LearnMate 5

File Organizer's Getting Started Guide

Cat # 200057 Rev. A

March 2012

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1. Logging in to LearnMate

To begin work on LearnMate, you must first log in using the File Organizer level username and password that were defined when your LearnMate server was installed.

After logging in to LearnMate, the LearnMate front page will be displayed, as shown below.
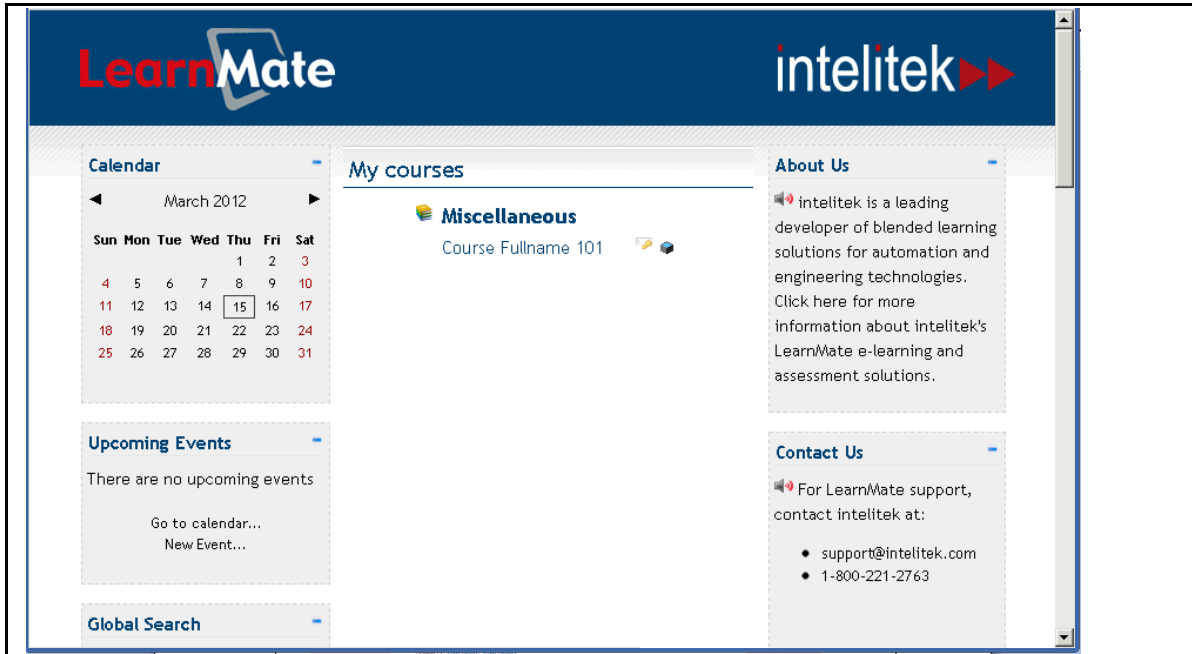
The front page consists of two main elements:

- The Available Courses list: This lists all courses that exist in your LearnMate system.

- Blocks: Located on either side of the Available courses area, blocks provide access to a range of LearnMate functions. As a File Organizer, you will primarily be using the functions accessed from the Upload users block.

To log in to the LearnMate system:

1. Launch your Web browser.

2. In the URL field enter the address of your school's LearnMate server.

3. Enter your username and password in the appropriate fields.

4. Click Login.

2. Managing Users

To manage users you must know how to:

- Add new users to the system. See 2.1. Adding New Users on page 3.

- Change users' system roles so as to control which permissions they have. See 2.2. Assign Roles in a Course on page 7.

2.1 Adding New Users to LearnMate

There are two ways in which you can add new users to LearnMate:

- Add users individually by entering their details into the system and assigning them usernames and passwords. See 2.1.1 Adding Users Individually on page 3.

- Add users in bulk by specifying all users details in a spreadsheet file and uploading that file to LearnMate. See 2.1.2 Adding Users by File Upload on page 4.

2.1.1 Adding Users Individually

To add a user to the system:
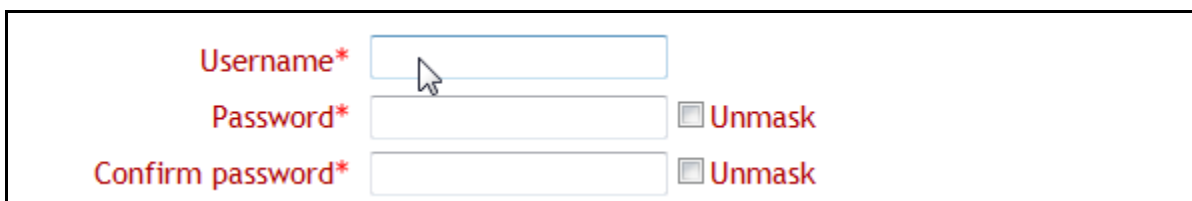
1. In the Upload users block on the LearnMate front page, click Click here to create new user.

The Add new user page is displayed.

2. Complete the Add new user form. The red fields with an asterisk are required fields, the rest are optional.

    Note: Passwords must be at least 5 characters long.

3. Select the course and role to which you want to assign the new users in the Courses and Roles area.

4. Once you have completed the form, click Create my new account.

The LearnMate front page is displayed.

2.1.2 Adding Users by File Upload

To add users to LearnMate by uploading a file you have to:

- Save your users' information in a CSV file. See 2.1.2.1. Creating a CSV User Data File on page 4.

- Upload the CSV file to LearnMate. See 2.1.2.2 Uploading a User Data CSV File to LearnMate on page 6.

2.1.2.1   Creating a CSV User Data File

CSV files can be created using many different computer programs. Instructions are provided here for two of the most commonly used:

- Microsoft Excel. See the section Creating a CSV User Data File using Microsoft Excel below.

- Windows Notepad. See the section Creating a CSV User Data File using Windows Notepad below.

Creating a CSV User Data File using Microsoft Excel

The easiest way to build a CSV file with user data for upload to LearnMate is to use a spreadsheet program such as Microsoft Excel.

To create a user data CSV file in Microsoft Excel:

1. Open a new spreadsheet in Microsoft Excel.

2. In the first row, enter the following column headings: username, password, firstname, lastname, email

	A	B	C	D	E
1	username	password	firstname	lastname	email

3. Enter the appropriate details for all users that you want to add to LearnMate.

	A	B	C	D	E
1	username	password	firstname	lastname	email
2	PAdams	letmein	Patrick	Adams	PAdamd@email.com
3	JPartridge	PW123	John	Partridge	JPartridge@email.com
4	JaneDoe	987654	Jane	Doe	JDoe@email.com
5	RGreen	Greenboy	Robert	Green	RGreen@email.com

4. Click File and Save As to save the file.

**5.** Make sure that in the Save as type: drop-down, CSV (comma delimited) is selected.
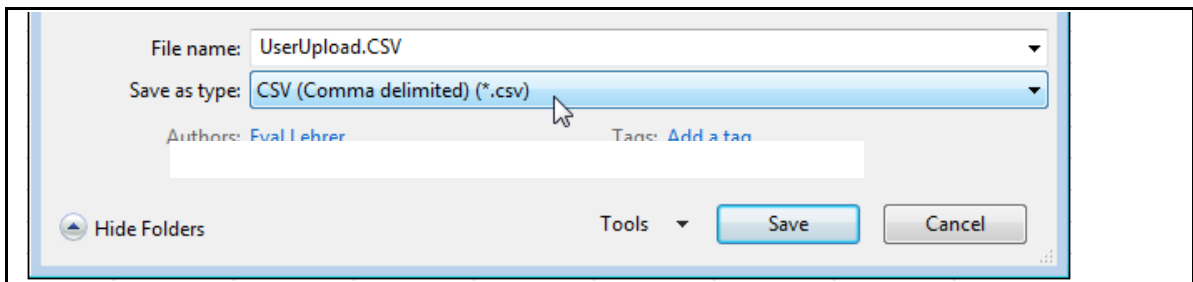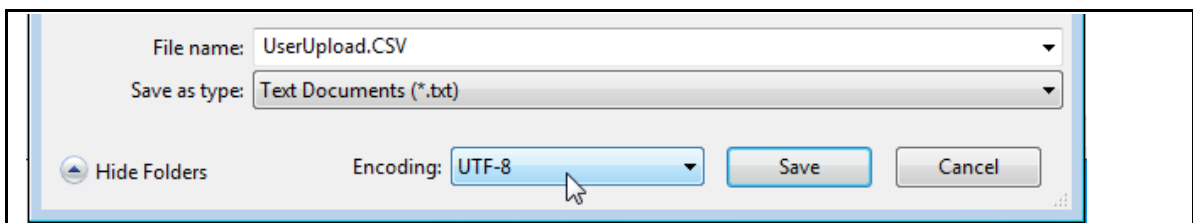

6. Click Save.

Creating a CSV User Data File using Windows Notepad

To create a user data CSV file in Microsoft Excel:

1. Open Notepad.

2. Paste the following as the first line:

```
username, password, firstname, lastname, email
```

3. In the each row, enter one student's details, with each field separated by a comma, as shown below.
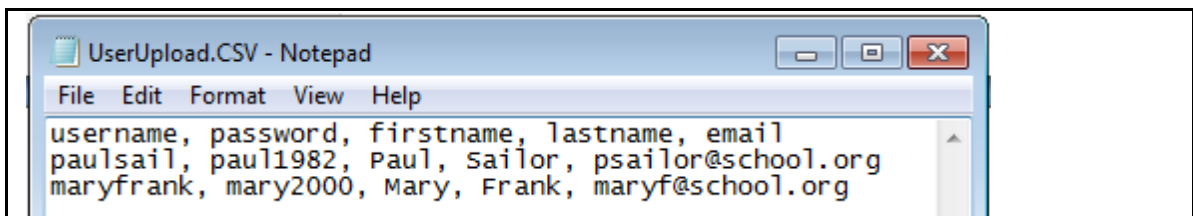
4. Click File and Save as.

5. Ensure that the following requirements are met:

The file must have a CSV extension.
The save as type must be txt.
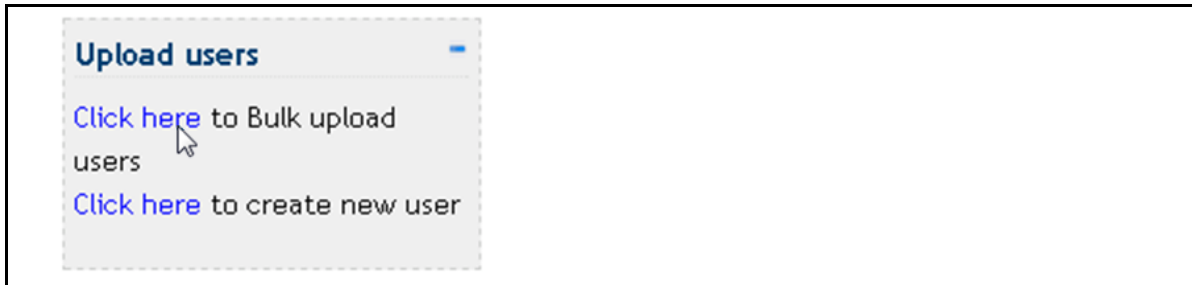The file encoding must be set to UTF-8.

6. Click Save.
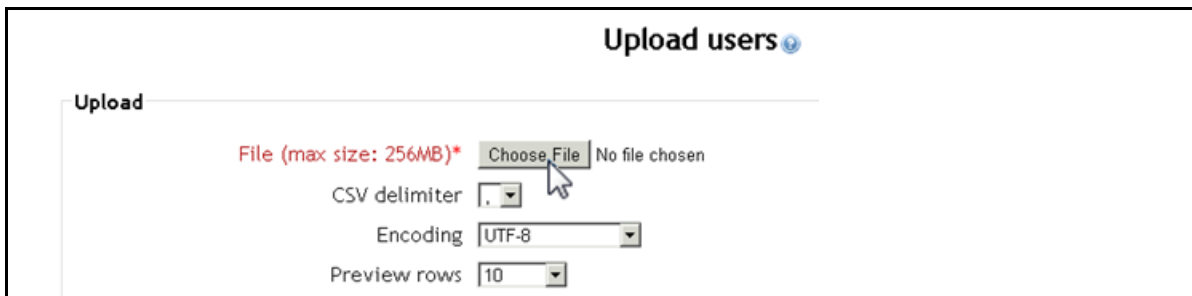
2.1.2.2 Uploading a User Data CSV File to LearnMate

To upload the user data CSV file to LearnMate:

1. In the Upload users block on the LearnMate front page, click Click here to Bulk upload users.

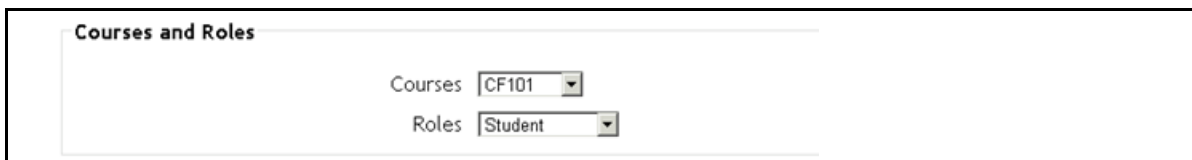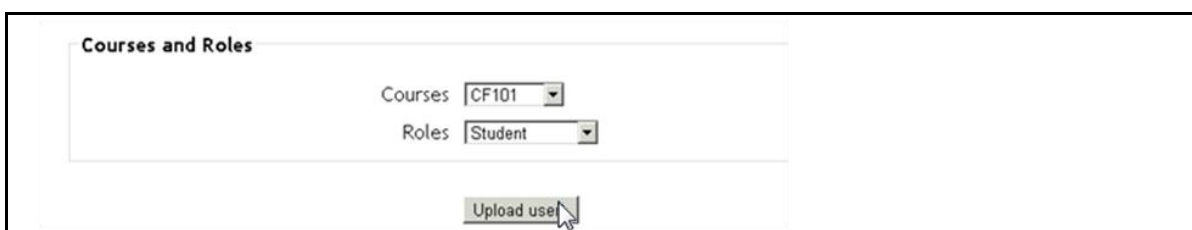> The Upload users page is displayed.

2. Click Browse and select the CSV file you prepared.

3. Select a number of preview rows larger than the number of users that you are uploading from the Preview rows drop-down list.

4. Select the course and role to which you want to assign the new users in the Courses and Roles area.
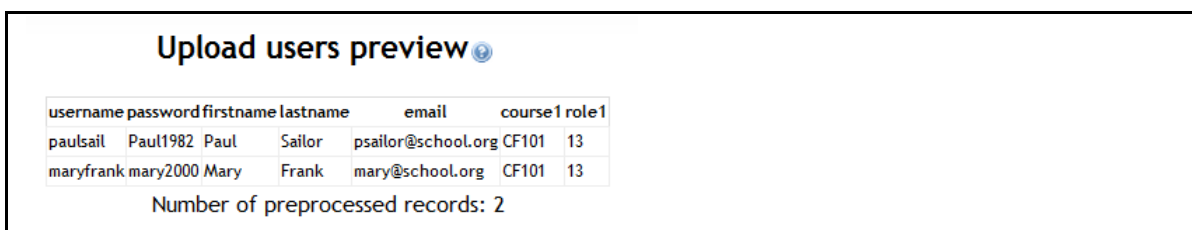

5. Click Upload users.

> The Upload users preview page is displayed.

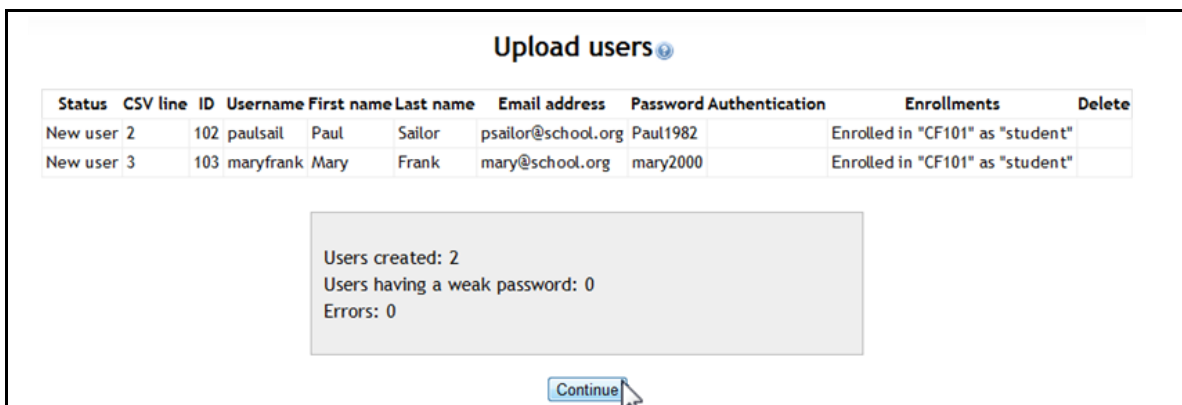6. Check that the preview of the user details, shown at the top of the page, is correct.

7. You are advised not to change any of the default settings in the page. Any settings applied in the User demographic area will be applied to all users being uploaded.

8. Click Upload users.

The Upload users results page is displayed.

9. Click Continue.

The users are added to the system and the Upload users page is redisplayed.

2.2 Assign Roles in a Course

Once students are entered into the system, they can be assigned roles in other courses.

There are different roles that can be assigned to users within a course, the most common being teacher and student. The role that is assigned to each user defines:

- The level of permissions that the user has in the course.

  For example, a student user is not able to edit activities in a course, whereas a teacher user is permitted to edit all course activities.

- The actions that the user is able to perform in the course.

  For example, only student users are able to upload and submit assignment files for grading. Only teacher users are able to grade submitted assignments.

Course roles are specified in the Assign roles in course page.

To assign course roles:

1. In the LearnMate front page, click the course to which you want to assign users.

2. Click Assign roles in the Administration block.
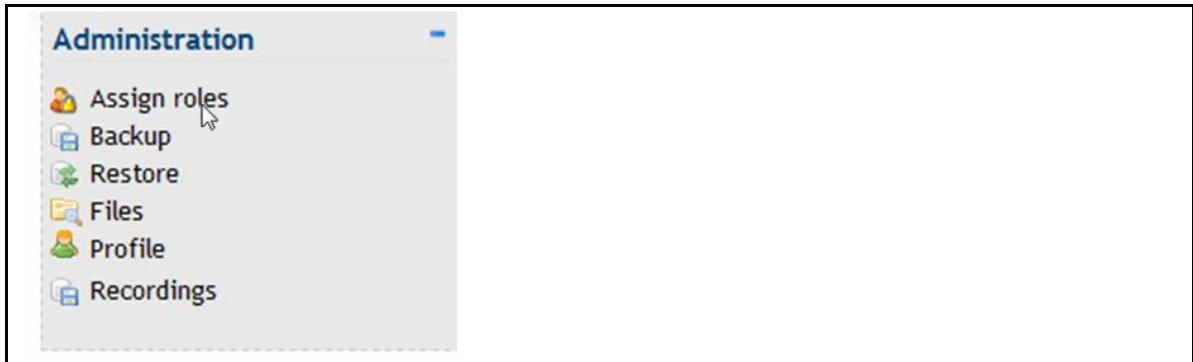
The Assign roles in course page is displayed. This page lists all available roles. Once roles have been assigned, the number of users assigned to each role, together with the names of those users, are displayed in the Users column.

3. Click the Role that you want to assign.

| Teacher-L2 | Teacher-L2s can teach in courses and grade students. | 0 |
| Teacher-L1 | Teacher-L1s can teach in courses and grade students, but may not alter activities. | 0 |

The page redisplays as shown below.

This page contains the following areas, buttons and fields:

- Role to assign: Select which role you want to assign.
- Organization: Select the organization in which the users to whom you want to assign the role are registered.
- Enrollment duration and Starting from: Use these fields to specify for how long the roles are to be valid. By default, Enrollment duration is set to unlimited.
- Potential users area: Lists all users in the selected organization.
- Existing users area: Lists all users currently assigned the selected role in the course.
- Add button: Moves users selected in the Potential users area to the Existing users area, thus assigning them the selected role.
- Remove button: Moves users selected in the Existing users area to the Potential users area, thus removing them from the selected role.

4. Select the users to which you want to assign the role and click ◄ Add.

5. Once you have added all of the users to whom you want to assign the selected role, you can select another role from the Role drop-down list and assign other users to that role.

6. Once you have assigned all necessary roles, click Assign roles in Course.

The Assign roles table is redisplayed.

Assign roles in Course: CF101 ⓘ

Roles	Description	users	
File Organizer	File organizers can create new courses for instructors to use.	0	
Teacher-L2	Teacher-L2s can teach in courses and grade students.	1	Green, Robert
Teacher-L1	Teacher-L1s can teach in courses and grade students, but may not alter activities.	0	
Instructor - L2	Instructor-L2s can teach in courses and grade students.	0	
Instructor - L1	Instructor-L1s can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have fewer privileges within a course.	27	More than 10

Click here to enter your course

7.   Verify that the roles were correctly assigned by examining the Users column.

3. Managing Courses

To manage courses you must know how to:

- Back-up courses as downloadable zips. See Backing-up a Course on page 11.

- Restore courses. See Restoring a Course on page 13.

3.1 Backing-up a Course

Courses may be backed-up, and the backup zip may be downloaded to a local computer. The backup zip can later be restored in one or several organizations.
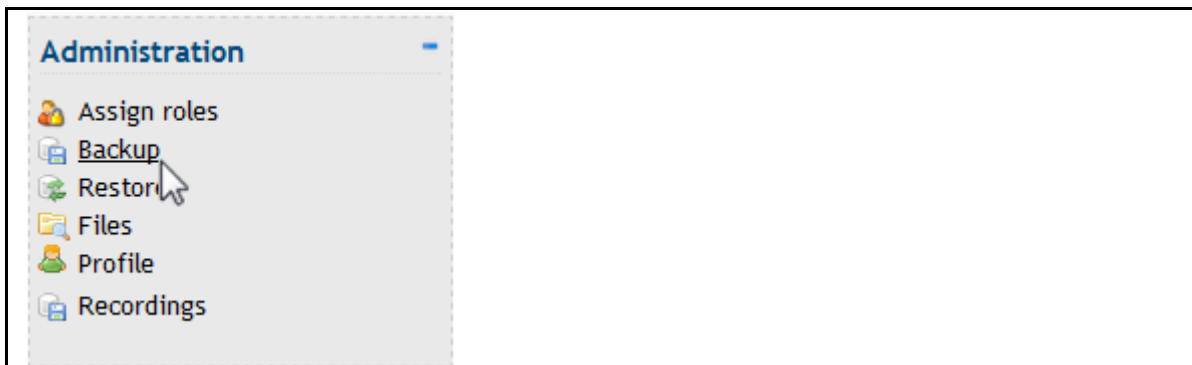
To back-up a course:

1. Locate the course that you want to back-up. To do so, click on the relevant course in the Available Courses list on the front page.

The course's course page is displayed.

2. Click **Backup** in the Administration Block.

3. Select the content that you want to back-up and click Continue. By default, user data is not selected for back-up, although it must be selected for Glossaries or the glossary data will not be backed-up.

The Backup Details page is displayed.

4. Optionally define a new for the backup zip. By default, the name includes the course details and the date.

5. Click Continue to perform the back-up.

If the back-up is completed successfully, a Backup completed successfully message is displayed.

6. Click Continue. The backup zip is displayed in the course's file list.

For information regarding restoring course backups, see Restoring a Course, below.

3.2 Restoring a Course

Master courses that are purchased from Intelitek can be inserted, or "restored," into a teacher's semester course. Multiple master courses can be restored into one semester course. By default, only LearnMate administrators have access to the master courses and thus the administrator is required to restore master courses to teachers' semester courses.

For a more detailed explanation of master and semester courses, see 3. Managing Courses on page 11.

The process of installing courses purchased from Intelitek is described in the LearnMate 5 Server Installation Guide.

To restore a master course to a semester course:

> If you are restoring to an empty semester course, continue to step 1. If you are restoring to a semester course that already contains content, you should first enter the course page of that semester course and note the number of the first empty topic. Later in this process you will have to specify to which topic the master course should be restored.
>
> To view the semester course page:
>
> a. Click on the organization in which the semester course is located in the Available Courses list on the front page. A page listing that organization's sub-organizations and courses is displayed.
>
> b. Click on the relevant semester course. The course page is displayed.
>
> c. Take note of the number of the first empty topic.

1. Locate the course that you want to back-up. To do so, click on the relevant course in the Available Courses list on the front page.
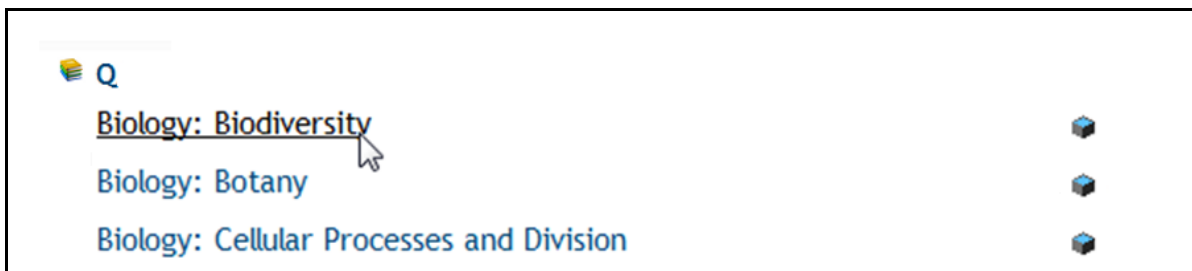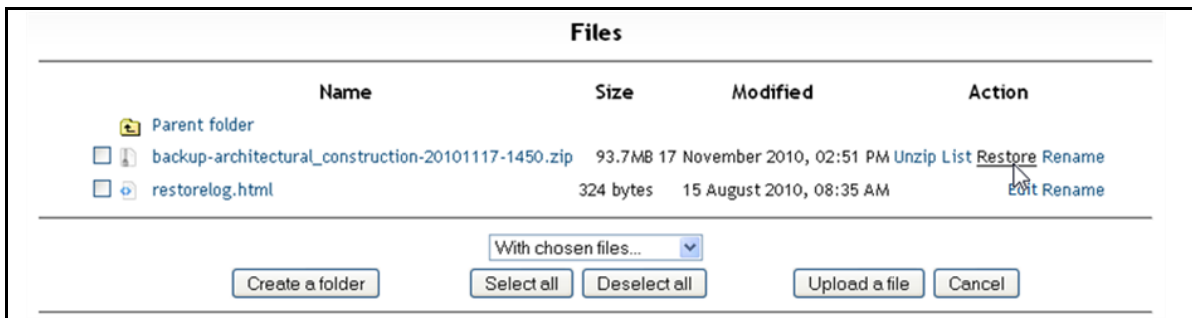

> The course's course page is displayed.

2. Click **Restore** in the Administration Block.
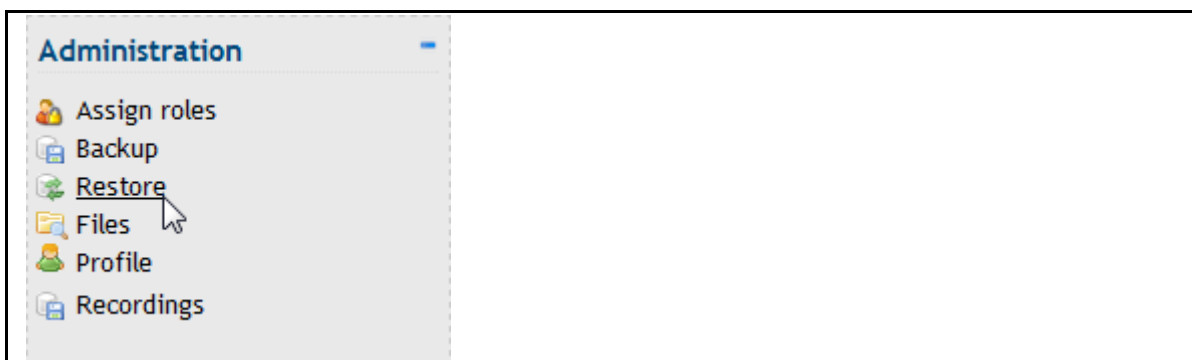
> The Files page is displayed. It lists all backup files made of the master course.

3. Click **Restore** next to the backup you want to restore. (Usually there will only be one backup file. If there are multiple backup files, select the newest unless you have reason to do otherwise.)

4. Click Yes when prompted to confirm that you want to restore the Course.
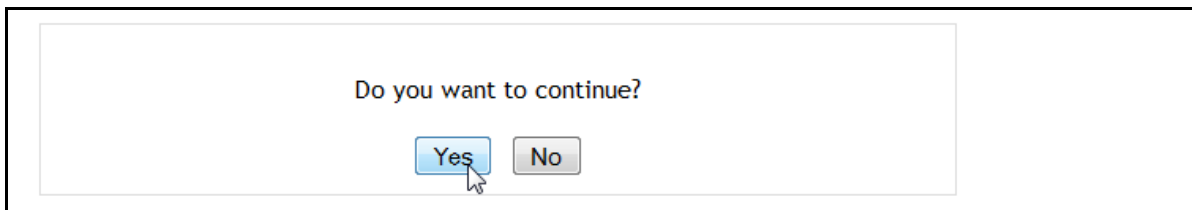
5. A page will appear summarizing the content that will be restored. Click Continue.
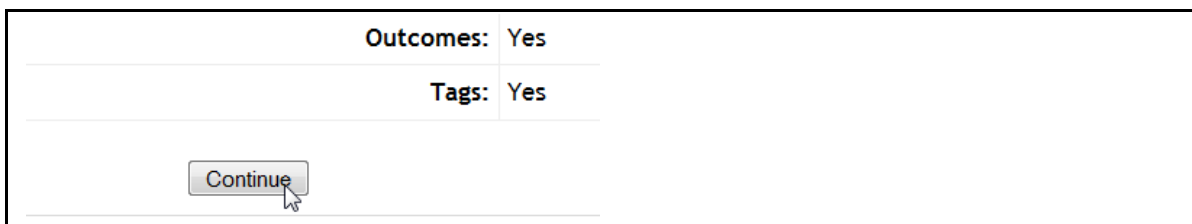
6. From the Restore to field, select *Existing course, adding data to it*.
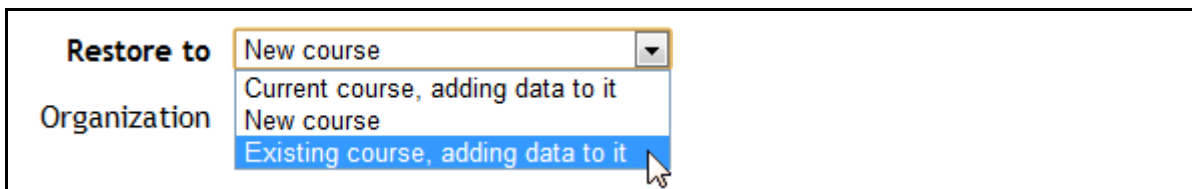
7. From the Organization field, select the organization in which the semester course to which you want to restore the master course is located.
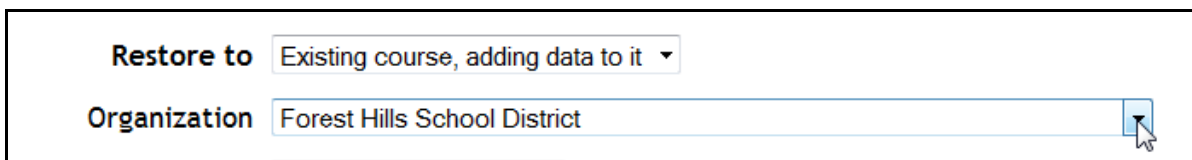
8. Do not configure any of the other settings. Simply click Continue at the bottom of the screen.

A list of all courses in the selected organization is shown.

9. Select the semester course to which you want to restore the master course from the list of available courses.

Choose a course

Course Fullnamadse 101 (CF101asd)
Introduction to Economics (EC101)
Introduction to French (FR101)
Introduction to Mathematics (CF101)

10. By default the course is restored exactly as in the master course (i.e. to topic 1 of the semester course). You can specify to which topic the master course should be restored by selecting from the Select a topic drop-down list.

It is highly recommended that each master course be restored to a separate topic in the semester course. Thus, if the semester course to which you are restoring is not empty, it is advisable to first enter the semester course and identify an empty topic to restore the master course to.

Select a topic | Restore course exactly as found in original ▼
Restore course exactly as found in original
Restore all to topic 0
Restore all to topic 1
Restore all to topic 2
Restore all to topic 3
Restore all to topic 4
Restore all to topic 5

11. Click Restore this course now.

Please note that this process can take a long time.
Select a topic | Restore course exactly as found in original ▼
Restore this course now!

If the restore is completed successfully, a Restore completed successfully message is displayed.

Restore completed successfully

Continue

12. Click Continue. The selected semester course is displayed with the restored master course in the selected topic.