LearnMate 5

Student's Getting Started Guide

Catalog #200049 Rev. C

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1. Preparing Your Computer for LearnMate 5

If you are working in your school's computer lab, your lab administrator is responsible for preparing the lab computers for use with LearnMate. If you are working from your own computer, you will have to prepare it for use with LearnMate yourself. Instructions for doing so are available in the LearnMate 5 Client Setup Guide, downloadable from LearnMate's log in page.

❖ *To open the Client Setup Guide on your computer, you need to have Adobe Reader installed. This program can be obtained from http://get.adobe.com/reader/.*

To access the LearnMate 5 Client Setup Guide:

1. Launch your Web browser.

2. If your instructor has provided you with an Internet address for your school's LearnMate 5 program, enter that.

    The LearnMate log in page is displayed.

3. Click the link Client Setup Guide.
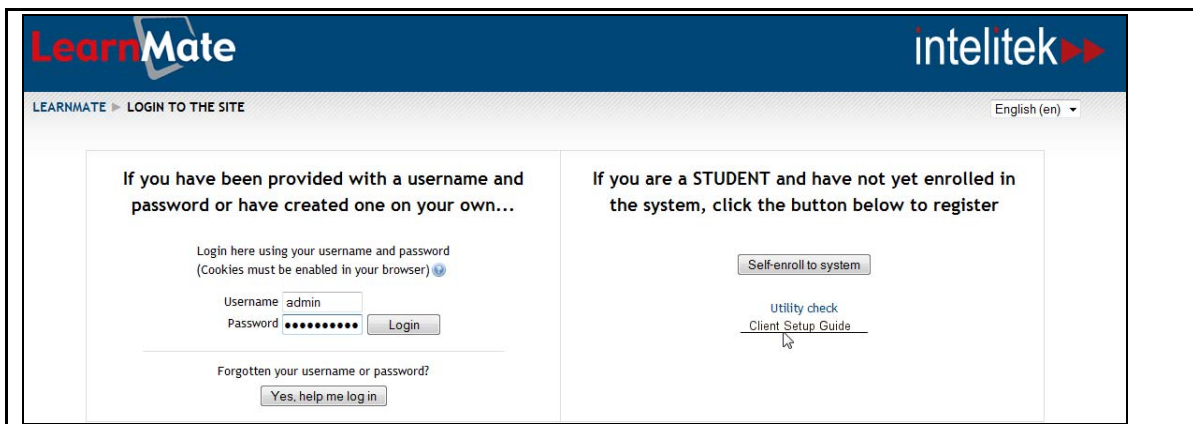
4. Download the guide.

5. Open the guide using Adobe PDF Reader.

2. Logging in to the LearnMate System

2.1 Self-enrolling in LearnMate

To enroll in the system, you will need an enrollment key, usually provided by your instructor. An enrollment key allows you to enroll as a user to LearnMate 5.

To self-enroll to the LearnMate 5 system:

1. Launch your Web browser.

2. If your instructor has provided you with an Internet address for your school's LearnMate 5 program, enter that. If not, enter the address http://localhost

3. Click Self-enroll to system.
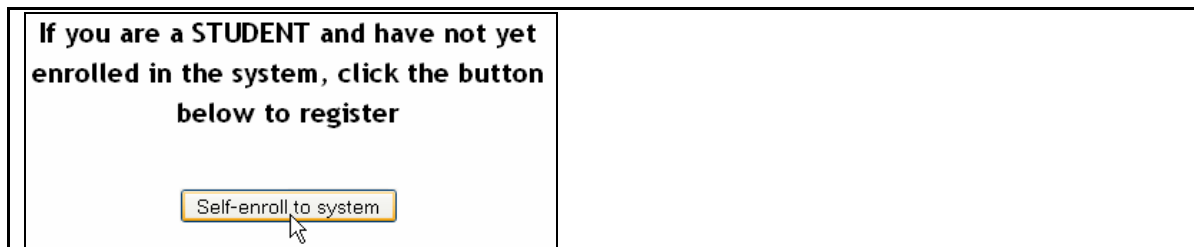
The **Self Enrollment** page is displayed.

4. Complete the form.

5. Click Create my new account once you have completed the form.

You will be prompted to complete any required fields which were previously unfilled. Once you have enrolled successfully, you will be shown a success message.
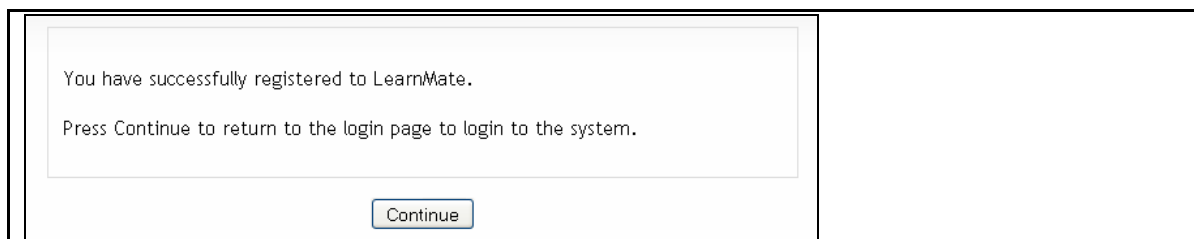
6. Click Continue.

You are taken back to the log in screen. Proceed to 2.2. Logging into LearnMate with a Username and Password, on page 4.
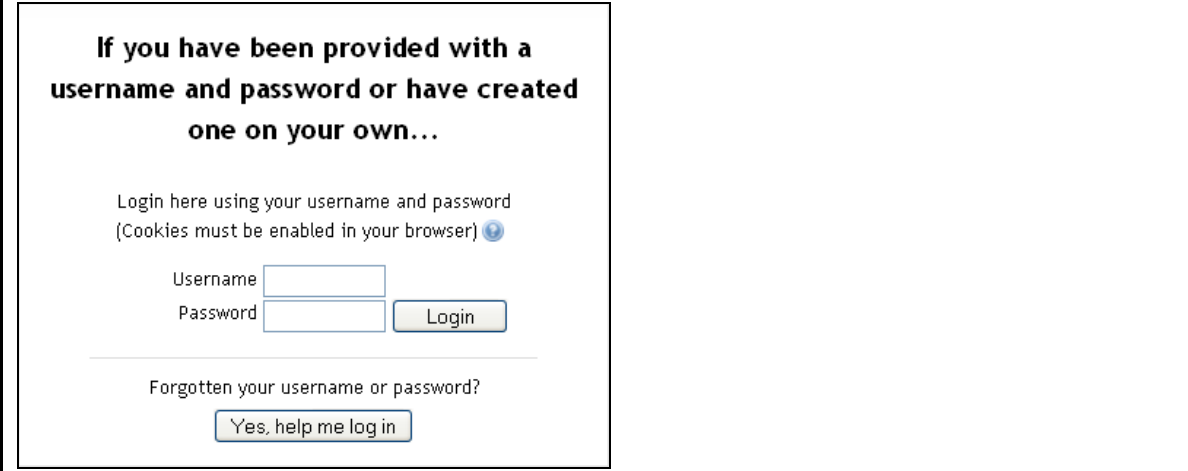
2.2 Logging into LearnMate with a Username and Password

Once you have obtained a username and password (either from your instructor or by self-enrolling to the system, see 2.1. Self-enrolling in LearnMate, on page 3) you are ready to log in to LearnMate 5.

To log in to LearnMate 5:

1. Launch your Web browser.

2. If your instructor has provided you with an Internet address for your school's LearnMate 5 program, enter that. If not, enter the address http://localhost

   The LearnMate 5 log in screen is displayed.

3. Enter your username and password.

4. Click Login.

   The **LearnMate Front Page** is displayed. (The image below shows what the **LearnMate Front Page** page looks like as seen by a student who has access to two courses.)

3. Understanding the LearnMate Front Page

The **LearnMate Front Page** consists of two major components:

- The *My courses* lists all courses to which you have access. Clicking one of these links takes you directly to that course's course page. See 3.1. Overview of the My Courses List, on page 5.

- Site Blocks, which display information or provide access to LearnMate features. See 3.2. Overview of Site Blocks, on page 6.

3.1 Overview of the My Courses List

The *My courses* list is populated with all the courses you have access to. Each course name is a clickable link which takes you to the course itself. Additional courses can be added by your instructor at any time. (See 4. Self-enrolling in Courses, on page 7 to learn how to self-enroll in additional courses.)

The image below shows how the **LearnMate Front Page** is displayed for a student who has access to two courses.

3.2 Overview of Site Blocks

The site blocks give you access to many of LearnMate's advanced features.

The table below describes the site blocks available that are typically from the **LearnMate Front Page**. (Your site administrator might choose to hide some of these, or to display others.)

Site Block	Description	Description References
Calendar	Highlights all dates on which events have been scheduled by your administrators.	7.6. Using the Calendar, on page 51.
Upcoming Events	Lists all upcoming events scheduled by your course teachers.	7.7. Keeping Track of Upcoming Events, on page 55.
Global Search	Enables you to run a search through all the documents in the system – such as the Forums, the Wiki's, the Chats, Assignments, Glossary and more.	7.5. Using Global Search, on page 49.
Course Enrollment	Enables students to enroll to additional courses.	4. Self-enrolling in Courses, on page 7.
Latest News	Lists the most recent news posted by your site administrators. It also has a link to the archived news.	7.8. Updating with Latest News, on page 58.

4. Self-enrolling in Courses

To self-enroll in a course using a self-enrollment key:

1. In the **LearnMate Front Page**, enter your enrollment key in the *Course Enrollment* block.

2. Clicks Submit.

    Providing that you entered the key correctly, you will be taken directly to the course page of the course for which you self-enrolled.

5. Understanding the Course Page

Each course page consists of three major components:

- Course Blocks, located at the sides of the page that display information or provide access to LearnMate features. See 5.1. Overview of Course Blocks, on page 8.

- The Topics outline lists all the course activities, such as online courses, assignments and tests. Clicking one of these links takes you directly to that activity. See 5.2. Overview of the Topics Outline List, on page 9.

- The activities listed in the Topics outline. See 5.3. Overview of Course Components, on page 9.

5.1 Overview of Course Blocks

The course blocks give you access to many other LearnMate 5 advanced features.

The table below shows the default site blocks available in each course page.

Course Block	Description	Description References
Calendar	Highlights all dates on which events have been scheduled by the course teacher. You can also schedule your own activities on the calendar.	7.6. Using the Calendar, on page 51.
Upcoming Events	The Upcoming Events block summarizes all upcoming events posted in the calendar.	7.7. Keeping Track of Upcoming Events, on page 55.
Email	The LearnMate Email feature is intended to enable users in the same course to communicate with one another regardless of whether they are online or not.	7.4. Using Email, on page 44.
Administration	The Administration block enables you to manage your own profile and access certain user specific information.	7.1. Managing your Personal Profile, on page 37 and 7.2. Viewing Grades, on page 41.
People	Displays a link to the list of course participants.	

5.2 Overview of the Topics Outline List

A complete course consists of both resources and activities. The *Topic outline* list is populated with clickable links to all the activities and resources available to you within the course.

To access any of the course components, click on the link you wish to open.

5.3 Overview of Course Components

Each LearnMate course includes many different components, that can loosely be classified into two groups:

- Activities that require student participation. See 5.3.1. Overview of Course Activities, on page 9.

- Resources that provide information. See 5.3.2. Overview of Course Resources, on page 10.

5.3.1 Overview of Course Activities

The table below describes the activities commonly found in LearnMate courses.

Activity Type	Icon	Description
Assessment		Assessments are tests that assess your knowledge of the content covered in the previous lesson, or the entire course.
Assignments		Assignments require you to complete a project, such as work on an essay, a report or a model. All digital files can be submitted via LearnMate.
Chats		Allow you to have real-time synchronous discussions with your teachers and fellow students via the web.
Choices		Require you to answer a single question posed by your teacher.
Forums		Act as online notice boards to which students and teachers can post messages, and post comments to messages posted by others.
Online lessons		Provide online, interactive lessons that you study in your own time.
Live Lessons		Synchronous prescheduled lessons with live video feed of the instructor, and student text participation. For more information,

		refer to the *LearnMate Live Student's Guide.*
Questionnaire		Requires that you answer a set of questions posed by your teacher.
Wikis		Online documents that all students write together collaboratively.

5.3.2 Overview of Course Resources

The table below describes the resources commonly found in LearnMate courses.

Activity Type	Icon	Description
Glossary		Provides an online glossary of terms used in the course.
Link to a file or a web site		Provides links to relevant Web sites, or to files stored in the course.
Text page		A simple page of text that provides information.
Web page		A web page that provides information.

6. Working Through a LearnMate Course

This section describes:

- How to navigate your way through the LearnMate system. See 6.1. Navigating in LearnMate, on page 11.

- How a course is structured. See 6.2. The Structure of a LearnMate 5 Course, on page 13.

- How to use the online lessons. See 6.3. Using an Online Lesson, on page 14.

- How to participate in interactive activites. See 6.4. Participating in Interactive Activities, on page 21.

- How to access and take assessments. See 6.5. Taking Assessments, on page 30.

- How to submit assignments. See 6.6. Submitting Assignments, on page 32.

- How to view certificates. See 6.7. Viewing Certificates, on page 34.

- How to answer questionnaires. See 6.8. Answering Questionnaires, on page 35.

6.1 Navigating in LearnMate

This section describes:

- How to use hyperlinks. See 6.1.1. Clicking Hyperlinks, on page 12.

- How to use the various buttons. See 6.1.2. Clicking Buttons, on page 12.

- How to use breadcrumbs. See 6.1.3. Using Breadcrumbs, on page 12.

- How to use the different course icons. See 6.1.4. Using Course Icons, on page 12.

6.1.1 Clicking Hyperlinks

All hyperlinks are clickable and open other LearnMate pages. Hyperlinks are usually shown in blue and change to black with an underline when you roll over them.
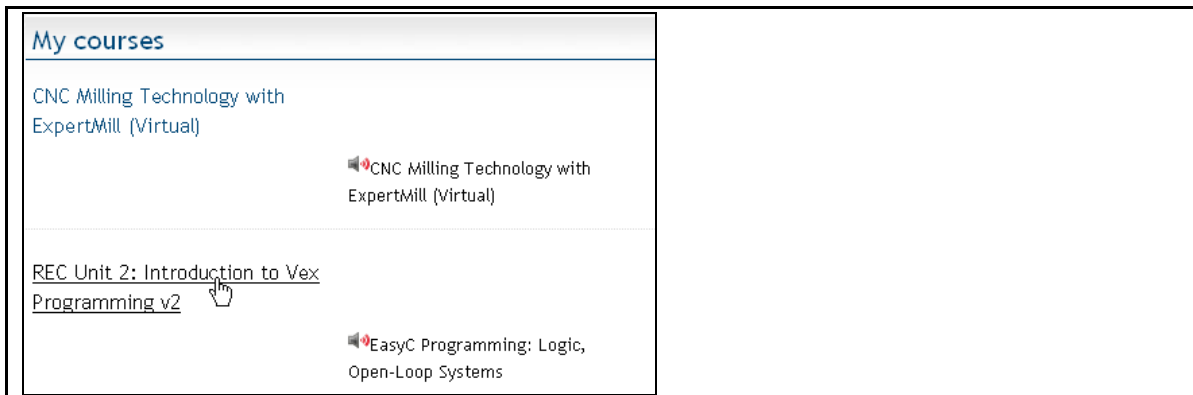
6.1.2 Clicking Buttons

Buttons generally save changes you have made on a page, or perform some other action and then move you to another page in LearnMate. A selection of buttons is shown below.

6.1.3 Using Breadcrumbs

The breadcrumbs near the top of the page tell you where you are in the LearnMate system. You can click on any blue link in the breadcrumbs to move to that page. The leftmost link takes you back to the **LearnMate Front Page**. The second link takes you to the **Course Page** of the course you are currently in.

❖ **Note**: *When completing an assignment or test, do not exit the page by clicking one of the breadcrumb links as all the information on the current page will be lost, if not saved.*

6.1.4 Using Course Icons

In some places in the system, icons are used instead of buttons, and are used to identify actions you can take. For example, the ◀◢ / ◀ icons turn narration on and off.

6.2 The Structure of a LearnMate 5 Course

A LearnMate course consists of many different components. It is built with various resources and activities that appear in a sequential order.

To access any of the resources or activities in the *Topic outline*, simply click its link.

The image below shows the build of a typical course, with callouts to some examples of the different activities.

6.3 Using an Online Lesson

This section explains:

- How to launch online lessons. See 6.3.1.Launching Online Lessons, on page 14.

- The components of an online lesson. See 6.3.2. Components of an Online Lesson Page, on page 16.

- How to work with the interactive animations within a course. See 6.3.3. Working with Interactive Animations, on page 18.

- How to launch software from an online lesson. See 6.3.4. Launching Software from an Online Lesson, on page 19.

- How to use Text-to-Speech narration. See 6.3.5. Starting Narration in an Online Course, on page 20.

6.3.1 Launching Online Lessons

Like all activities, online lessons are launched by clicking their links in the *Topics Outline* of the course page.

All online lessons are indicated by the symbol .

To launch an online course:

1. Click on the activity link to the course you want to launch.

The page shown below is displayed.

2. Click the lesson link in the *Contents* area.

The following page is displayed.

The online lesson will open in a new window.

❖ **Note**: *If the online lesson is not opened automatically, ensure that your browser is not blocking pop-ups from your LearnMate 5 site. Consult the LearnMate 5 Client Setup Guide.*

If the online lesson does not launch by itself, even after disabling pop-ups, click click here to launch the activity.

The online lesson is displayed.

6.3.2 Components of an Online Lesson Page

The lesson page is split up into four separate components, as shown below. Each of the components has a different purpose.

The table below explains each of the components indicated above.

Course Component	Description
Navigation Bar	Lets you know where you are in the course.
Toolbar	Provides navigation buttons, as well as other buttons for additional features.
Text	The text is the core component of the online lesson page.
Media	Pictures, animations or interactive exercises help you better understand the material discussed in the text.

Additional information is provided below on:

- The navigation bar. See 6.3.2.1. Understanding the Navigation Bar, on page 16.

- The toolbar and its icons. See 6.3.2.2. Understanding the Toolbar Icons, on page 17.

6.3.2.1 Understanding the Navigation Bar

The navigation bar, displayed below the toolbar, tells you where you are in the lesson. It shows you the current:

- Lesson name

- Section name

- Page number

6.3.2.2   Understanding the Toolbar Icons

The table below describes the function of each icon in the toolbar.

❖ *Note: The icons may appear differently, depending on the theme.*

Icon	Name	Function
	Exit	Closes the online lesson window. (This may not work on all browsers – you can close the online lesson window manually.)
	Index	Opens a list of all the headings and/or technical phrases in an organized, easy to follow form.
	Glossary	Opens a pop-up window listing the definitions of new terms used in the online lesson in an alphabetic order.
	Launch	Launches LearnMate content-specific programs that are taught within the content modules. (This icon is not displayed in lessons that do not teach such programs.)
	Narrate	Launches narration of the displayed text.
	Refresh	Reloads a page. If, for some reason, your page does not seem to be loading properly, click this button to reload. Click this button to restart an animation shown on a page.
	Previous	Navigates to the previous page in the online lesson.
	Next	Navigates to the next page in the online lesson.

6.3.3 Working with Interactive Animations

The sections below provide information on:

- Restarting a movie or animation. See 6.3.3.1. Restarting a Movie or Animation, on page 18.

- Listening to spoken voices in animations. See 6.3.3.2. Listening to Spoken Voices in Animations, on page 18.

- Submitting answers in interactive animations. See 6.3.3.3. Submitting Answers in Interactive Animations, on page 19.

6.3.3.1   Restarting a Movie or Animation

When you reach a page that contains an animation, the animation will load and wait for an input from you to continue – most commonly for you to click Start or to answer a question.

Once the animation is running, you can restart it by clicking the refresh icon ↻ in the toolbar, or, if present, a Restart button in the animation.

6.3.3.2   Listening to Spoken Voices in Animations

In many of the animations in which characters talk, their words are shown in text format in speech bubbles, and their spoken words are played through your computer speakers or headset.

To replay a character's spoken words, click the replay icon ▶ below the speech bubble, as shown below.
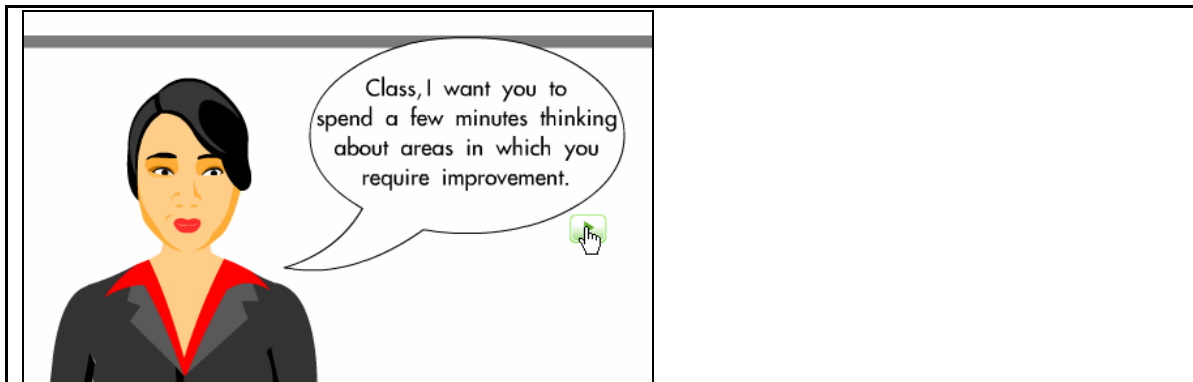
❖ *Note: The replay icon may appear differently, depending on the animation.*

6.3.3.3 Submitting Answers in Interactive Animations

Many interactive animations require that you answer a question. In some cases you have to type an answer to a question, in others you have to complete a table or even drag pictures into their correct order.

In all cases, instructions on how to use the animation shown on a page are provided within the text or the animation itself.
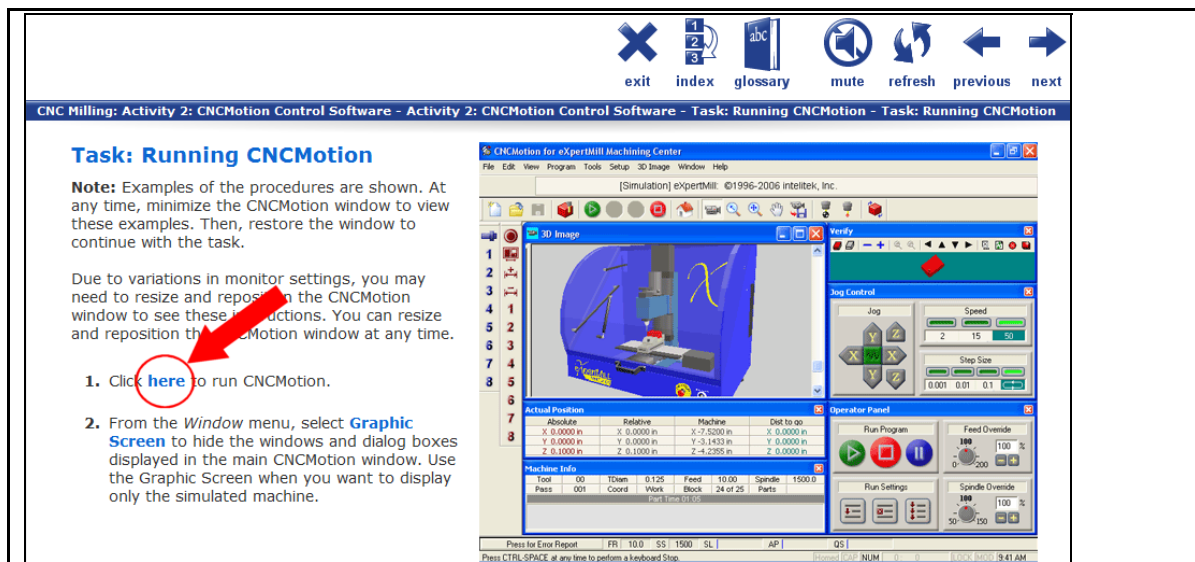
6.3.4 Launching Software from an Online Lesson

Some courses require content-specific programs that are taught within the courses to be launched. These include robotics, CNC, pneumatics and other simulation programs.

Wherever the course requires that software be launched, a link to open the software program is found within the text of the course. In addition, linked software can be launched at any time by clicking the

Launch icon [icon] in the toolbar.

The image below shows an example of a link within the text to launch the software.

If the software does not automatically open when a link or the Launch icon is clicked, ask the instructor or administrator to ensure the computer it is setup correctly. For assistance with setting up the client computer, see the LearnMate 5 Client Setup Guide.

To launch software from an online lesson:

1. Click a launch link in the text, or the Launch icon.

2. Your browser will give you the option of downloading/saving or opening a file.

3. Choose to open the file and the relevant program will launch. (If asked, choose to open the file with a program called LMAgent.)

6.3.5 Starting Narration in an Online Course

All LearnMate online lessons offer audio narration of the displayed text. Narration is started by clicking the Narrate ◀ icon in the toolbar.

The narration will read until the entire page has been read. If the Narrate icon is clicked while the text is being read, the narration will automatically stop. To restart the narration, click the Narrate icon once again.

❖ **Note:** *For LearnMate's narration to work, your computer must be configured for use with this feature. For more information see the LearnMate 5 Client Setup Guide.*

6.4 Participating in Interactive Activities

LearnMate provides the following interactive activities:

- Forums. See 6.4.1. Participating in Forums, on page 21.

- Chats. See 6.4.2. Using Chats, on page 22.

- Wikis. See 6.4.3. Using Wikis, on page 23.

- Glossaries. See 6.4.4. Using the Glossary, on page 29.
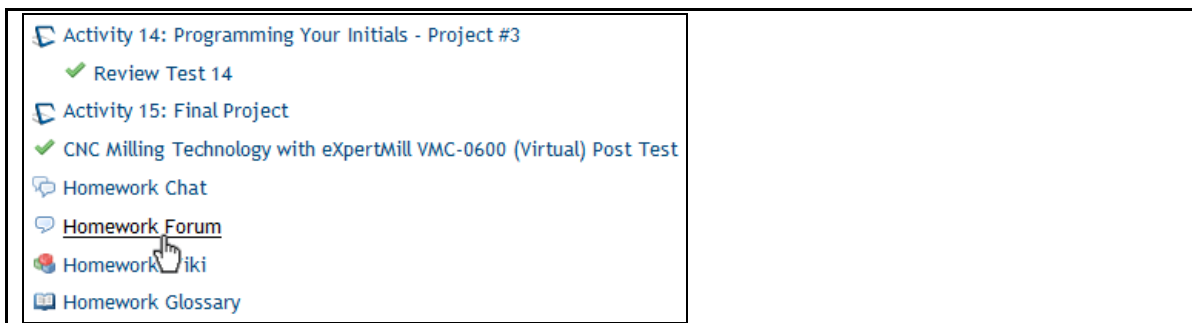
6.4.1 Participating in Forums

Forums are online discussions that students and instructors can all participate in whenever they have a question or comment they would like to share. There is no need to be logged on at the same time to participate in the conversation. Also, all conversations are always logged for reference.

Forums are indicated by the 💬 icon in the *Topics outline*.

To participate in a forum:

1. Click the forum link in the *Topic outline*.

The **Forums page** is displayed.

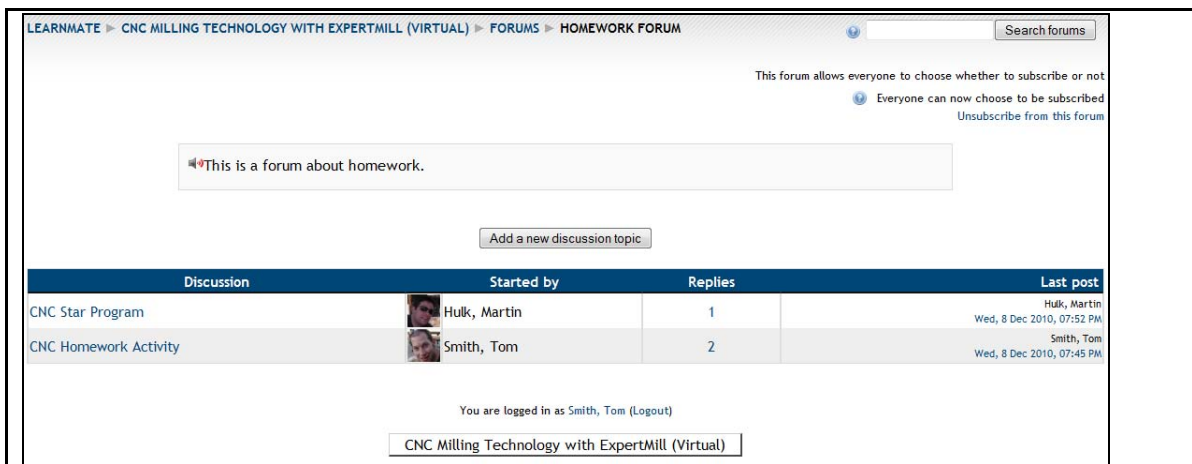**2.** Click the discsussion in which you want to participate.

The forum is displayed.

You can reply to any post by clicking the Reply link below it. You can also edit or delete any of your own posts by clicking the appropriate links.
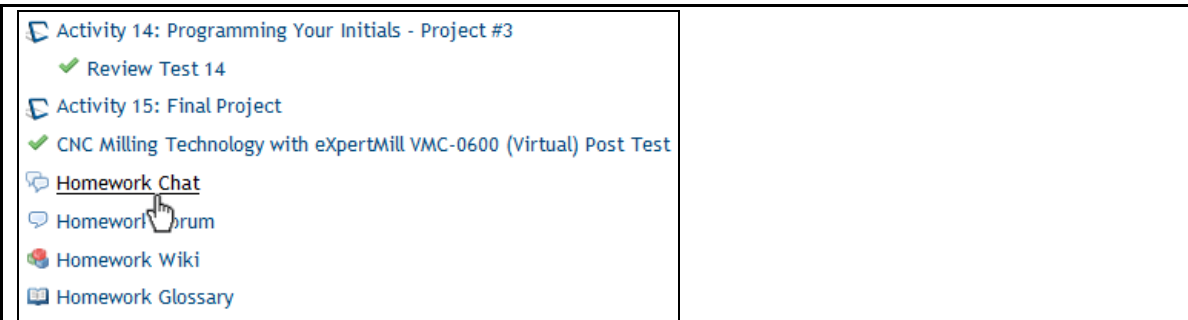
6.4.2 Using Chats

Online chats enable students to communicate live with instructors or other students. This feature is especially helpful when questions come up and an immediate response is necessary.

Chats are indicated by the 🗩 icon in the *Topics outline*.

To participate in an online chat:

1. Click the chat link from the *Topic outline*.

The **Chat** page is displayed.
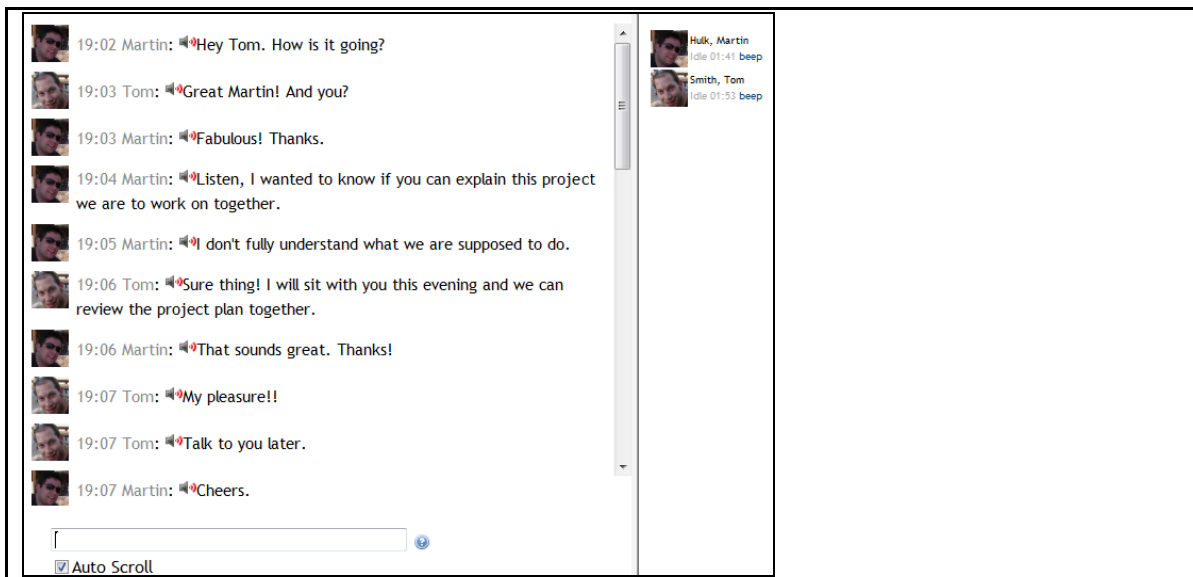
2. Type the text you want to send to other chat participants in the text field at the bottom of the window, and press Enter.

6.4.3 Using Wikis

A wiki is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page that all authors can write to and edit. Each author can also add other pages to the wiki. There is no central editor of a wiki; no single person who has final editorial control. Instead, all students edit and develop their own content. Wikis are powerful tools for collaborative work.

Wikis are indicated by the 🐚 icon in the *Topics outline*.

To use wikis, you must know how to:

- Access a wiki. See 6.4.3.1. Accessing a Wiki, on page 24.

- Edit a wiki. See 6.4.3.2. Editing a Wiki, on page 25.

- View and restore previous versions of a wiki. See 6.4.3.3. Viewing and Restoring Previous Versions of a Wiki, on page 26.

- Create new pages in a wiki. See 6.4.3.4. Creating New Pages in a Wiki, on page 27.

- Manage links in a wiki. See 6.4.3.5. Managing Links in Wikis, on page 28.

6.4.3.1   Accessing a Wiki

Wikis are accessed from the *Course* page.

To access a wiki:

- Click the link to the wiki you want to work on.
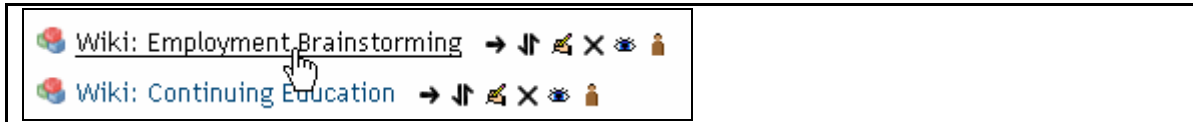
A summary of what is required in the wiki is displayed.

Employment Brainstorming

As a class, create a document that describes the employment opportunities that are available within your field of study.

Make use of the following research methods:

- Research using the Internet. Brainstorm ideas within your class.
- Visit members of business and industry for ideas.
- Talk with recent graduates.
- Think about entrepreneurial opportunities that may be available to you.

Be creative!

Important: Text and other content that you post to this wiki will be seen by your instructor and other members of your class. Responsibility for the content contributed to this wiki lies with you and your classmates. intelitek accepts no responsibility for the content contributed. Please ensure that your contributions to this wiki adhere to your school's codes of conduct. You may not use this forum to share content that is harmful, harassing or threatening. Similarly, you may not submit material that is vulgar, sexually explicit, or illegal.

6.4.3.2 Editing a Wiki

Once you have accessed a wiki, you can add to or change the text that is already there.

❖ **Note**: *Only one person can edit a wiki at a time. If you try to edit a wiki page while someone else is doing so, you will receive the message below:*

> **This page is being edited by Smith, John.** They began editing at Tuesday, 11 August 2009, 10:29 AM and still have the window open as of Tuesday, 11 August 2009, 10:29 AM.
>
> You need to wait for them to finish before you can edit this page.

To edit a wiki:

1. Access the wiki as explained in 6.4.3.1. Accessing a Wiki, on page 24.

2. If no one else has written to the wiki yet, you will be able to enter your contribution directly into the editing box.

> Try not to worry too much about formatting, it can always be improved later.
>
> Employment Opportunities for Students of Car Repair:
>
> 1. Working as a mechanic at a garage.
>
> 2. Working as a second-hand car dealer.
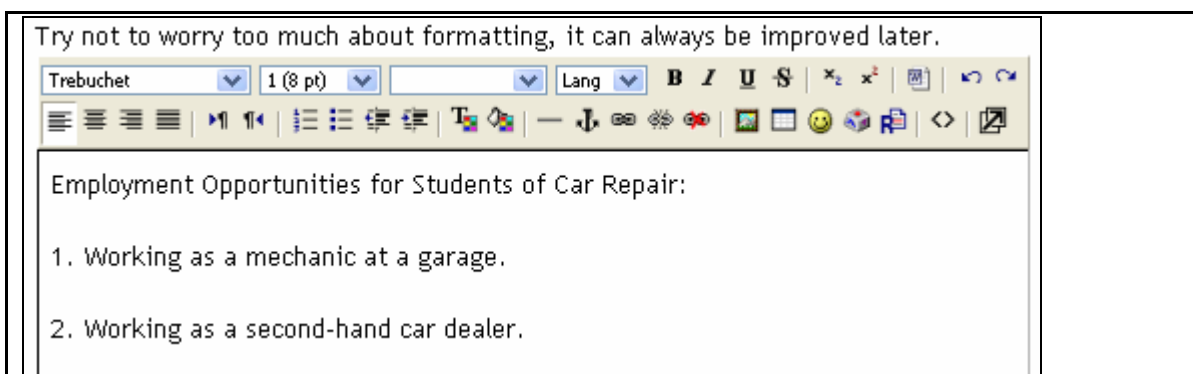
3. If text has already been added to the wiki, click the Edit tab.

> View   Edit   Links   History

4. Make your changes in the editing panel.

> # Edit this page 'Wiki: Employment Brainstorming'
>
> Try not to worry too much about formatting, it can always be improved later.
>
> 1. Working as a mechanic at a garage.
>
> 2. Working as a second-hand car dealer.
>
> 3. Working on an assembly line at a car manufacturer.
>
> 4. Importing and marketing car parts.
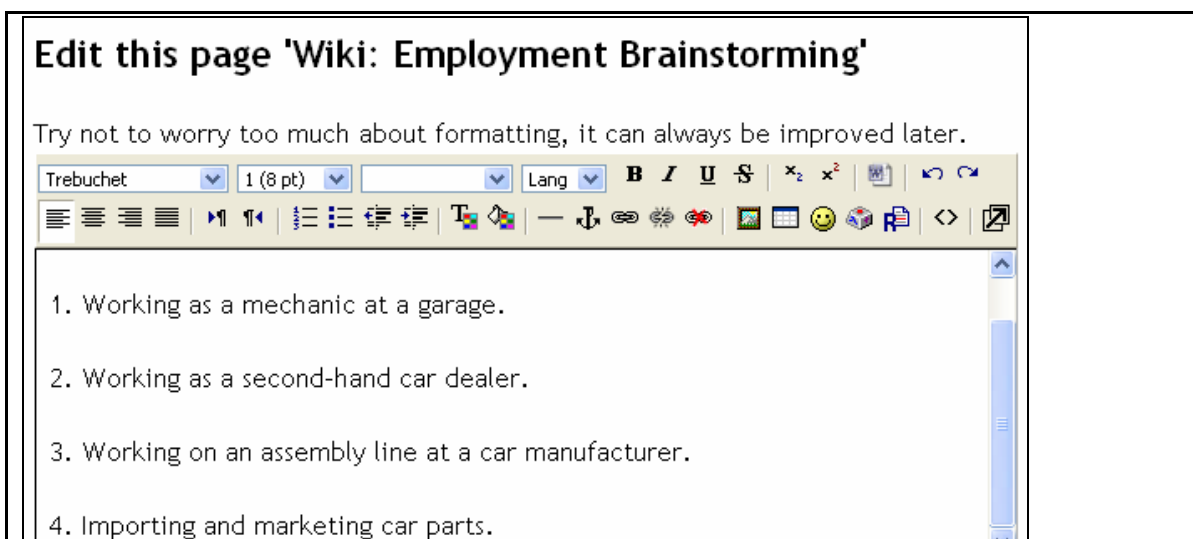
5. Click Save or Preview.

   The page is redisplayed with your changes implemented.

6.4.3.3   Viewing and Restoring Previous Versions of a Wiki

Any member of a course can add to and change the text in a wiki, and no permission or approval is required before changes made are implemented. However, the instructor, or other students, can undo changes made by setting the wiki back to a previous version.

The History tab lists all previous versions and provides functionality for managing those versions.

The following information is shown for each version:

Title	Description
Version number	Version 1 was the initial version.
Author	The name of the user who created the version.
Created	The date on which the wiki was created.
Last modification	The time at which the user saved that version.

The following links are shown for each version.

Title	Description
Browse	Shows the wiki as it looked when the version was saved.
Fetch-back	Opens the selected version in editing mode where you can make changes if required. When you click Save, a new version is created.
Diff	Shows the difference between one version and the previous version using colors as follows: Black: Text that remained the same in the new version Green: Text that was added in the new version Red: Text was removed from the old version

6.4.3.4 Creating New Pages in a Wiki

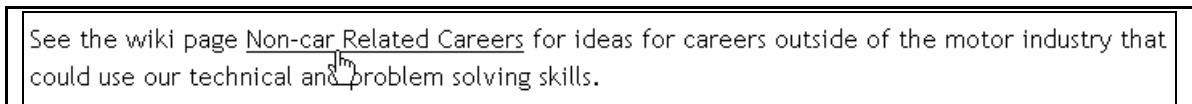For most activities in which you and your classmates are required to work on a wiki, you will all work on a single wiki page. You can, however, add additional pages to your wiki.
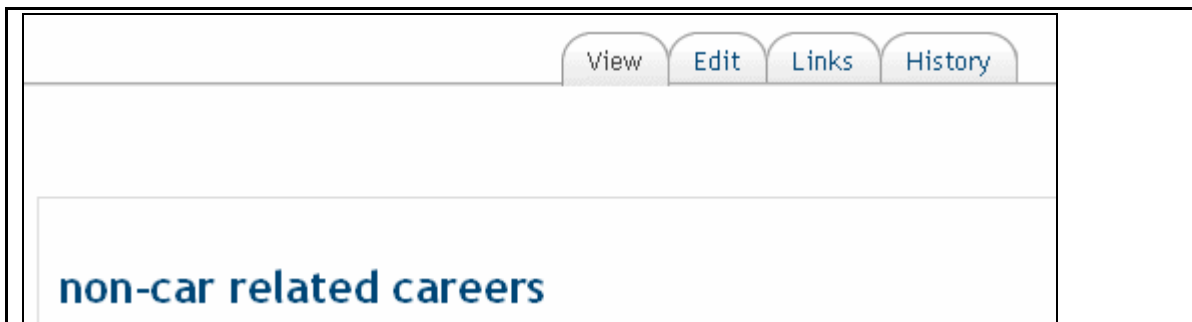
To create a new wiki page:

1. While in the editing screen of your wiki, insert the link that will link the current page to your new page. You do so by typing the new page name inside [brackets] as shown below.

    See the wiki page [Non-car Related Careers] for ideas for careers outside of the motor industry that could use our technical and problem solving skills.

    Path: body
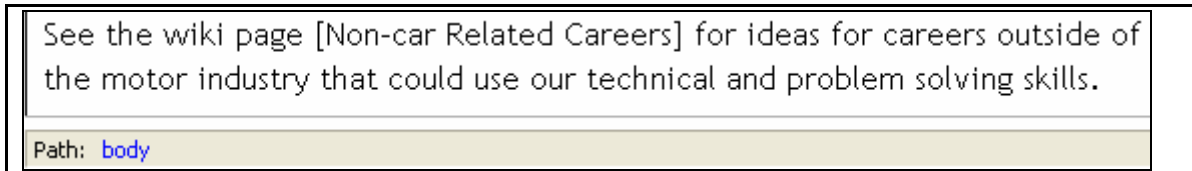
2. Save your edit. LearnMate will automatically create a new wiki page with the name you specified. The link you created will automatically be shown in blue.

3. Click the blue link to view the new wiki page you have just created.

    See the wiki page Non-car Related Careers for ideas for careers outside of the motor industry that could use our technical and problem solving skills.

    The new page is shown. You can edit this page in the same way as you edit any wiki page.

    View   Edit   Links   History

    non-car related careers

6.4.3.5   Managing Links in Wikis

After having added a number of pages to your wiki, you will need to keep track of how the various pages link to one another. The following methods are provided:

- Referring links

  At the bottom of each wiki page, a list of Referring Links is shown. These are pages that include links to the page you are currently viewing.
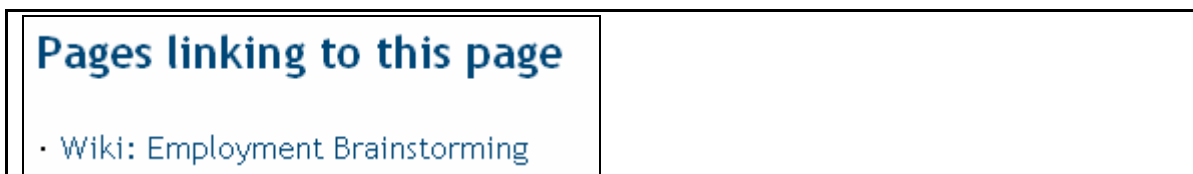

- Links page

  Click the Links tab to see a list of all pages that link to the current page.
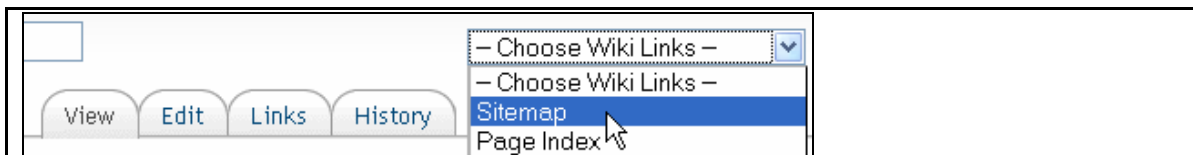

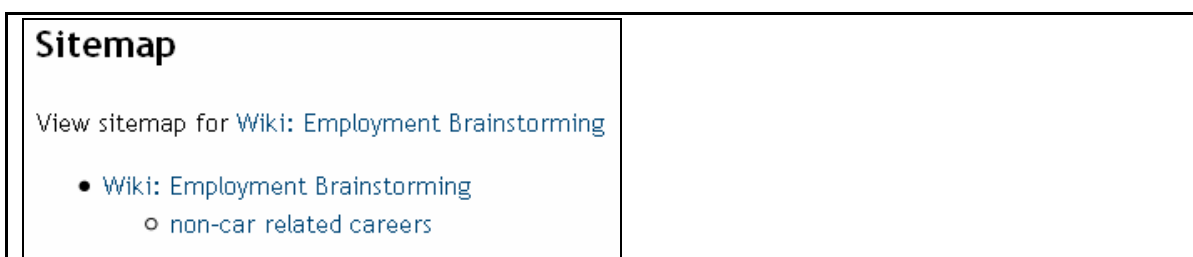 The list of referring links is shown.

- Site map

  The site map clearly shows which pages link to which others. To access the site map, select Site Map from the Choose Wiki Links drop down list.


  The site map is shown.

6.4.4 Using the Glossary

The glossary block enables you to access the glossary for the course. In the glossary, you will find definitions for certain words used in the course, online lessons, assignments and any other online activities.
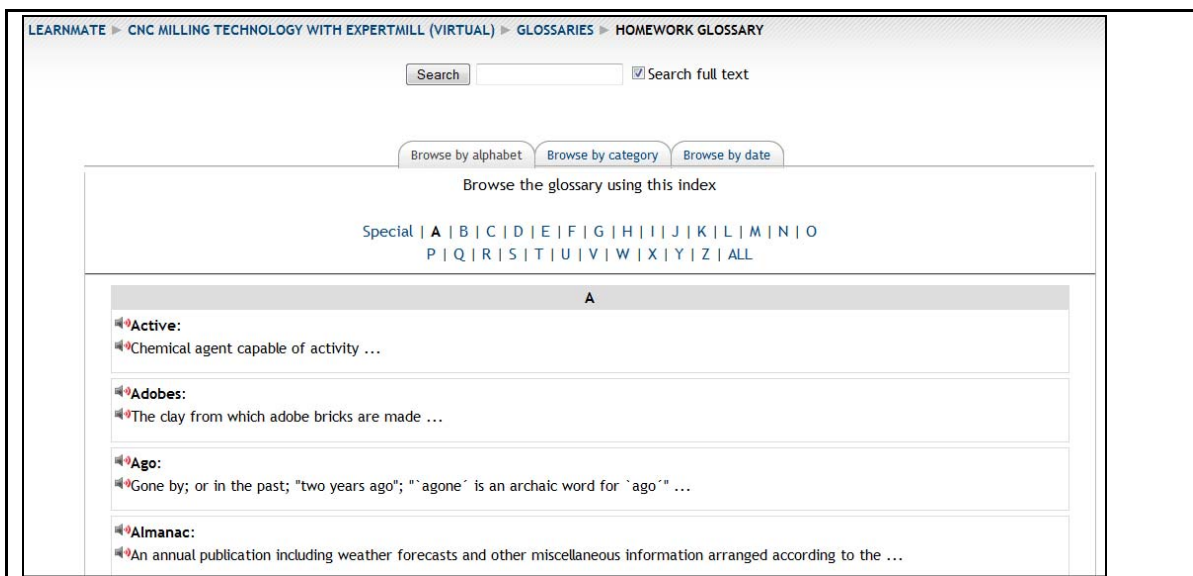
Glossaries are indicated by the 📖 icon in the *Topics outline*.

To use the glossary:

- Click the glossary link from the *Topic Outline*.
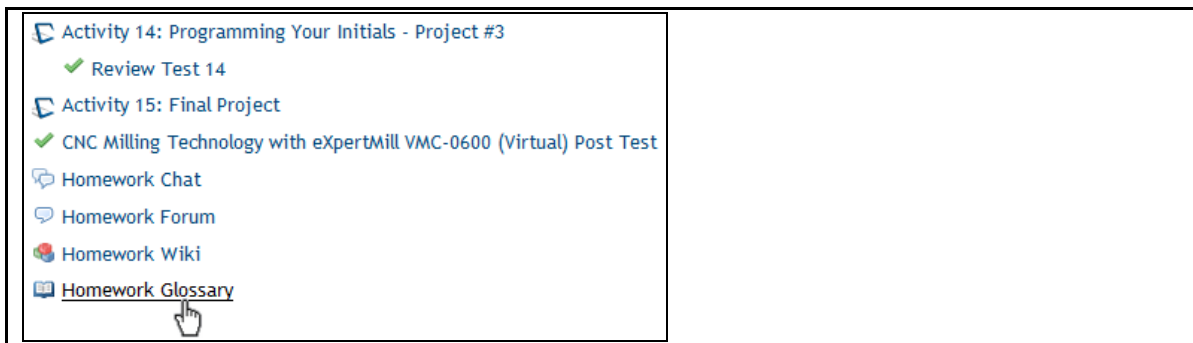
The **Glossary** is displayed.

6.5 Taking Assessments

Similar to any other activity, an assessment is a link that appears in the list on the *Topic outline* page. Clicking the assessment link enters the student into the activity.

Assessment links are indicated by the ✔ icon in the *Topics outline*.

❖ **Note***: Depending on the assessment settings, you may be required to click another link or even submit an access key provided by your instructor, in order to access the assessment. Should any of this information be required, instructions will be given in the system.*

❖ **Note***: Some question types are not compatible with certain versions of Internet Explorer. If an attempt is made to access an assessment containing these questions from an incompatible version of Internet explorer, the user will be prompted to either use another browser, or to switch to compatibility view by clicking on the Compatibility View* *icon on the right of the Internet Explorer Address bar.*

To launch an assessment:

1. Click the assessment link in the topic outline.
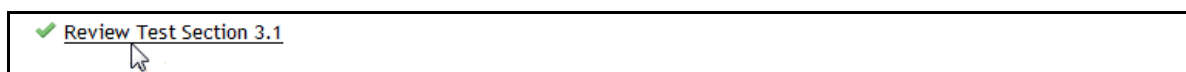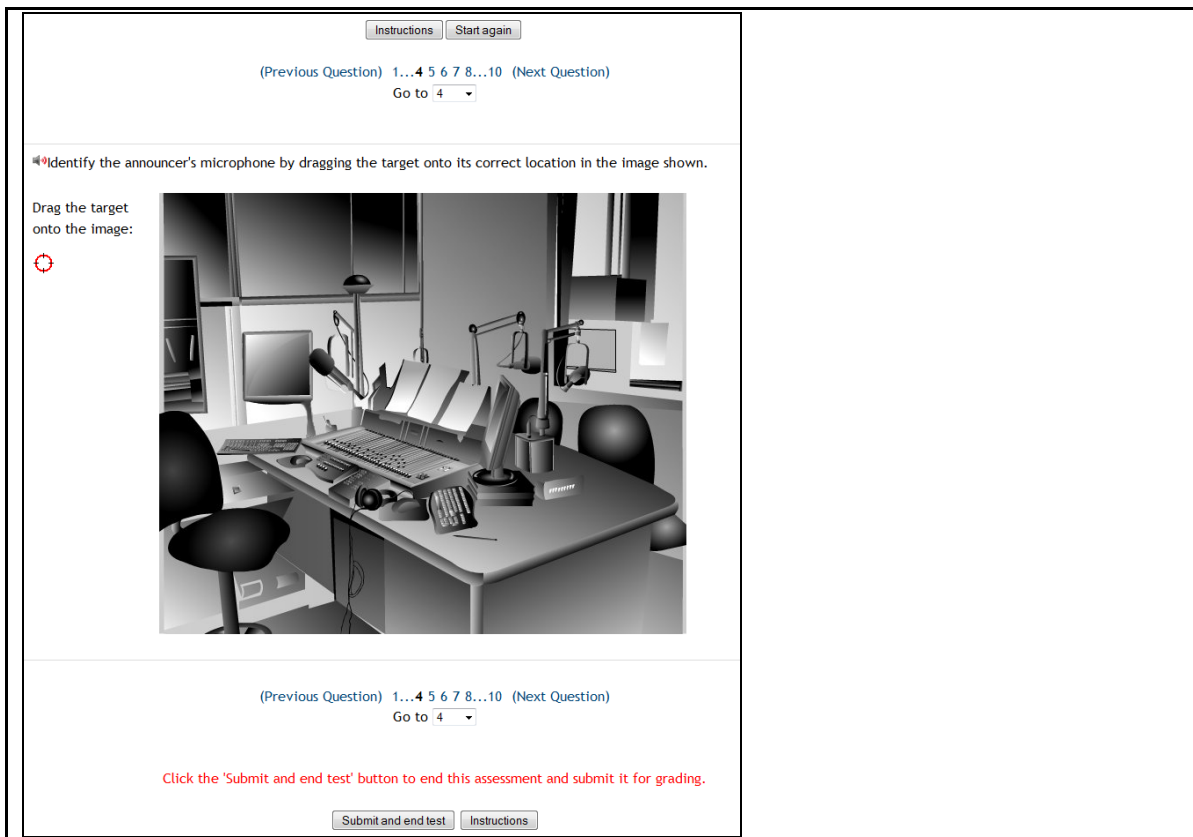

2. Click Attempt assessment now to launch the assessment.

If attempting an assessment for a second time, a table with the summary of the previous attempts is shown. In such a scenario, Attempt assessment now will appear as Re-attempt assessment.

Assessment Course

Grading method: Last attempt

Summary of your previous attempts

Attempt	Completed	Marks / 5	Grade / 100
1	Tuesday, 30 November 2010, 02:35 PM	0	0

Re-attempt assessment
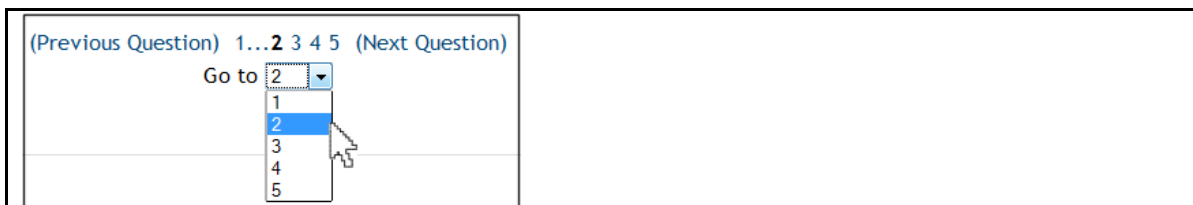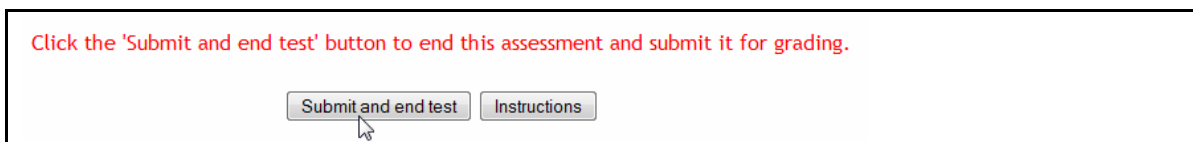
The assessment is displayed.

To help navigate your way through the assessment, you can use any of the navigation tools in the assessment page:

- The page number.

- The *Previous Question* or *Next Question* links.

- The page number form the *Go to* drop-down menu.

Once the assessment is complete, click Submit and end test at the bottom of the page.

❖ **Note**: Click Instructions for more help with taking an assessment.

6.6 Submitting Assignments

Assignment activities require you to prepare assignments set by your teacher.

Assignments are indicated by the ![icon] icon in the *Topics outline*.

Typical buttons found on an assignments page include:

- Browse: Click to browse your computer to locate a file you want to upload.

- Upload: Click to upload the file you selected after clicking Browse.

- Submit for grading: When shown, clicking this button notifies your teacher that you have completed your work on the assignment. When this button is not shown, your teacher will grade the assignment after the assignment completion date has passed.
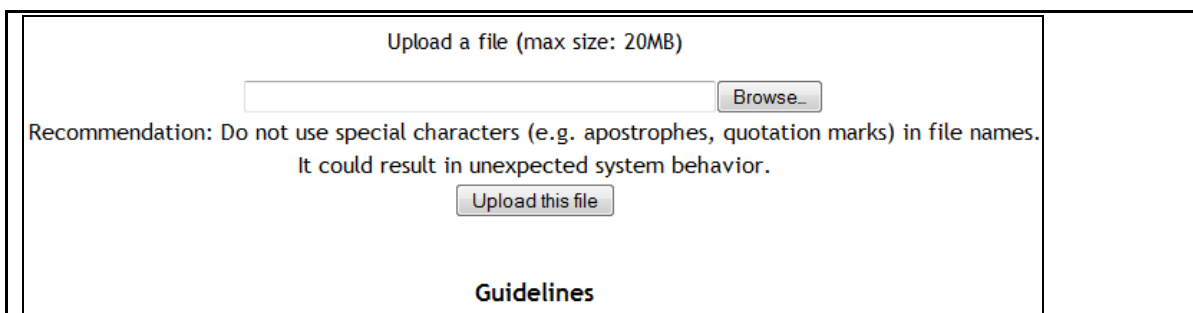
To submit assignments:

1. Click on the assignment you want in the *Topic outline* list.
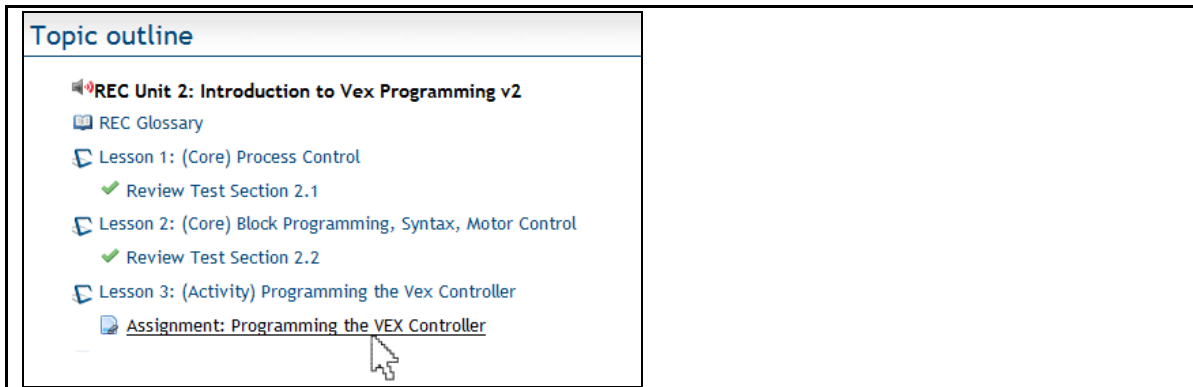
The assignment page is displayed. Follow the instructions provided there.
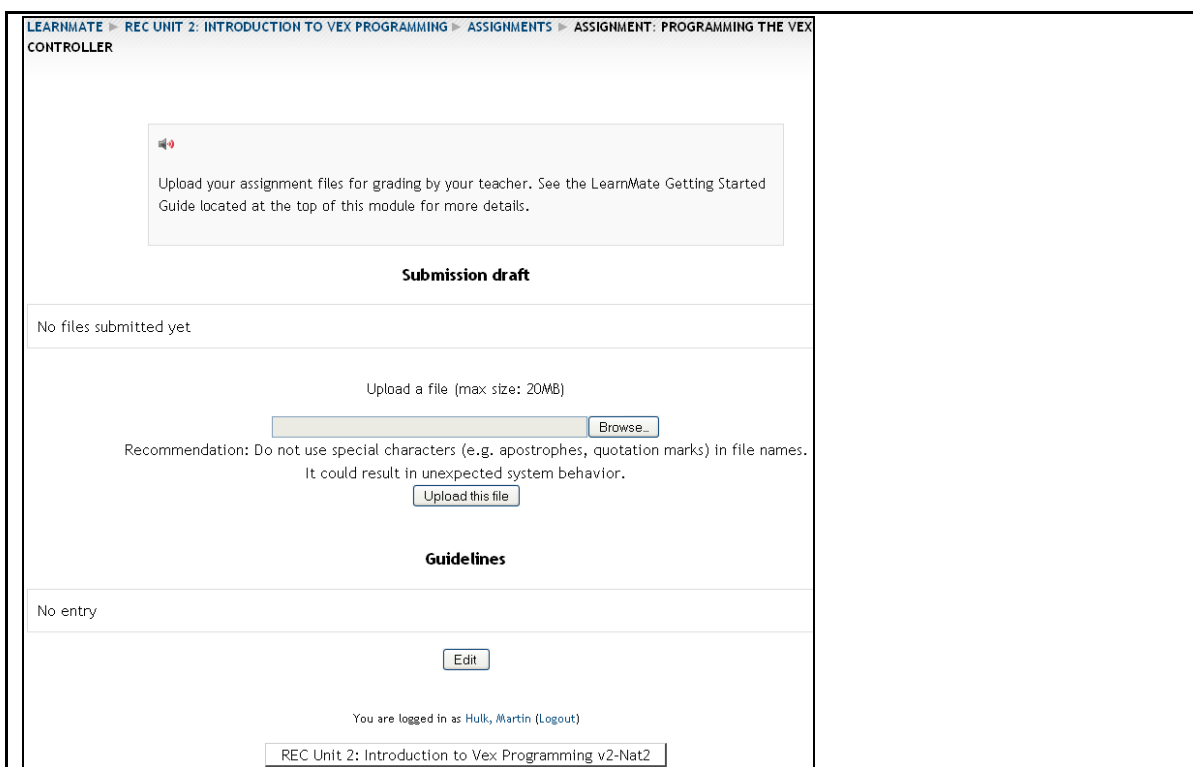
2. If required to upload files, click Browse to browse to the location on the computer where the file is stored.

3. Click Upload this file.
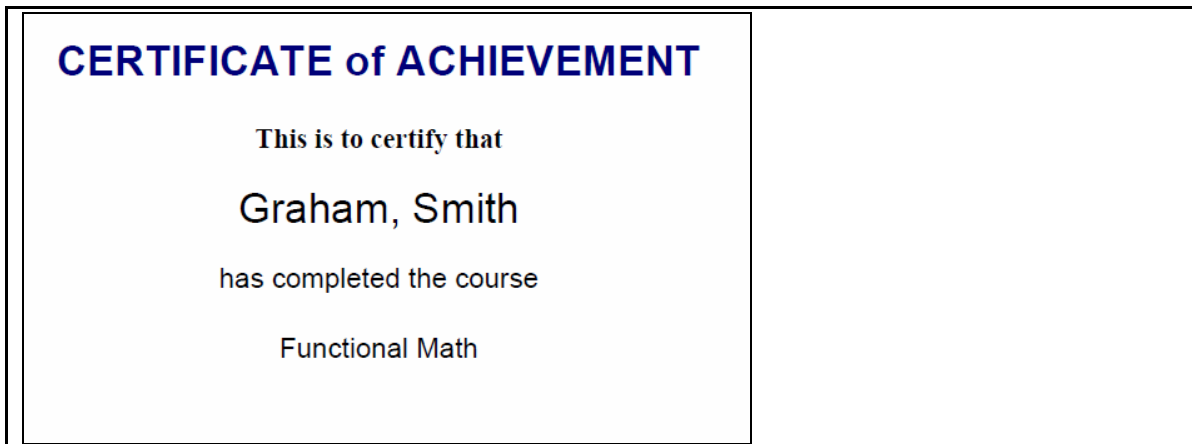

The assignment file is uploaded.

6.7 Viewing Certificates

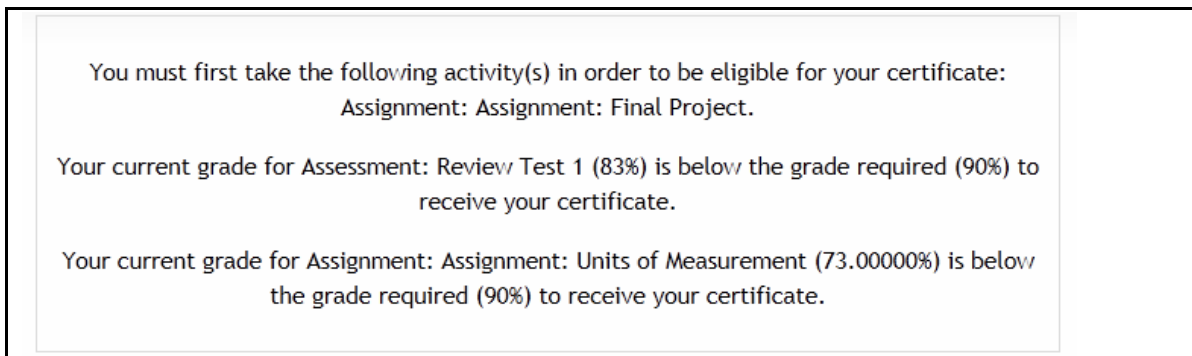Clicking a Certificate activity in the *Topic outline* will display:

- A printable, customized certificate with your name on it, if you have completed all requirements for that certificate.

- A list of outstanding requirements that you still have to achieve before the certificate can be awarded.

Certificates are indicated by the ✈ icon in the *Topics outline*.

A sample certificate is shown below:

CERTIFICATE of ACHIEVEMENT

This is to certify that

Graham, Smith

has completed the course

Functional Math

An example of a list of outstanding requirements is shown below. Note that the report indicates which activities are yet to be completed, and on which activities your grade was below the requirement for certification.

You must first take the following activity(s) in order to be eligible for your certificate: Assignment: Assignment: Final Project.

Your current grade for Assessment: Review Test 1 (83%) is below the grade required (90%) to receive your certificate.

Your current grade for Assignment: Assignment: Units of Measurement (73.00000%) is below the grade required (90%) to receive your certificate.

To access a certificate:

- Click the certificate link from the *Topic outline*.
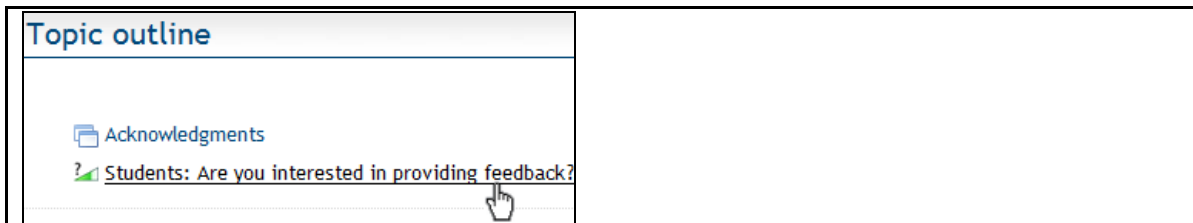
✈ Certificate

6.8 Answering Questionnaires

Questionnaires are surveys that use a variety of question types for the purpose of gathering data from students. Teachers use these to collect information from students, not for testing purposes.
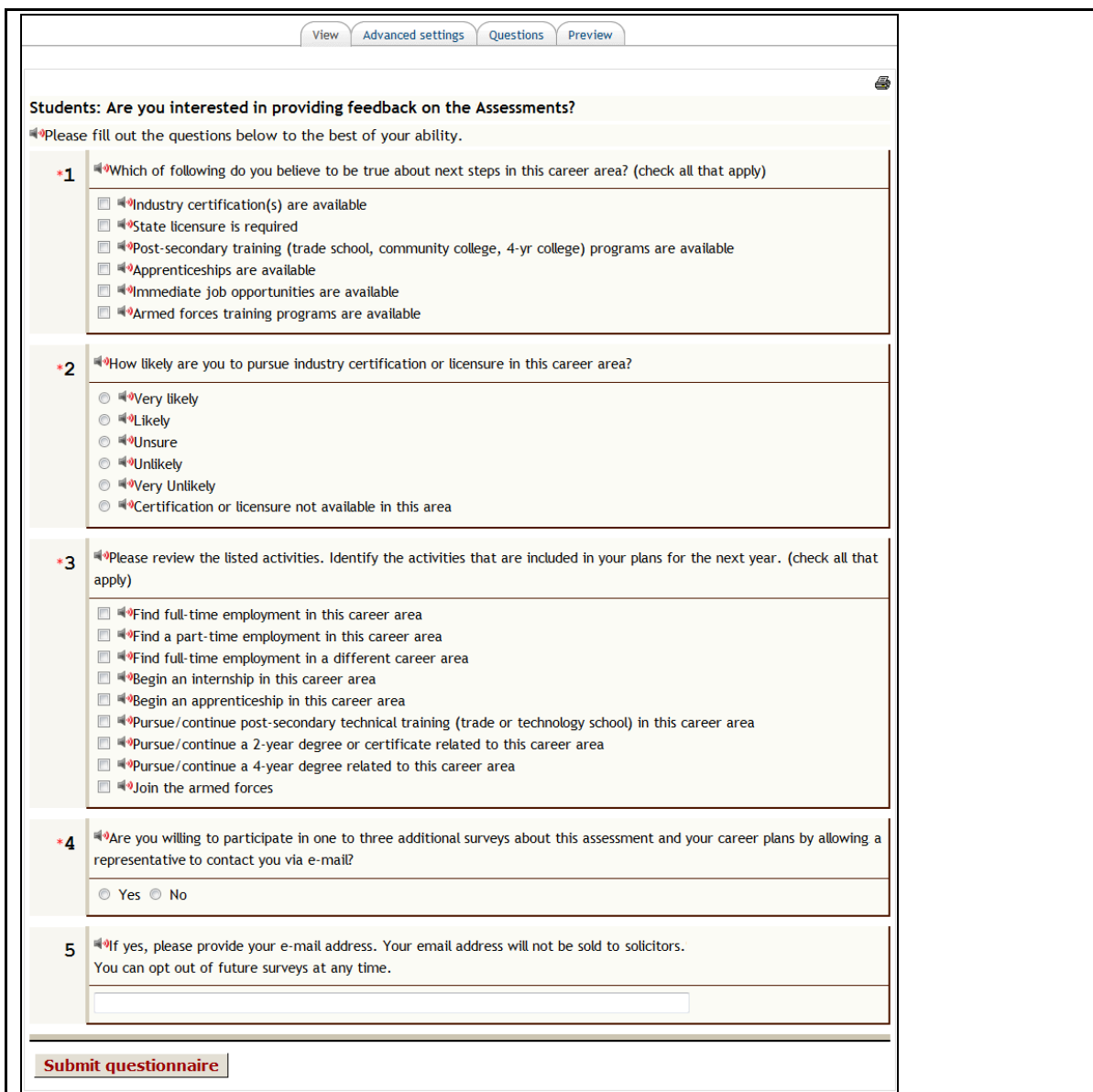
Questionnaires are indicated by the 🖼 icon in the *Topics outline*.

To access a questionnaire:

1. Click the questionnaire link form the *Topic outline*.

The **Questionnaire** is displayed.

2. Click Submit questionnaire once all questions are answered.

7. Advanced Features

For a summary of:

- Blocks found on the **LearnMate Front Page**, see 3.2. Overview of Site Blocks, on page 6.

- Blocks found on the course pagess, see 5.1. Overview of Course Blocks, on page 8.

This chapter provides instructions on how to use the various blocks to:

- Manage your personal profile. See 7.1. Managing your Personal Profile, on page 37.

- View your grades. See 7.2. Viewing Grades, on page 41.

- Check that you are using the latest version of the intelitek software taught in your course, and to install newer versions. See 7.3. Checking Intelitek Software Version, on page 43.

- Use LearnMate's email feature. See 7.4. Using Email, on page 44.

- Search for documents within the system. See 7.5. Using Global Search, on page 50.

- Use the class calendar block. See 7.6. Using the Calendar, on page 51.

- Keep track of upcoming events. See 7.7. Keeping Track of Upcoming Events, on page 55.

- View the latest news. See 7.8. Updating with Latest News, on page 58.

7.1 Managing your Personal Profile

To manage your personal profile you need to know how to:

- View your profile information. See 7.1.1. Viewing your Profile Information, on page 37.

- Change your account password. See 7.1.2. Changing Your Password, on page 38.

- Edit your profile information. See 7.1.3. Editing your Profile Information, on page 39.

- Upload a profile picture. See 7.1.4. Uploading you Profile Picture, on page 40.
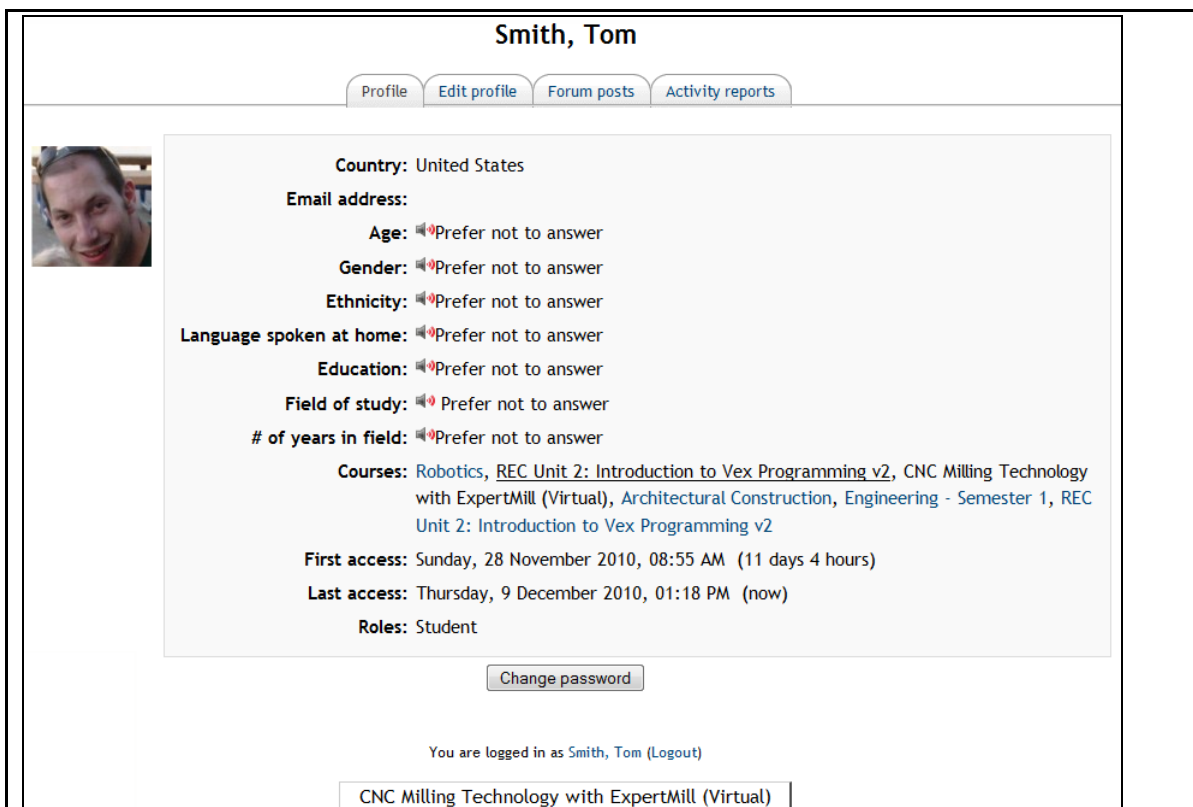
7.1.1 Viewing your Profile Information

To access your profile and view your current information:

1. Navigate to the course page of any course in which you are enrolled.

2. Click Profile in the *Administration* block.

Your profile page is displayed.

7.1.2 Changing Your Password

For your privacy, all access to LearnMate is password protected. To ensure your privacy, you should change your password from time to time.

To change your password:

1. Navigate to the course page of any course in which you are enrolled.

2. Click Profile in the *Administration* block.

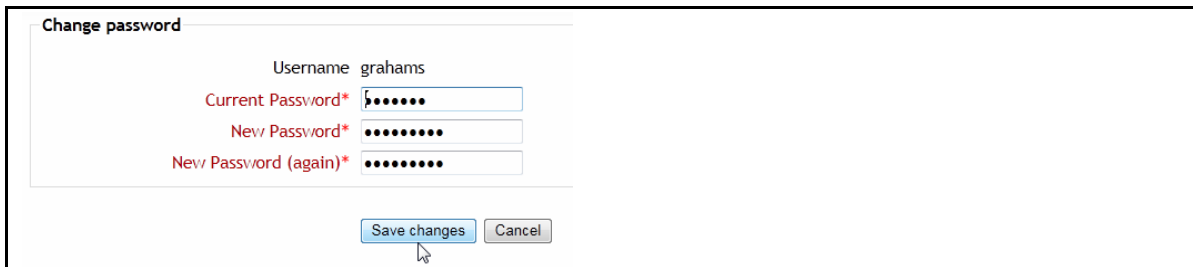Your profile page is displayed.

3. Click on Change Password.

4. Type in the current password in its appropriate field.

5. Type in the new password in its appropriate field.

6. Type the new password in again for confirmation in its appropriate field.

7. Click Save Changes.

The password is changed.

7.1.3 Editing your Profile Information

You can always update your profile information.

To edit your profile information:

1. Navigate to the course page of any course in which you are enrolled.

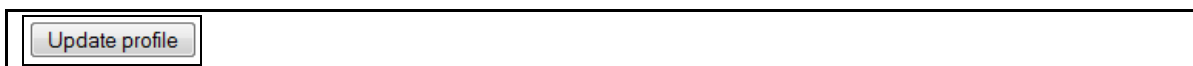2. Click Profile in the *Administraion* block.

The profile page is displayed.

3. Click Edit profile, on the second tab.

Your profile data is displayed. All fields can be edited.

❖ *Note: All fields marked with * are mandatory.*

4. Click Update profile.

Your profile information is updated.

7.1.4 Uploading you Profile Picture

Profile pictures can be updated at any time.

To edit the profile picture:

1. Navigate to the course page of any course in which you are enrolled.
2. Click Profile in the *Administration* block.
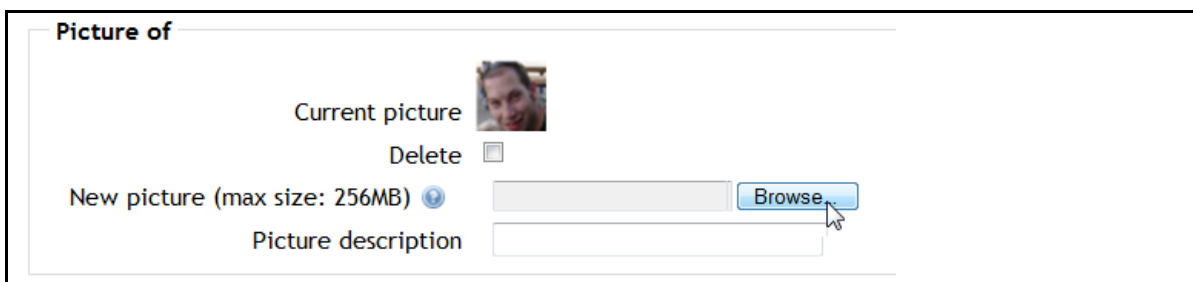

The profile page is displayed.

3. Click Edit profile.

The profile editing page is displayed. Scroll down to the *Picture of* section.

4. Click Browse… to browse to your profile picture.

5. Click Update profile.

The profile picture is changed.

7.2 Viewing Grades

You can view the grades you have scored in each course directly from each course's course page.

You can obtain reports that show:

- Your overall grades scored in each of your courses. See 7.2.1. Accessing the Overview report, on page 41.

- Your grades scored on each activity within a specific course. See 7.2.2. Viewing the User Report, on page 42.

7.2.1 Accessing the Overview report

The *Overview report* shows your overall grade and rank in each of your courses.

To view the Overview report:

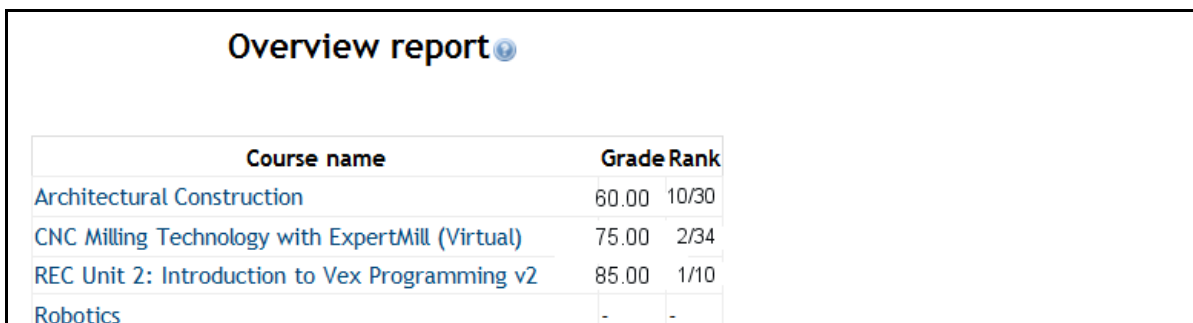**1.** Click Grades in the *Administration* block.

Depending on what was viewed previously in your profile, either the *User report* or the *Overview report* is opened.

2. Click on the Overview report in the *Choose an action…* drop-down list to open the correct form.

The *Overview report* is opened.

7.2.2 Viewing the User Report

The User report shows all your results for each of the activities available in the course. The results provided include:

- Grade: The grade you scored on the activity.

- Range: The minimum and maximum grade that could be scored on the activity.

- Percentage: Your grade as a percentage.

- Rank: Your position in the class.
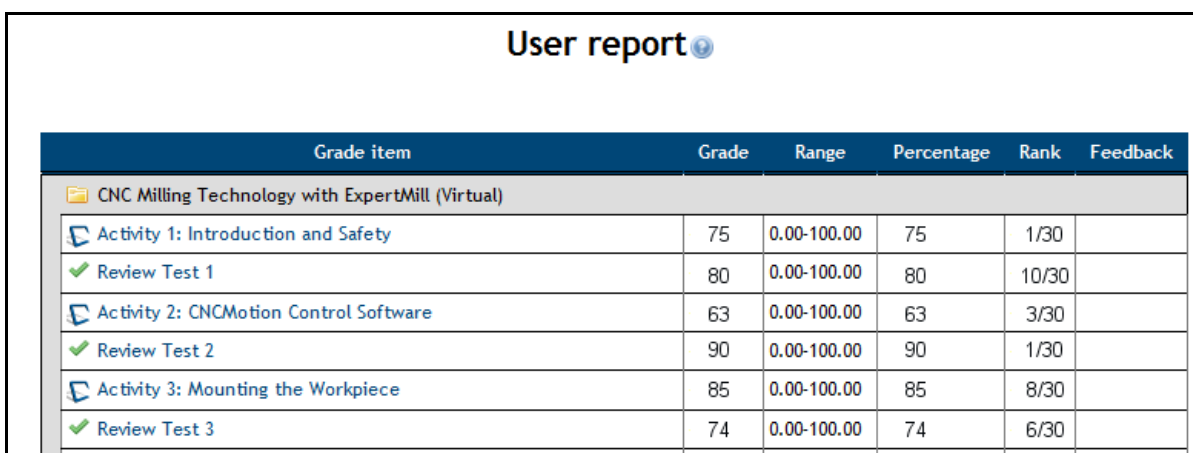
- Feedback: Any feedback posted by your teacher.

To view the User report:

1. Click Grades in the *Profile* block.

Depending on what was viewed previously in your profile, either the *User report* or the *Overview report* is opened.

2. Click on the User report in the *Choose an action…* drop-down list to open the correct form.

The User report is opened.

User report

Grade item	Grade	Range	Percentage	Rank	Feedback
CNC Milling Technology with ExpertMill (Virtual)					
Activity 1: Introduction and Safety	75	0.00-100.00	75	1/30	
Review Test 1	80	0.00-100.00	80	10/30	
Activity 2: CNCMotion Control Software	63	0.00-100.00	63	3/30	
Review Test 2	90	0.00-100.00	90	1/30	
Activity 3: Mounting the Workpiece	85	0.00-100.00	85	8/30	
Review Test 3	74	0.00-100.00	74	6/30	

7.3 Checking Intelitek Software Version

If a course teaches intelitek software, such as CNCMotion, RoboCell or easyC, the *Version Check* link is displayed in the *Administration* block of that course. This link lets you check that you have the required version of that software installed.

To check the version of the software needed in a course:

- Click *Version Check* in the *Administration* block.

A table that lists details of the currently installed software is displayed.

If the software required is not yet installed on to your computer, you can download it through a link in the *Download Link* column of the table.

If the software required is installed on your computer, but you have an older version, you can download the required version from the *Download Link* column.

The image below is an example of the table shown with two software upgrades required. If any of the applications are already installed onto the PC, the version will show in the *Current Version* column.

7.4 Using Email

The LearnMate email feature is intended to enable users within a course to communicate with one another regardless of whether they are online or not. LearnMate's email feature works in much the same way as other web-based email sites.

The *Email* block appears within a course of each user.

❖ ***Note:*** *Your administrator and teacher have the ability to disable this feature, and you may therefore not have access to it.*

It is important to understand that the email system within each course is self-contained and isolated from other courses. Thus, from the *Email* block in a particular course:

- You can only email other participants in that course.

- You can only receive email from other participants in that course.

- You can not read messages that others send to you from within other courses.

This section provides instructions on how to:

- View received messages. See 7.4.1. Viewing Received Emails, on page 45.

- Compose new messages. See 7.4.2. Writing Emails, on page 46.

- Manage you email folders. See 7.4.3. Managing Email Folders, on page 47.

7.4.1 Viewing Received Emails
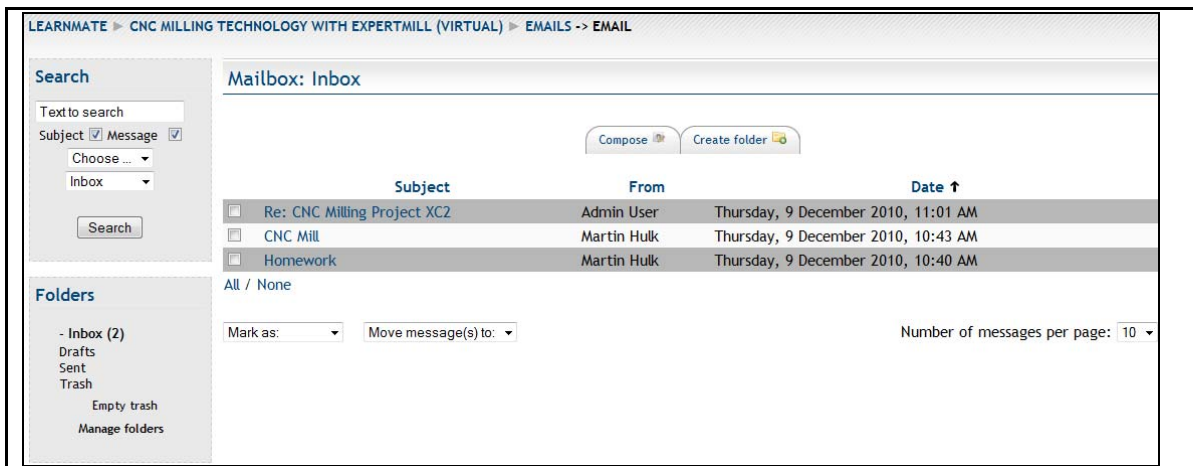
In the *Email* block on the course page, the number of new emails in your inbox is displayed.

To view the emails in your inbox:

- Click Inbox in the *Email* block.

The email ***Mailbox: Inbox*** is displayed.

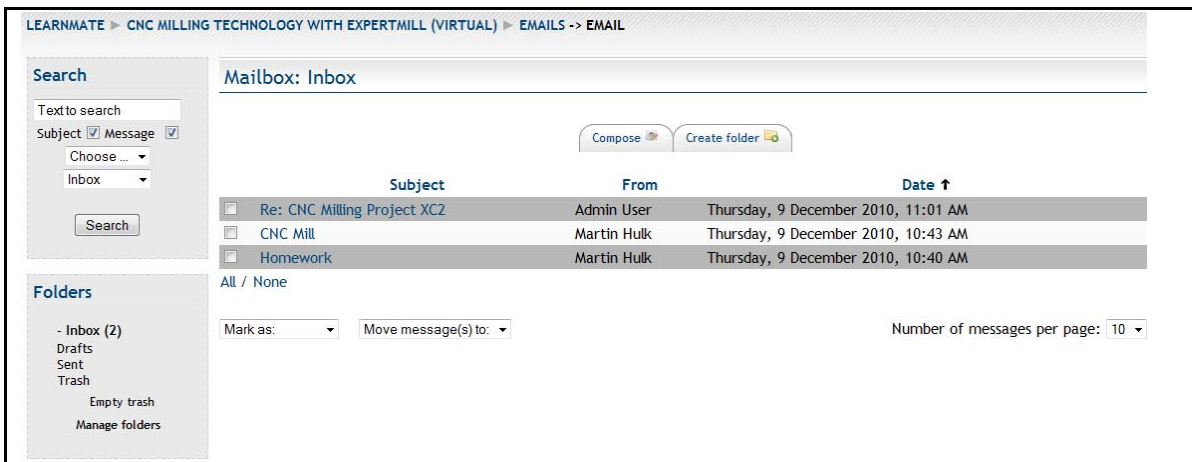In the ***Mailbox: Inbox*** you can view all messages in your inbox.

7.4.2 Writing Emails

In the LearnMate email system, you can compose new emails as often as you need.
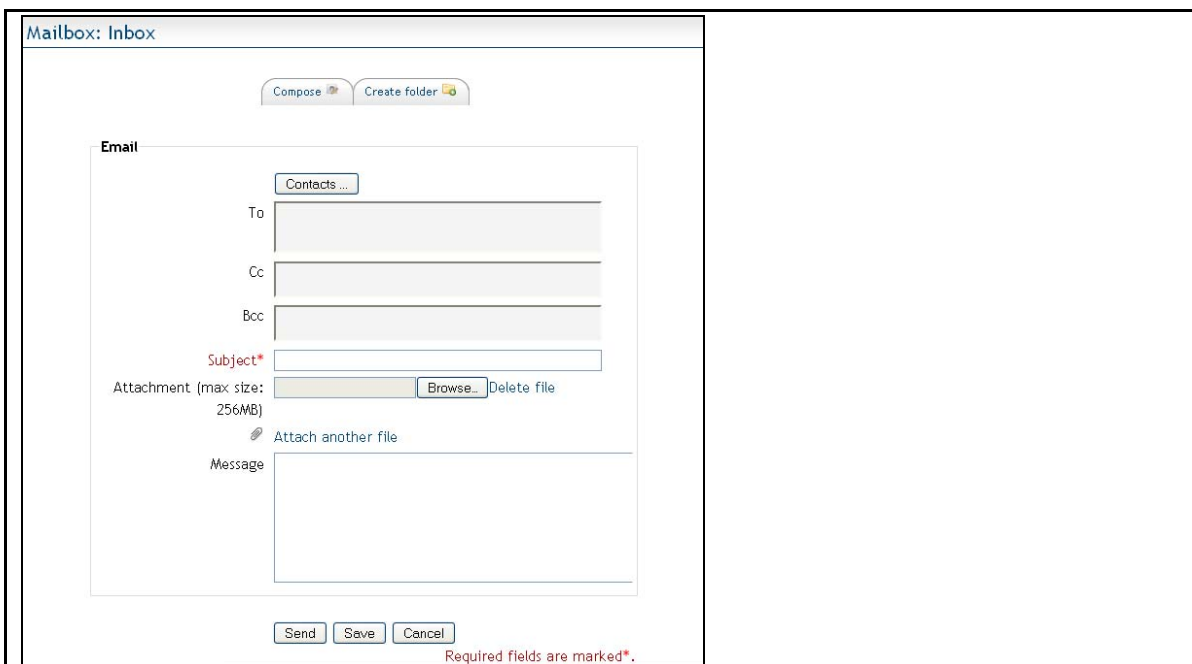
To compose a new email:

1. Click Inbox in the *Email* block.

The email **Mailbox: Inbox** is displayed.

2. Click the Crompose tab to write a new email.

The page to compose a new email is displayed.

7.4.3 Managing Email Folders

To manage your email folders, you need to know how to:

- Create a new folder or subfolder in your inbox. See 7.4.3.1. Creating an Email Folder, on page 47.

- Delete a folder or subfolder in your inbox. See 7.4.3.2. Deleting an Email Folder, on page 48.

7.4.3.1   Creating an Email Folder

When creating folders to manage and organize your online messages, it is quite important to ensure the folder is set up in the correct location, under an appropriate parent folder.

To create a new folder:

1. Click Inbox in the *Email* block.
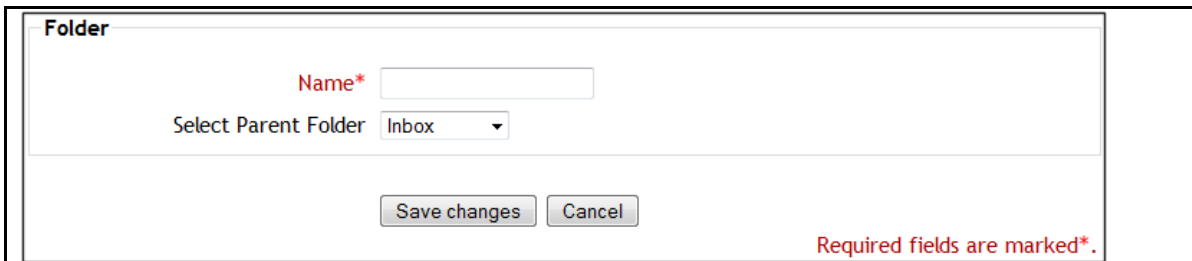
The email ***Mailbox: Inbox*** is displayed.

2. Click the Create folder tab to create a new folder.

The ***Folder*** page is displayed.

Type in a folder name in the *Name* field and select a parent folder form the *Select Parent Folder* drop-down menu.

3. Click Save changes to save and return back to the inbox.

The new folder is created.

7.4.3.2   Deleting an Email Folder

In order to keep your inbox as organized as possible, it is sometimes necessary to delete folders.

To delete an email folder that already exists:

1. Click on Manage folders in the *Folders* block.

All the folders currently in the **Mailbox: Inbox** are displayed.

Below is an example of an inbox with two subfolders, one of which has another subfolder.
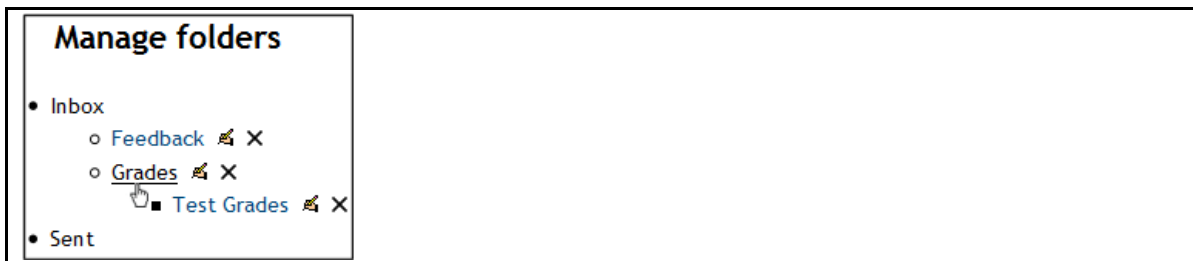
2. Click the X next to the folder you want to delete.

The folder is deleted.

7.5 Using Global Search

The *Global Search* block enables you to run a search through all the documents – such as the Forums, the Wiki's, the Chats, Assignments, Glossary and more - within the LearnMate 5 system.

This section describes:

- How to run a normal search. See 7.5.1. Using the Global Search, on page 49.

- How to run an advanced search. See 7.5.2. Using the Advanced Search, on page 50.

7.5.1 Using the Global Search

LearnMate has the ability to run a *Global Search* through all documents in the system.

To use the *Global Search*:
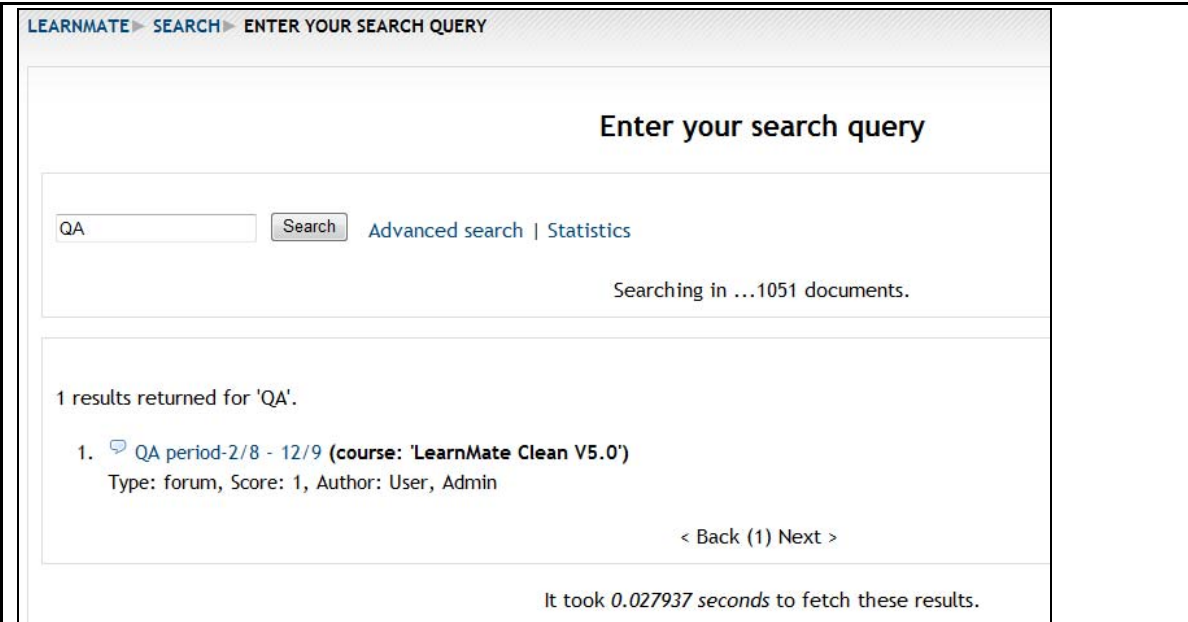
1. Enter the text you are searching for in the *Search LearnMate* field.

    In the image below, the student is searching for any entries with the words QA.

The **Enter your search query** page is displayed with any entries that are found for QA.

7.5.2 Using the Advanced Search

To make an *Advanced Search*:

1. Click Advanced search in the ***Enter your search query*** page.

The ***Advanced search*** page is displayed.

Enter all search criteria in the appropriate fields.

2. Click Search.

The LearnMate system will search through all documents in the system according to your search criteria.

7.6 Using the Calendar

The calendar keeps track of all events that have been scheduled for you. You can also add your own events to the calendar.

The calendar keeps track of four different types of events, as described below:

Event	Description
Global	Events to which all users in your organization are invited.
Course	Events to which all participants in the current course are invited.
Group	Events to which all members of your group in the current course are invited.
User	Events that you create.

The *Calendar* blocks on each course page, and on the **LearnMate Front Page**, all display the same calendar. For example, from the *Calendar* block displayed on one course page, you can view events scheduled by your teachers in other courses.

This section describes how to:

- View the class calendar page. See 7.6.1. Viewing the Class Calendar, on page 52.

- Add events. See 7.6.2. Adding Events, on page 53.

7.6.1 Viewing the Class Calendar

In the calendar block, you can view the current month and access the **Detailed Month View**. Dates on which events are scheduled are highlighted.

To access the **Detailed Month View**:

- Click the month at the top of the calander block as shown below.
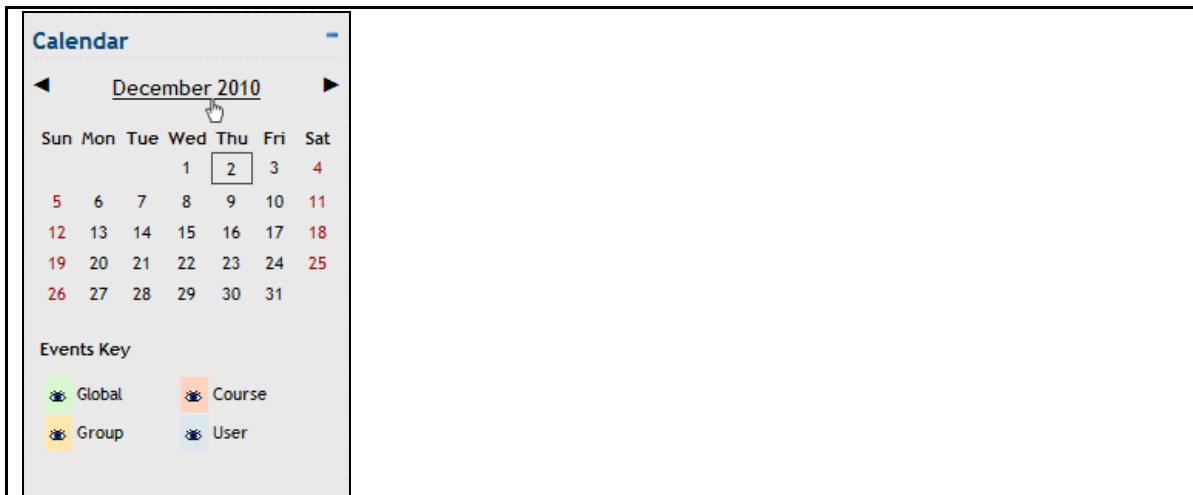
The **Detailed Month View** is displayed.
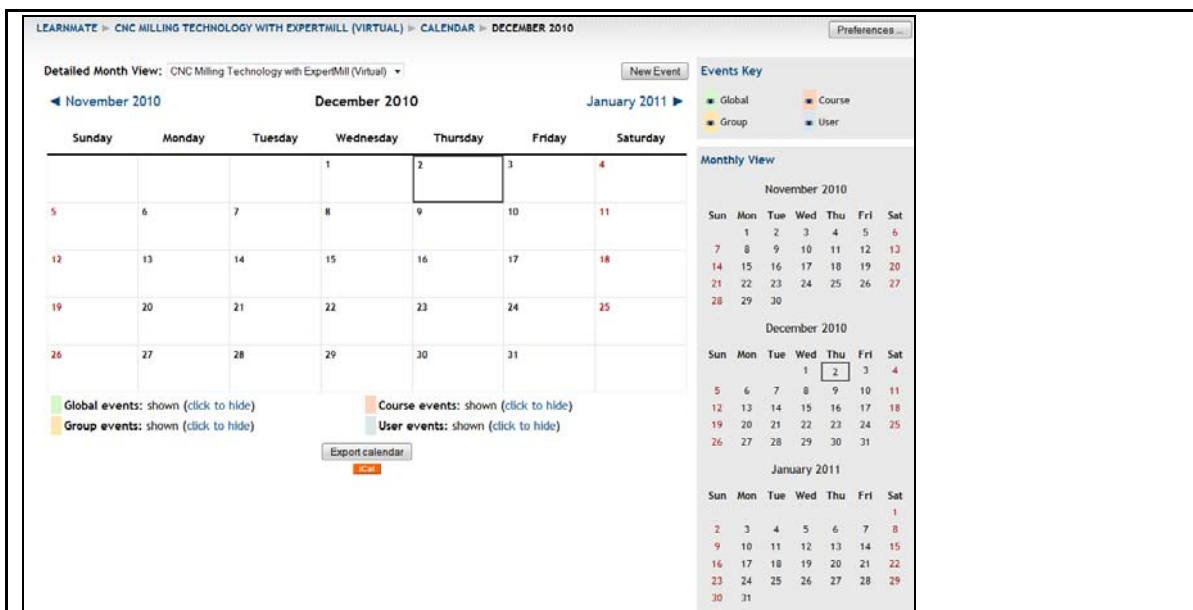
7.6.2 Adding Events

To add an event:

1. Click the month at the top of the calander block as show in the image below.

The **Detailed Month View** is displayed.
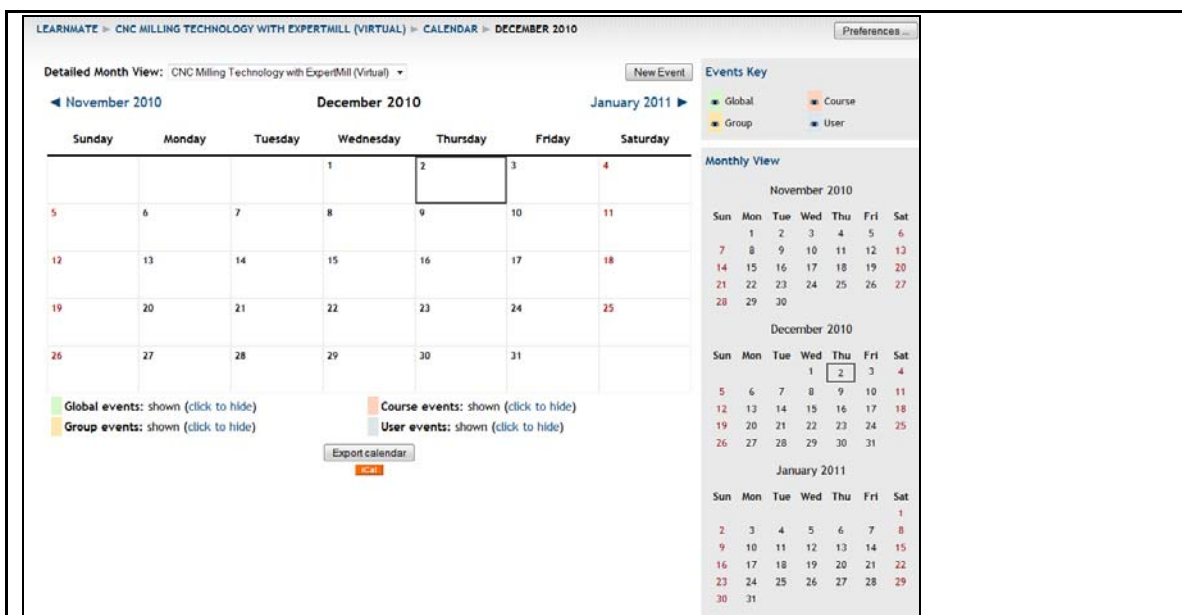
2. Click New Event.

The **New Event (User event)** edit screen is displayed.

Enter all relevant information. Set the *Date*, the *Duration* and the *Repeats* as needed.

3. Click Save changes.

The new event is created.

7.7 Keeping Track of Upcoming Events

The *Upcoming Events* block summarizes all upcoming events posted in the calendar as shown below.
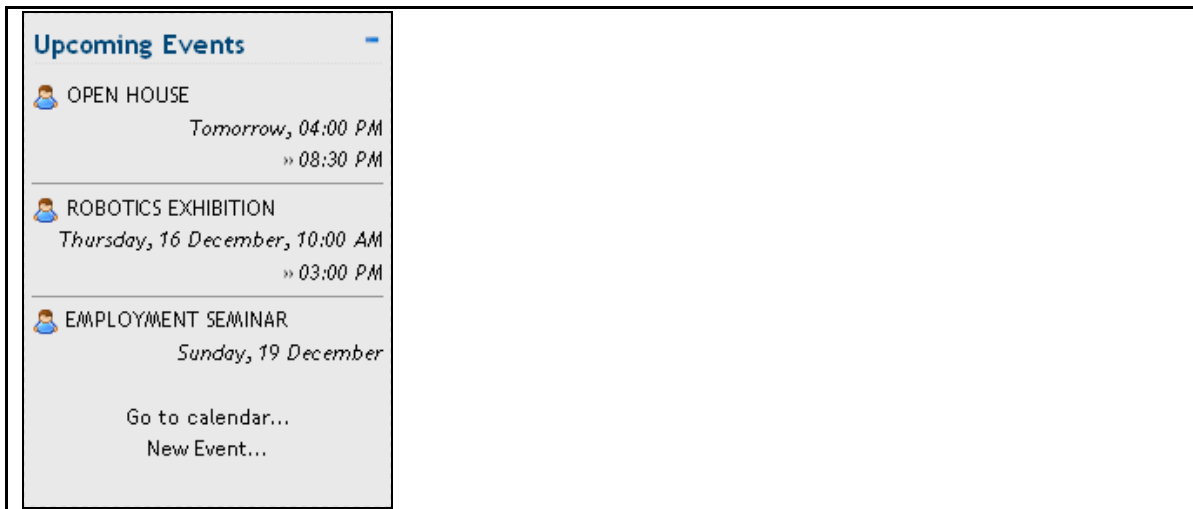
This section describes:

- How to access the calendar through the Upcoming Events block. See 7.7.1. Accessing the Calendar, on page 55.

- How to add a new event through the Upcoming Events block. See 7.7.2. Adding a New Event, on page 56.

7.7.1 Accessing the Calendar

To access the calendar:

1. Click Go to calendar….
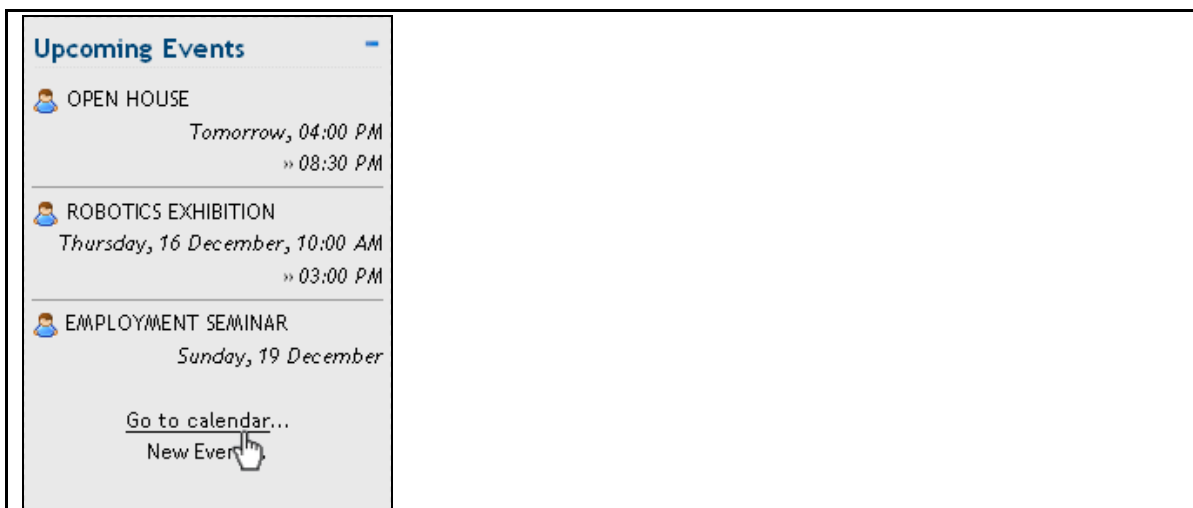
The calendar events are displayed.

7.7.2 Adding a New Event

To add a new event:

1. Click New Event… .

The **New Event (User event)** edit page is displayed.

2. Complete the form.

3. Click Save Changes.

The new event is created.

7.8 Updating with Latest News

The *Latest News* block lists the most recent news posted by your administrator on the **LearnMate Front Page**. It also has a link to the archived news.

To access all topics posted in the latest news forum:

- Click Older topics….

A table with all the older topics is displayed.