules area of the page.



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.

- [JAVA](#)
- [Macromedia Flash](#)
- [Adobe Reader](#)
- [LearnMate Agent](#)
- [Software provided by intelitek](#)

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 <http://www.java.com/en/>.
2. Click the **Java Software Download** button.



The *Java Software for Windows* dialog is displayed.

3. Click **Begin Download**.

Download Details

FREE - Java Runtime Environment Version 5.0 Update 6

(file size: ~7.1MB)

Approximate download times:

Low-bandwidth ~40 minutes

High-bandwidth ~ 3 minutes

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.

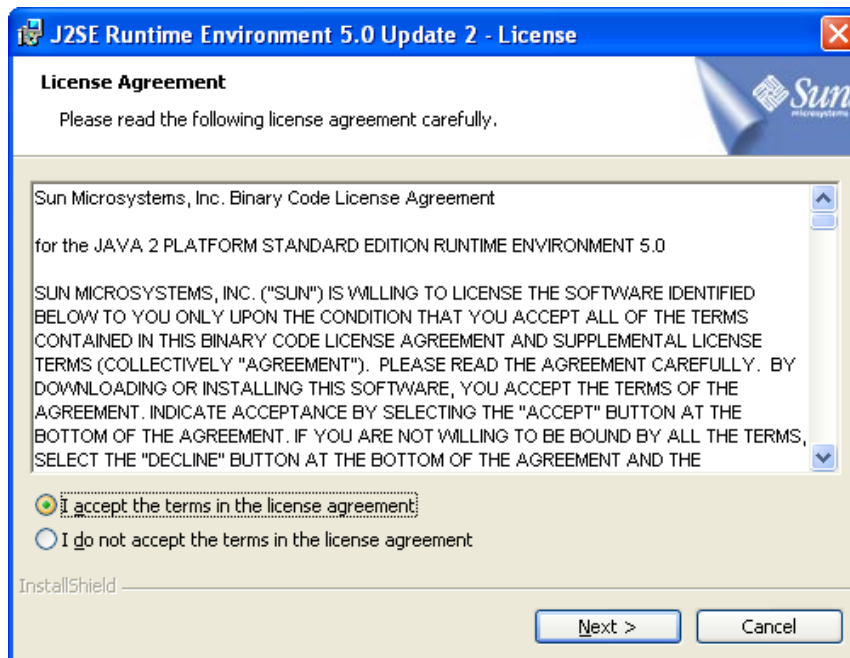
If you are working on a station loaded with Windows XP with SP2 installed, a yellow bar with the text “This site might require the following ActiveX control” may be displayed at the top of the page.

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



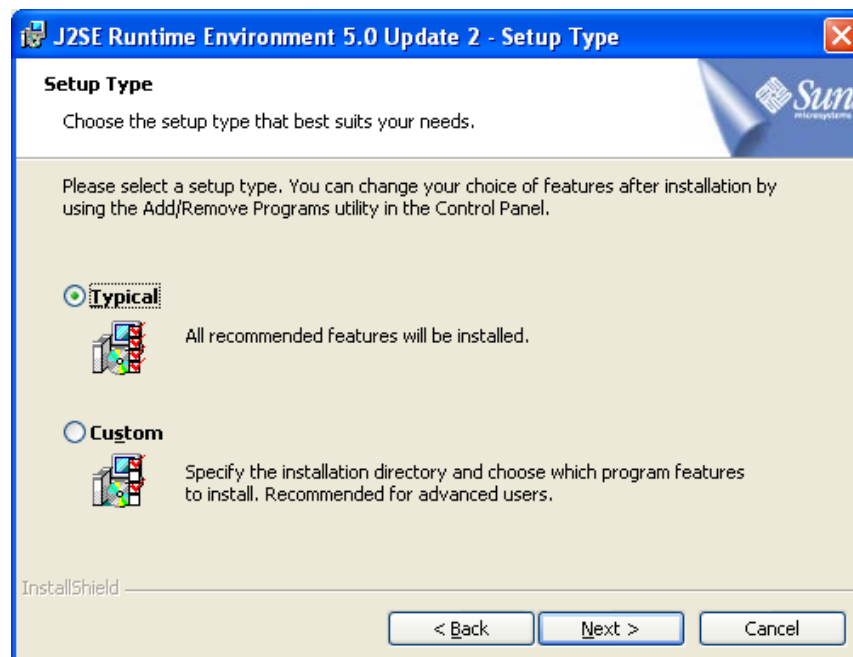
The Java Installation wizard is displayed.

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

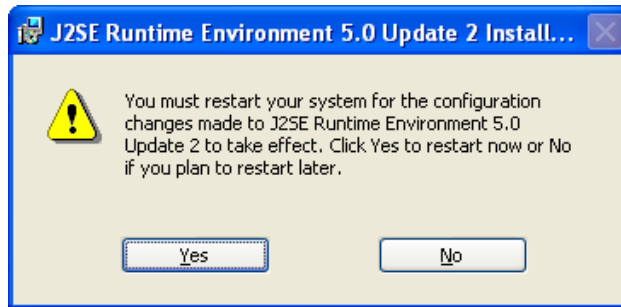


The Setup Type window is displayed.

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



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



Installing Macromedia Flash™

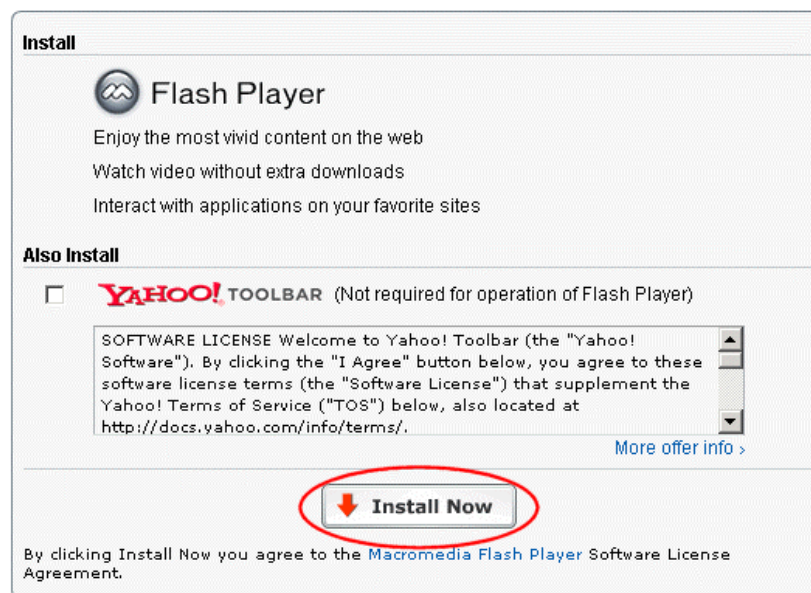
To install Macromedia Flash™:

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

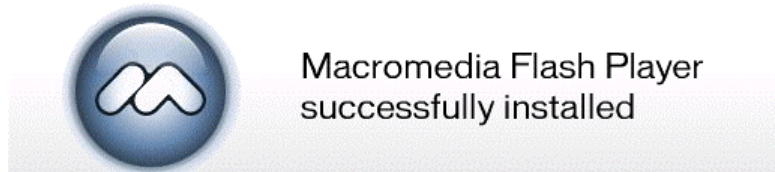


The Install page is displayed.

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



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



Installing Adobe Reader

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

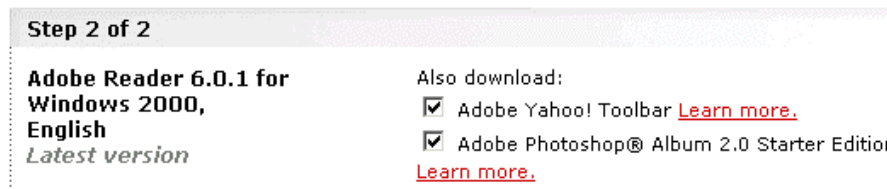
1. Open Internet Explorer and browse to <http://www.adobe.com>.
2. Click the **Get Adobe Reader** link.



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



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



6. Click **Download**.



Download information

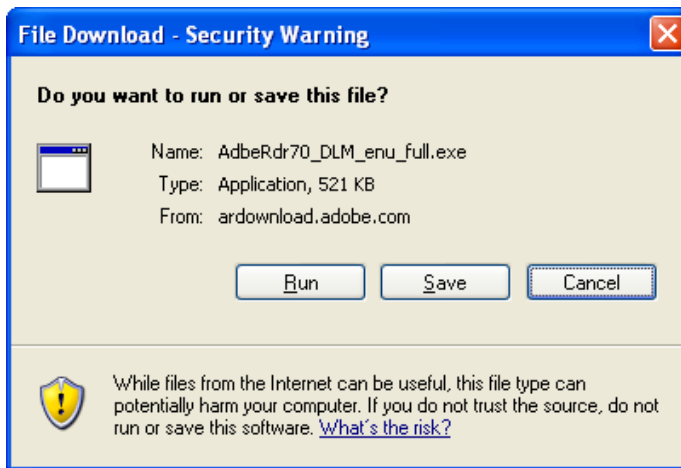
File size: 22.9MB

[System requirements](#)

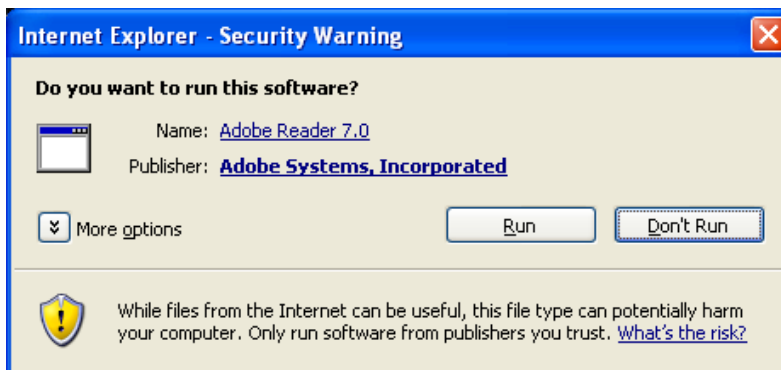
Update advisory: It is recommended that version 6.0.1 be updated to version 6.0.2 from within Adobe Reader. [Learn more.](#)

download

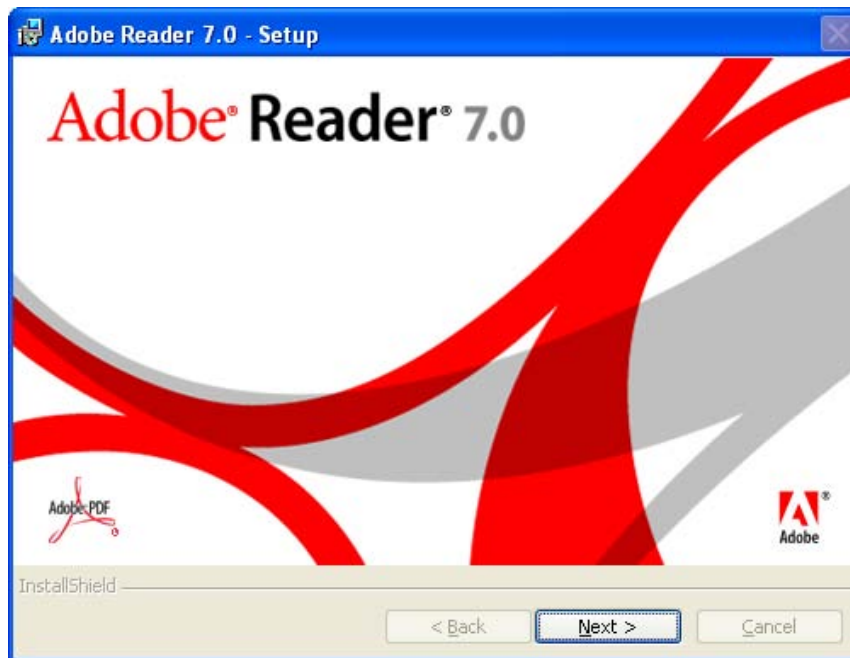
7. Click **Run**.



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

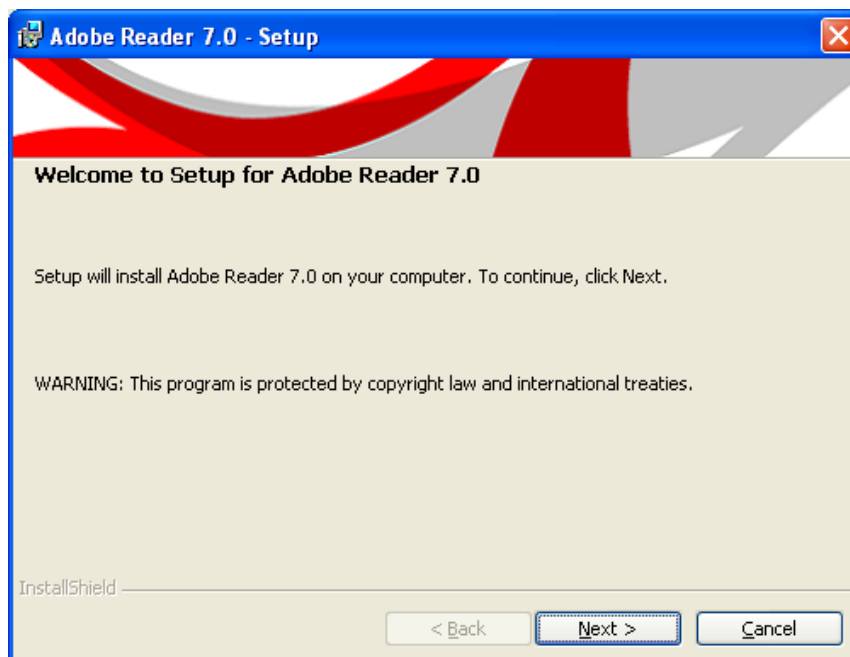


The Adobe Reader Installation wizard will start.



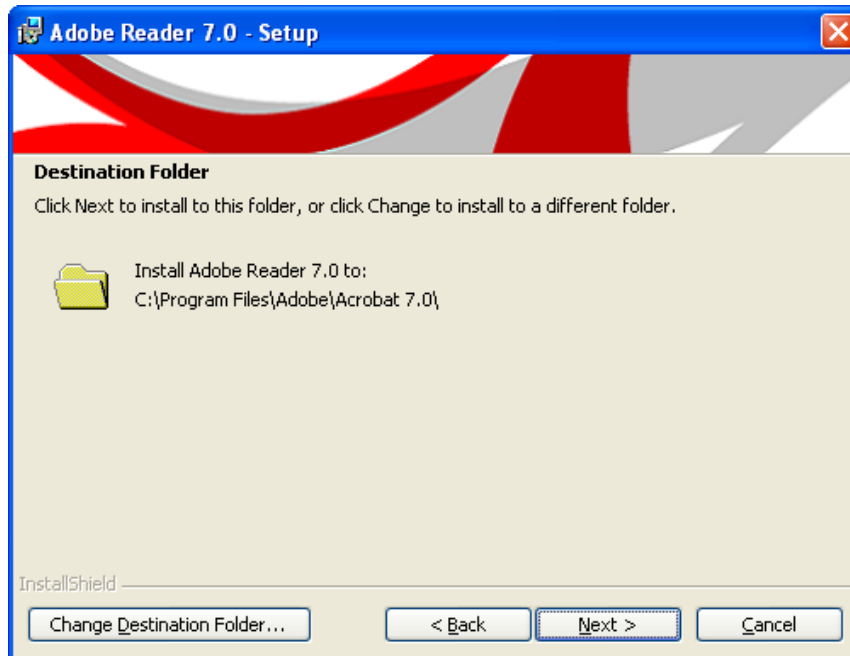
9. Click **Next**. The *Setup Welcome* dialog is displayed.

10. Click **Next**.



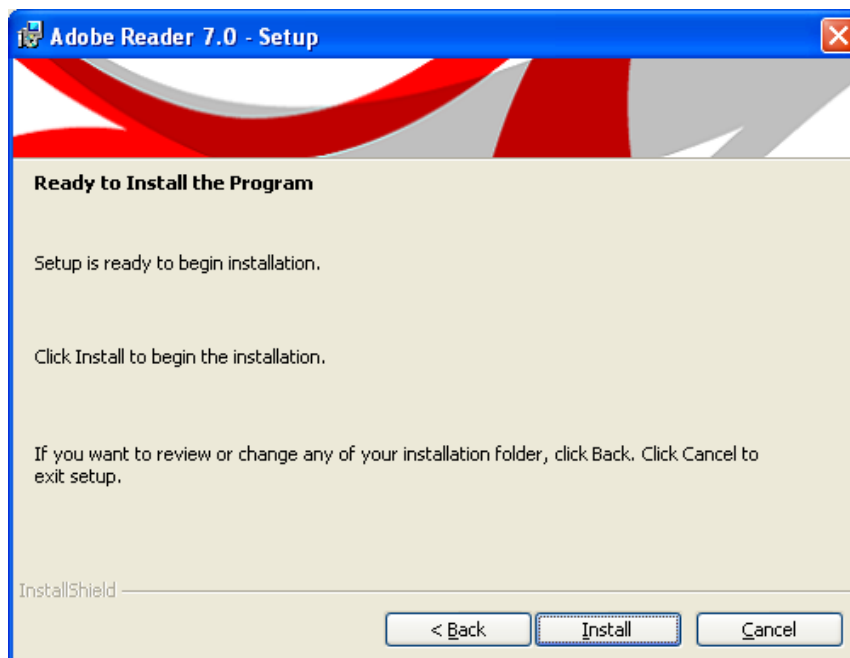
The *Destination Folder Selection* dialog is displayed.

11. Click **Next** to accept the default destination folder.

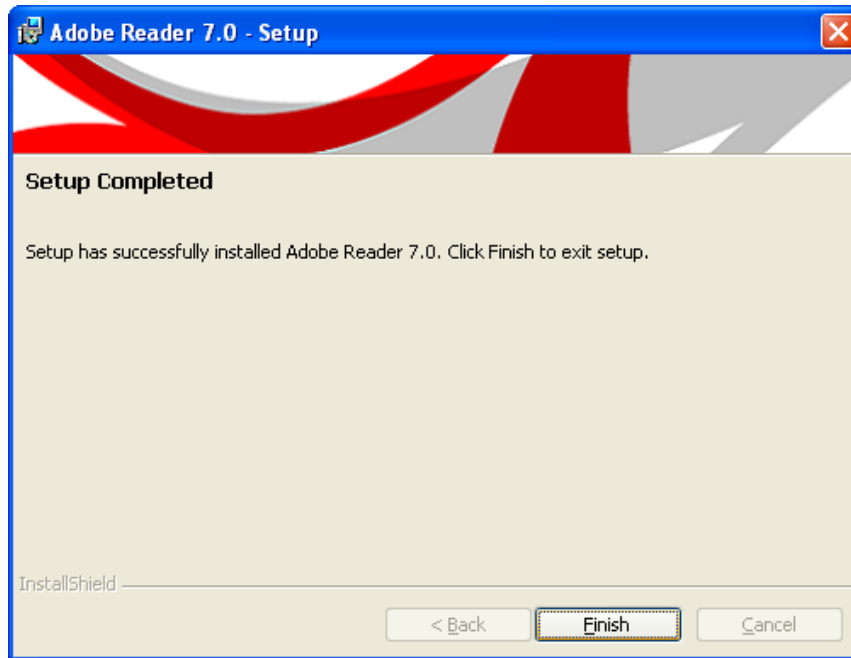


The *Ready to Install the Program* dialog is displayed.

12. Click **Install**.



The *Setup Completed* page is displayed.



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.

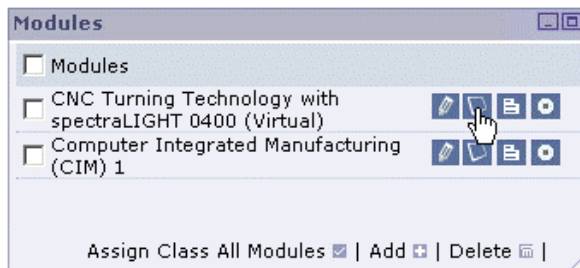
Installing the LM Agent

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.

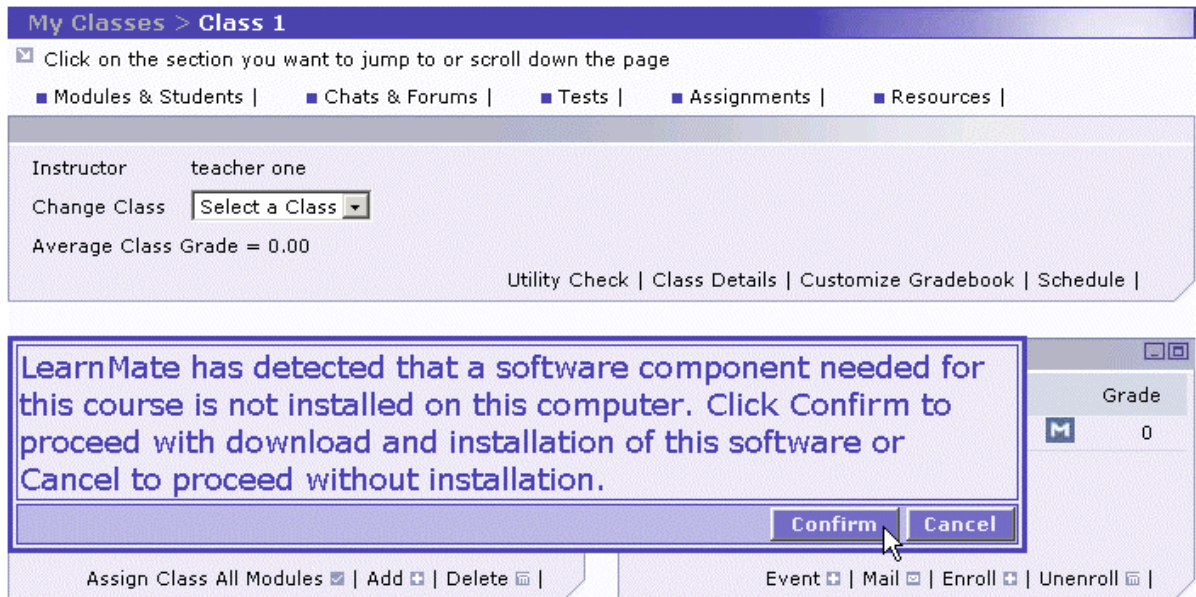
To install the LM Agent:

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  next to them in the Modules area. When the Software Check icon is disabled () , the module requires no external software.

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

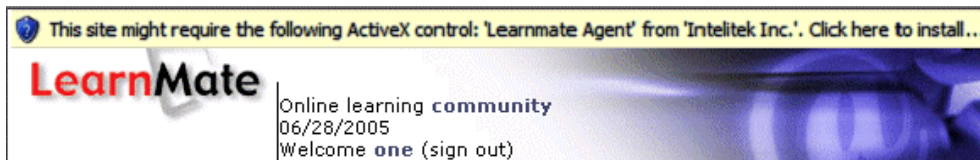


You will receive the following message:



3. Click **Confirm**.

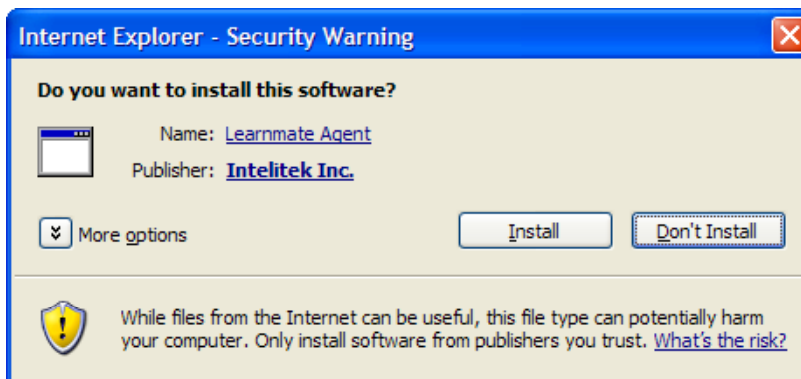
For Windows XP 2 users, the following message may be displayed at the top of the page.



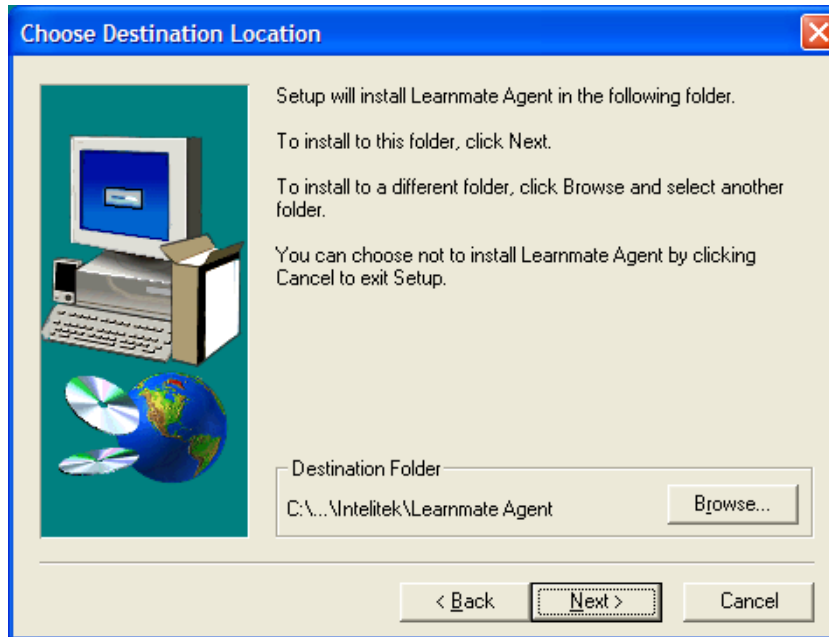
Click the message to begin the install and select **Install ActiveX Control** from the popup menu that opens.



The *Install* dialog box is displayed.



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



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

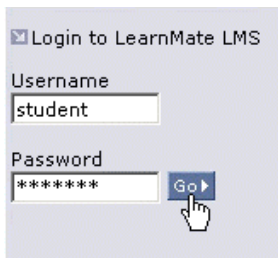
LearnMate Agent is now installed on the student PC.

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.

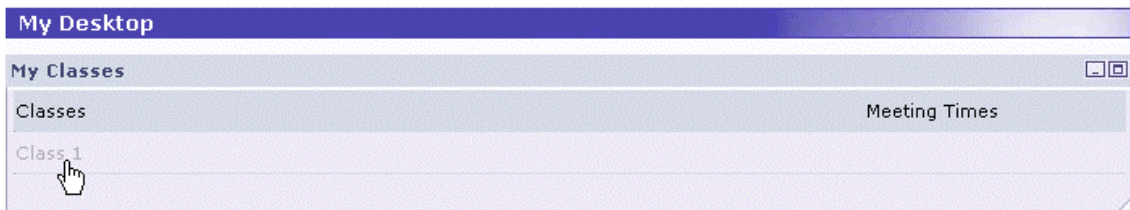
The Software Check enables you to install the required software for the module, as well as to later check whether the version of the software installed is updated and correct. The Software Check also checks that the LearnMate Agent is installed.

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





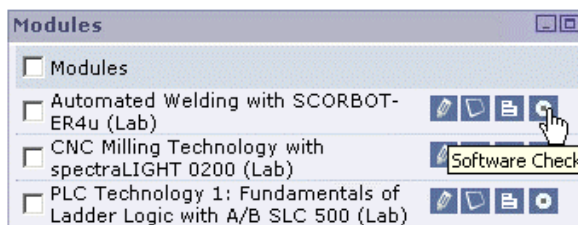
The My Desktop page is displayed.

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

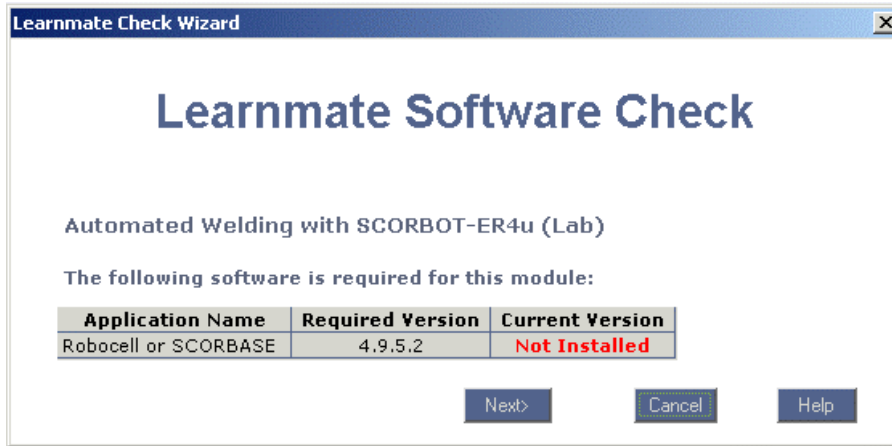


The Class Main Page for the class is displayed.

3. In the Modules area 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, and the software check need not be performed.

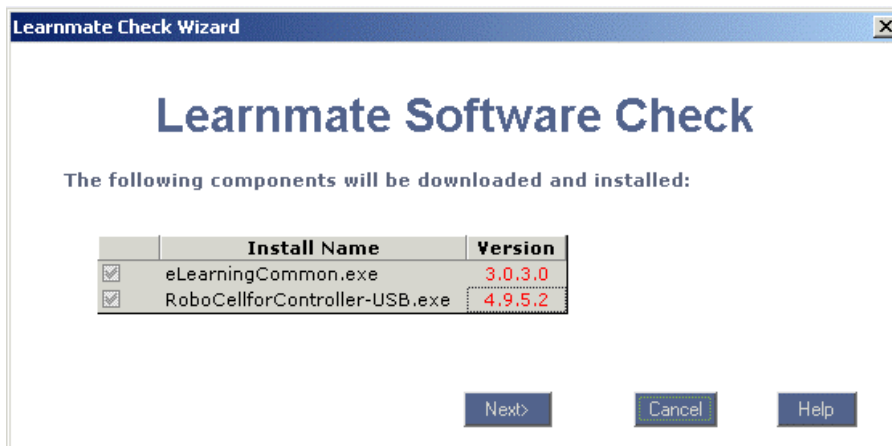


The LearnMate Software Check Wizard opens in a new window. A list of software required for the module is displayed in the Application Name column. The Current Version column indicates whether the required software is Installed or Not Installed.



The Wizard will guide you through the installation process.

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



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 <http://localhost>. The LearnMate Login Page is displayed.
2. Click **Utility Check**.



The Utility Check page is displayed.

Utility Check			
Type	Test	Download	Local Server
Java		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.

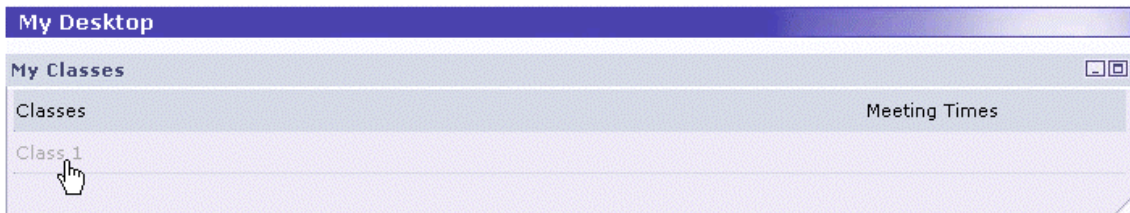
3. If one of the three objects does not appear in the Test column, click the link in either the Download or Local Server column to download and install.
4. After completing the Utility Check, click **Back** to return to the Login page.

- 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.

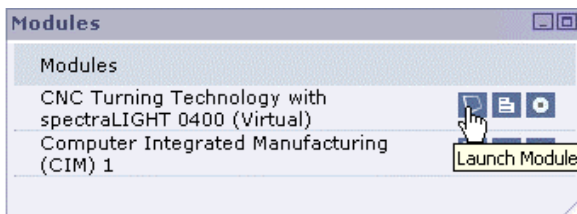
The My Desktop page is displayed.

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

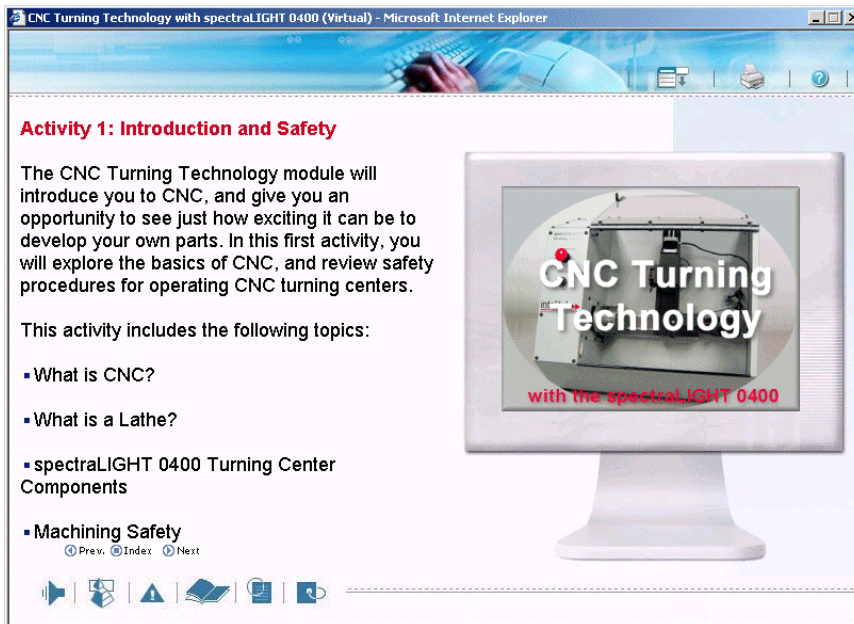


The Class Main Page for the class is displayed.

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

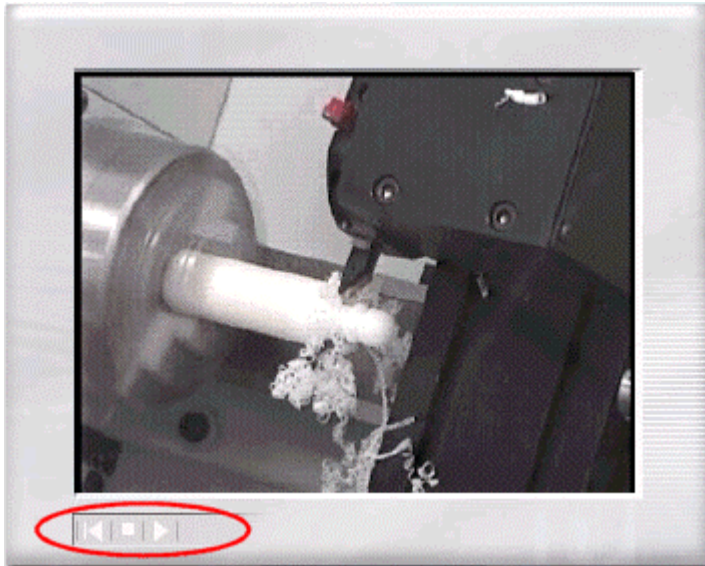



The Content Viewer for the module selected is launched.




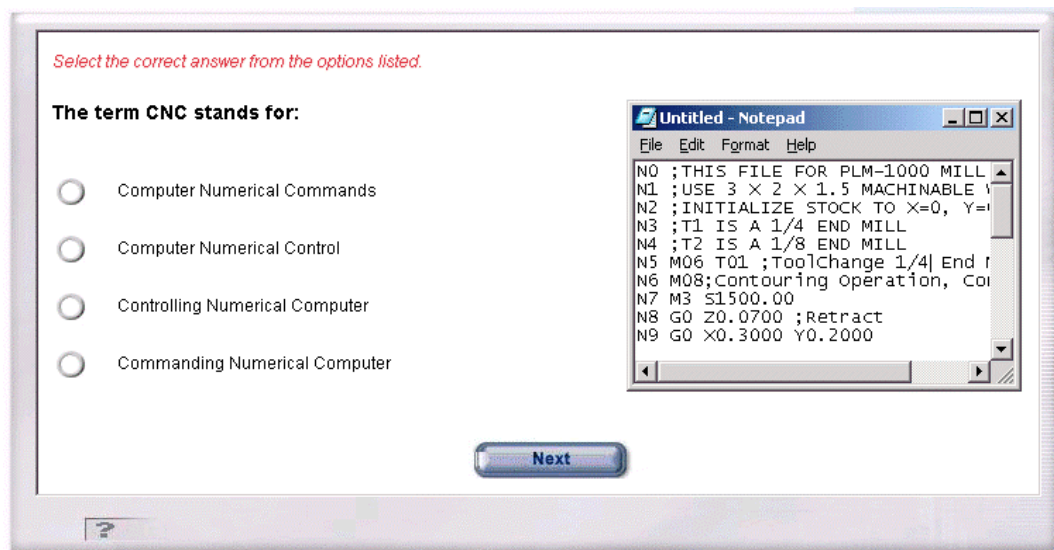
- Advance through the module by clicking the **Next** link.

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™* 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.



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.



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.

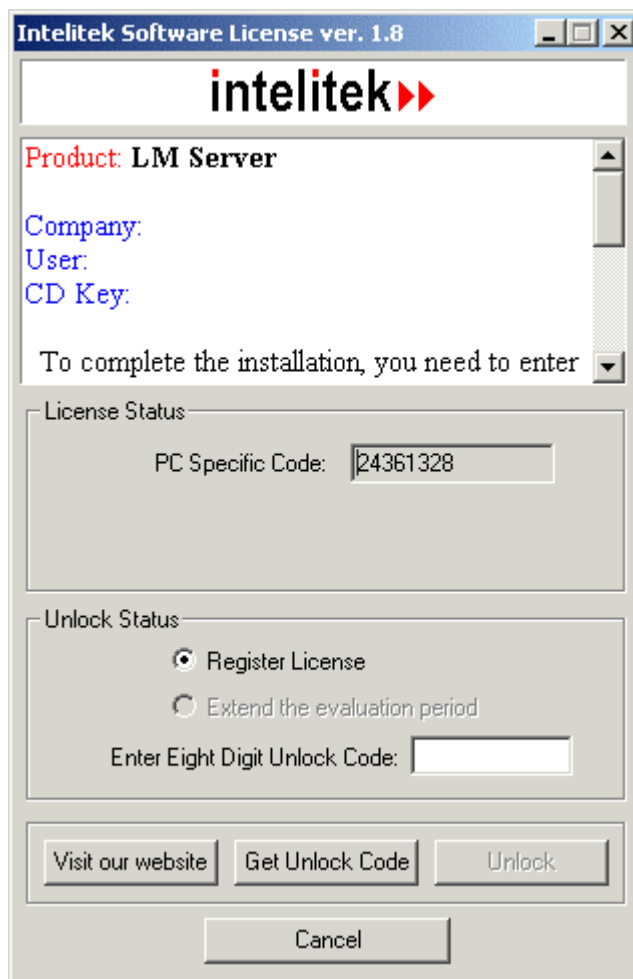
- Register your software and receive a PC-specific unlock code for each license purchased.
- Frequently asked questions.

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.



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:
<http://www.intelitek.com/support/software-licenses/index.html>
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 support 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

Customer Checklist		
1	Is the server installed and ready?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Are the student stations online?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Are the student stations unlocked? (Will they be prior to the installation technician's arrival?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Have all of the student stations and the server been networked? Has communication between them been verified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	If this is a lab installation, has all of the required intelitek hardware arrived?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Will a network technician be available for the first day of the install?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Will you have physical access to the server for the duration of the install?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Installation Technician Checklist		
1	Have all of the necessary software components been provided to you by intelitek?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Do you have all of the necessary usernames and passwords, including: <ul style="list-style-type: none"> ■ Server administrator access ■ Student station local administrator access ■ Computer control software passwords (e.g. Centurion or deepfreeze) 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> 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