LearnMate 7

Teacher's Quick Start Guide

intelitek▶▶®

Contents

intelitek▶▶®

1. Entering LearnMate

A. Browsing to the Site

In your web browser, enter the Internet address
you have been given.

www.learnmate.org
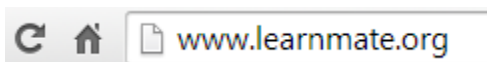
B. Logging in

To log in, you require a username and password. Contact your administrator for a username and password if you
do not already have one.

1	At the top-right or bottom left corners of the screen, click **Log in**.	
2	In the Log in to the site page, enter your username and password.	Username jsmith Password •••• Log in ☑ Remember username
3	Click **Login.**	Log in
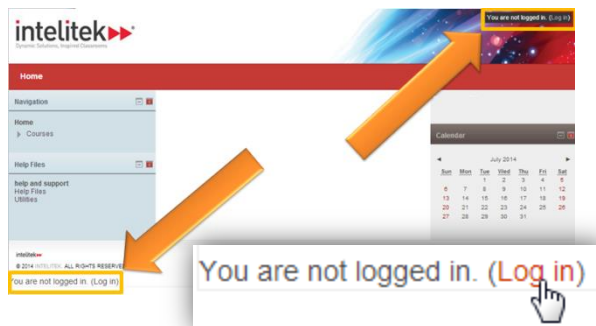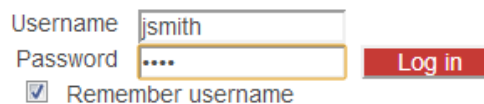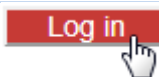
A list of available courses is displayed.

C. Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.

1	In the Help Files block, click **Utilities**. The Utilities page is displayed.	
2	Follow the instructions on the Utilities page to check for, and if necessary install, required utilities.	
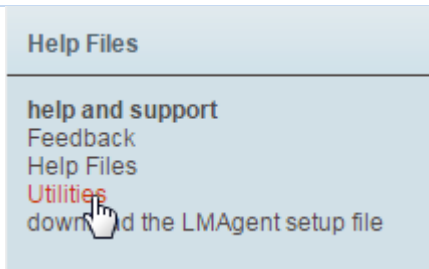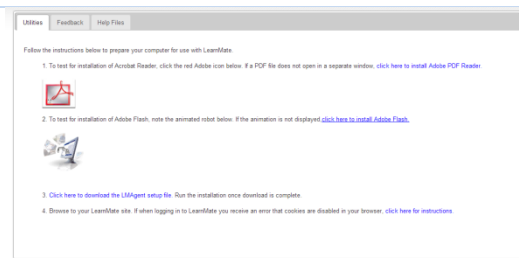
2.   Entering a Course

Viewing and Entering Courses

After logging in, a list of available courses or course categories is displayed.

1	In the Navigation block, click **Courses**. A list of courses that you teach is displayed.	Navigation Home ■ My home ▶ Site pages ▶ My profile ▶ Courses
2	Click the course that you want to enter.	📖 Zoology: Introduction to Animals 101 Teacher: Jimmy Smith
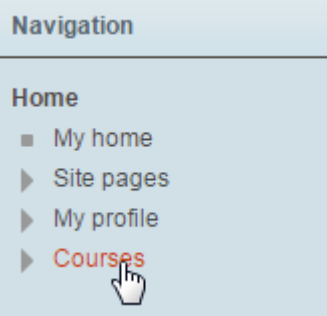
intelitek▶▶®

3. The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Shown below and on the next page, you can see two commonly encountered pages, the Home page and a course home page:

The Home page lists all available courses.
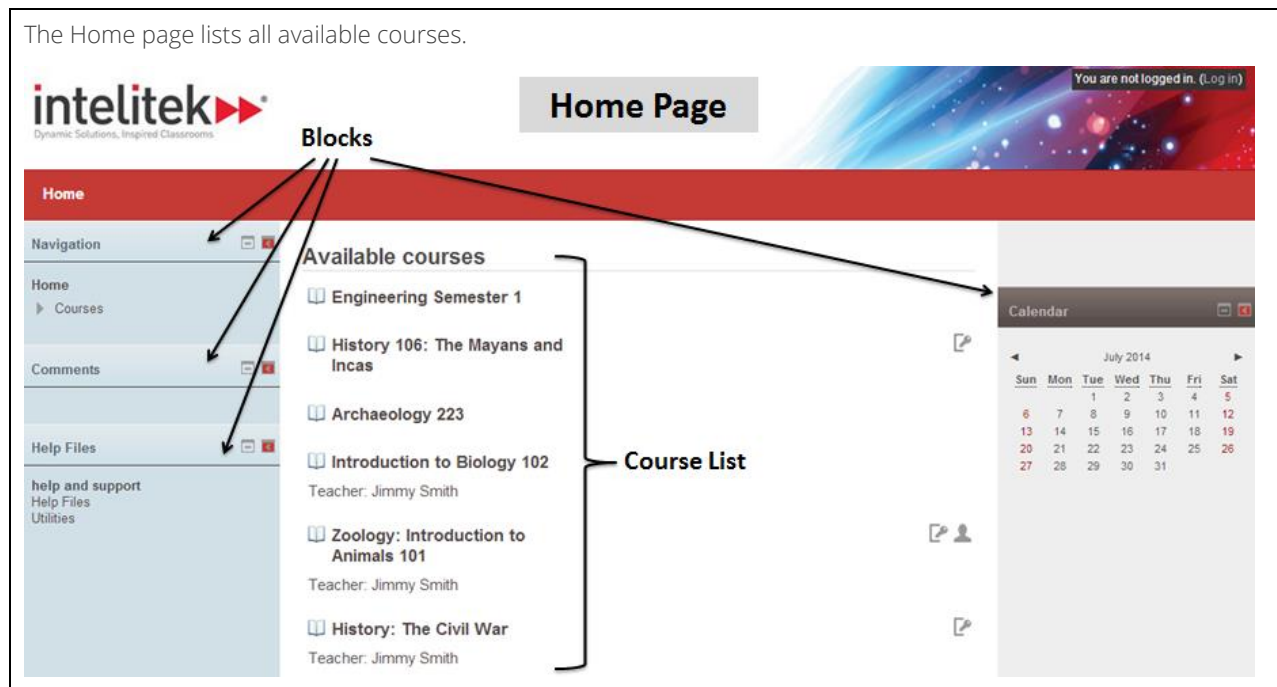
Course pages show the content and schedule of a course.

To learn how to navigate LearnMate, see section 4, Navigating in LearnMate. For more information about blocks, see section 4, LearnMate Blocks. For more information about course activities and resources, see section 12, Content Authoring. For more information about the other tools of LearnMate, see section 6, LearnMate Tools.

intelitek▶▶

4. Navigating in LearnMate

Navigation between the various pages in LearnMate is designed to be efficient and clear.

Using Breadcrumbs

Home ▶ Courses ▶ Advanced Level Courses ▶ ZOO101

At the top of every LearnMate page you'll find the breadcrumbs. They show you the path between the Home page and your current page. Click any of the pages listed in the breadcrumbs to jump to them.

Clicking Hyperlinks

☑▤ Favorite Animal Survey

Throughout the system, all dark blue texts are clickable hyperlinks that take you to another page.

Hyperlinks are found throughout the system, particularly in the Blocks at the side and in the Course pages.

Using the Navigation Block

Navigation ▢ ◀

Home
  ▪ My home
  ▶ Site pages
  ▶ My profile
  ▶ Current course
  ▶ Courses
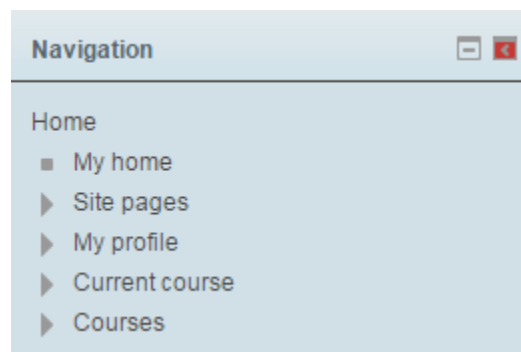
The Navigation block provides access to all your personal system places, your profile, and your Course pages.
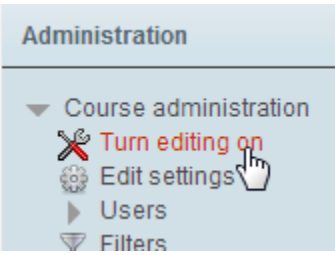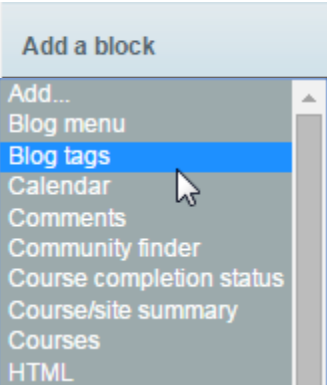
Click the ▶ icons to further expand the list.

5.   LearnMate Blocks

LearnMate 7 provides a wide range of blocks. You and your system administrator decide which blocks are visible on each page.

A. Adding a Block		
To add a block to the Home page or to a course page:		
1	In the Administration block of the Home page or course page, click **Turn editing on**.	Administration ▼ Course administration ⚒ Turn editing on ⚙ Edit settings ▶ Users ▽ Filters
2	Select a block from the **Add a block** dropdown menu at the bottom of the page.	Add a block Add... Blog menu Blog tags Calendar Comments Community finder Course completion status Course/site summary Courses HTML
The block appears in one of the margins of the page. If desired, move the block by dragging and dropping it with the ⊕ icon.		Blog tags ◀ ⊕ ⚙▼

B. Removing a Block

There are three ways to remove, or at least partially remove, a block from view.

▶	Dock the block to the outer margin of the page.	
▶	Hide the content of the block.	
▶	Delete the block altogether using the block actions menu.	

This table lists the blocks available in LearnMate.

Block Name	Description
Blog Menu	Provides links to add a new blog entry.
Blog Tags	Displays a list of blogs where font size visually indicates each blog's use. The more frequently used blogs appear in a larger font size and least used in smaller fonts.
Calendar	Displays a calendar with course events marked.
Comments	Displays comments added by all users on the current page, and allows you to add your own comments.
Community Finder	Enables you and other users to access public community hubs, and search for courses to download or enroll in.
Course Completion Status	Indicates whether a course has been completed or not.
Course/Site Summary	Displays the course or site summary.
Courses	Allows you to quickly navigate between all of your courses.
HTML	Allows you to add text or images on a site or course page. The title bar can be left blank.
Intelitek Grade Reports	Allows you to access the Intelitek Grade Reports, a set of four graphical and statistical reports for your students' assignments and quizzes.

| Latest News	Lists the most recent news posted by your site administrators in the News Forum. It also has a link to the archived news.
Logged in User	Displays your information.
Mentees	Provides mentors with quick access to their mentee(s) profile page(s).
Messages	Lists all new messages received. Provides access to the Messages pages.
My Latest Badges	Displays badges earned.
My Private Ffiles	Enables access to a user's private files area.
Navigation	Allows you to navigate throughout the course.
Online Users	Lists all course participants who are currently using LearnMate.
People	Contains a link to the list of participants associated with the course area in various roles.
Quiz Results	Displays quiz results.
Random Glossary Entry	Displays random entries from a glossary.
Recent Activity	Lists recent changes or additions made to the course.
Recent Blog Entries	Displays recent blog entries.
Remote RSS Feeds	Enables RSS feeds from external websites to be displayed.
Search Forums	Allows you to search course forums for specified text.
Section Links	Allows you and students to quickly navigate to a particular topic/week section of the course
Self Completion	Provides a link for students to declare that they have completed the course. This may be part of the course completion requirements.
Tags	Displays tags. In the tag block, the size of each tag is related to the amount of items associated with it. The larger the tag, the more items associated with it.
Upcoming Events	Lists all upcoming events scheduled.

intelitek ▶▶®

6. LearnMate Tools

Apart from the Home and course pages, Learnmate includes additional places to help you manage your own agenda and files as well as your student's learning progress.
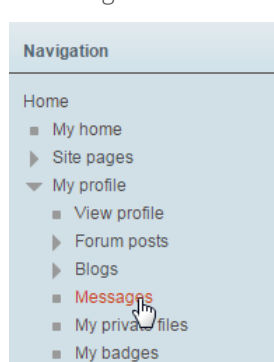
Messages

LearnMate provides you with a simple messaging system.

Access Messages via:

The links in the Messages block
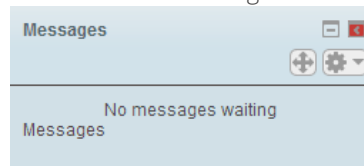
The Navigation block

You can configure the system and define all types of settings such as (Navigate to Site administration > Plugins > **Message outputs**):

▶ What types of event-based notifications are received by users

▶ Whether or not message notifications are sent to a user's personal email account, instant messaging service, or SMS

The LearnMate system also provides the option of SMS messaging between users and mobile phones and the option of system event-based SMS notifications. Your system must have an SMS provider in order to enable SMS capabilities.
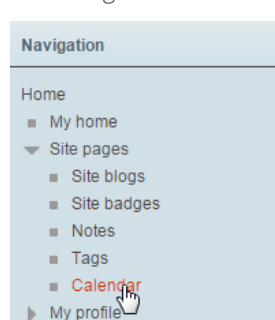
Calendar

The calendar keeps track of appointments and events that you or your administrator has specified.

Access Calendar via:

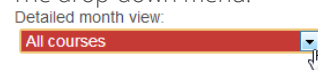The Month link in the Calendar block

The Navigation block

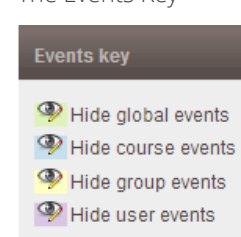The Calendar displays one month at a time. All scheduled events are displayed.

Click:

▶ An event to see its details

▶ **New event** to schedule a new event

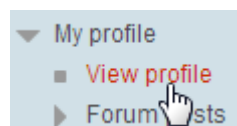You can choose which events to show using:
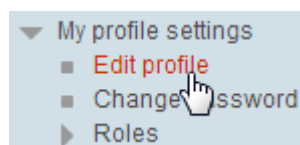
The drop-down menu.

The Events Key

My Profile

Your LearnMate profile tells other users a little about you. It also specifies your preferences for how LearnMate should work.

To:

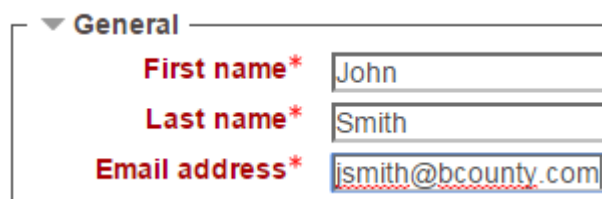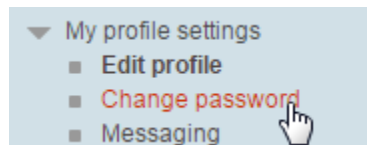| See your profile as others see it. Click **View Profile** in the Navigation block.	Edit your profile, click **Edit profile** in the Administration block.

Edit your profile as required, and click **Update Profile** once done.

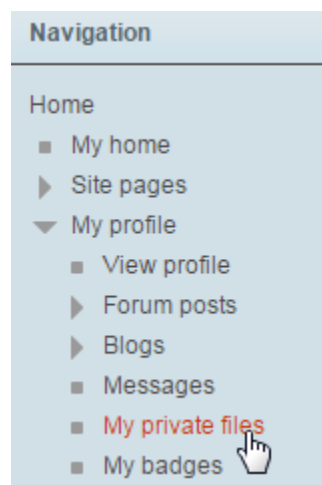Note that some fields are voluntary, others are compulsory.

You can also change your password. Do so regularly to protect your security.

My Private Files

LearnMate allows you to upload and store your own files. This is useful for example, for accessing your files from multiple computers.
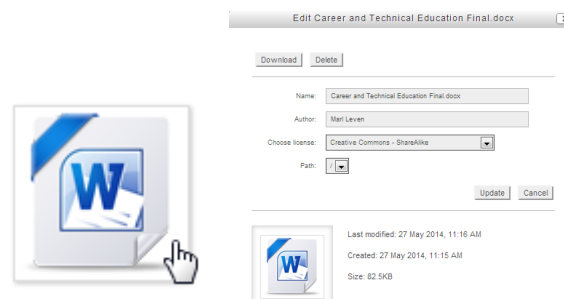
Access your private files via the Navigation block.

Your Private Files area allows you to add files, download files (individually or all at once), delete files, and to create folders to help you organize your files better.
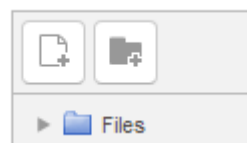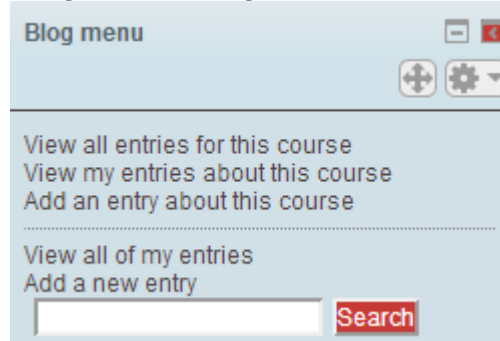
Right-click a file to view information and options.

Blogs

Each user can maintain a personal blog, which is viewable and searchable by all users.

The Blog menu block allows you to add blog entries and view any entries for a course. You can also use the blog settings (Site administration > Appearance > **Blog**) to change whether a blog is visible, or to allow external blogs.

Badges

Teachers can award badges to students to reward excellence in learning.

The creation and management of badges can be found in the course administration block.
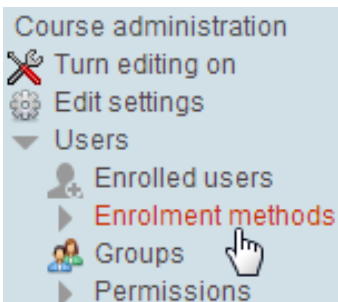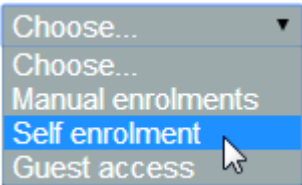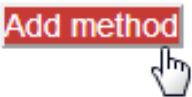
![intelitek logo]
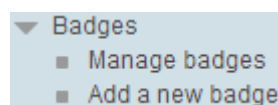
7. Student Enrolment Methods

Note: Students must first be added as users to the system by the administrator before being enrolled into a course.

You can enroll students into your course individually, in bulk, or you can provide students with an enrolment key. An enrolment key is simply a password that students can use to self-enroll into the course.

Ensure that you enter the course before performing the actions below.

A. Enrolling Students with an Enrolment Key	
1	In the administration block of a course, navigate to Course administration > Users > **Enrolment methods**.	
2	In the Add method dropdown menu, select **Self enrolment**.	
3	On the Self enrolment page, complete the Enrolment key field.	
4	Complete the other fields as required, and then click **Add method**.	
5	Distribute the enrolment key to your students, either via email or in person.	

B. Enrolling Students Individually (Manual Enrolment)
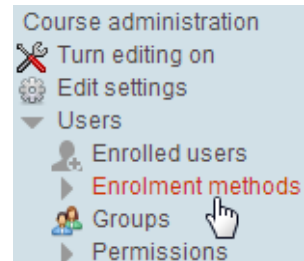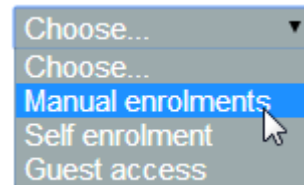
1	In the administration block of a course, navigate to Course administration > Users > **Enrolment methods**.
2	In the Add method dropdown menu, select **Manual enrolments**.
3	Complete the fields as necessary, and then click **Add method**. The Manual enrolments options line is displayed.
4	In the Manual enrolments options, in the edit area, click the **Enrol users** button.
5	On the manual enrolments page, select any users you want to add to the course, and then click **Add**.
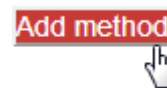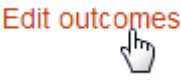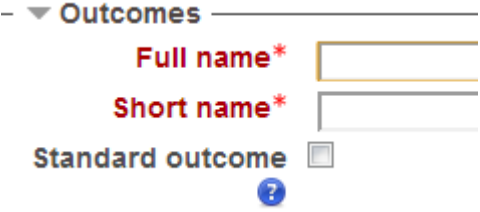
8.   Working with Outcomes

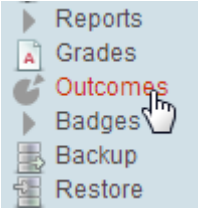The LearnMate system allows you to create and manage outcomes. Outcomes are also known as Standards.

Note: Outcomes are **not** part of the default installation.

A. Creating New Outcomes

Create an outcome for your course.

1	Enter the desired course.	
2	In the Administration block, click **Outcomes**. If this option is missing, contact your administrator.	
3	Near the bottom of the page, click **Edit outcomes**.	
4	Click **Add a new outcome**.	
5	In the Add a new outcome page, complete the necessary fields, and then click **Save changes**. The outcome is created.	

B. Assigning Outcomes to Activities

After creating an outcome, assign it to an activity or quiz.
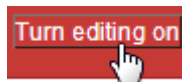
1	Click **Turn editing on**.	Turn editing on
2	In the Edit dropdown menu of an activity or quiz, click **Edit settings**.	Edit ▾ / Edit settings / Move right / Hide / Duplicate / Assign roles / Delete
3	Click **Outcomes** to expand the outcomes area.	▶ Outcomes
4	In the Outcomes area of the page, check the desired outcomes that you want to add to the activity or quiz.	▼ Outcomes / outcome 1 ☑
5	Click **Save and return to course** or **Save and display** to confirm.	Save and return to course Save and display
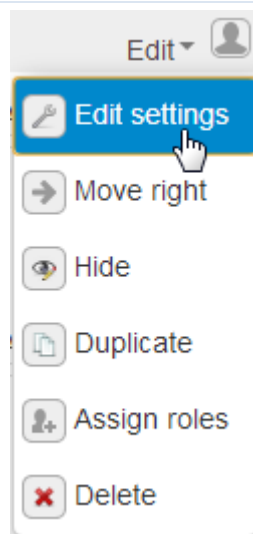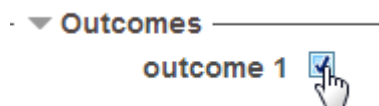
intelitek▶▶®

9.   Standard Reports

The standard LearnMate reports aid you in keeping track of your students' progress in your course.

Ensure that you enter the course before performing the actions below.

A. Accessing Reports

Keep track of other student activities using the reports area in the Administration block.

▼ Reports
   ▦ Logs
   ▦ Live logs
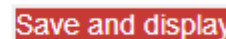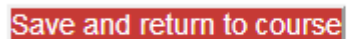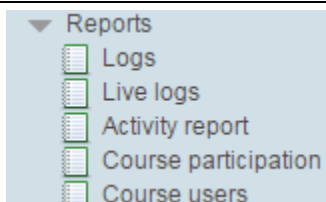   ▦ Activity report
   ▦ Course participation
   ▦ Course users

B. Customizing Reports

You can change the settings of some of the reports. You can perform the following actions:

▶ Change the students that appear in the report.

▶ Change the time period of the report.

▶ Change the activity or quizzes shown.

▶ Change the actions shown.

▶ Filter the results by educational level.

Choose which logs you want to see:

Introduction to Competitive Robotics for Cortex
All days   All activitie
Educational level ▼   Get these logs

---
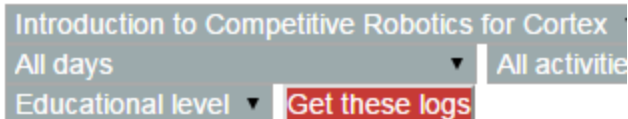
intelitek►►®

10.   Intelitek Grade Reports

The Intelitek Grade Reports provide you with graphical and statistical information about the grades of your students. There are four different Intelitek Grade Reports, each providing you with different information about course activities and grades.

A. Accessing Intelitek Grade Reports

To access the Intelitek Grade Reports, enter your course and then click the link in the **Intelitek Grade Reports** block.

All available Grade Reports will be displayed.

Intelitek Grade Reports	☐
Intelitek Grade Reports	

B. Activities Average Report

The Activities Average report shows the average, minimum, and maximum scores for students in each course activity or quiz.
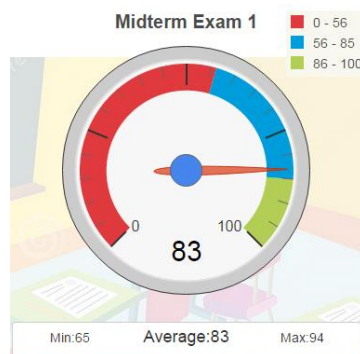
▶ Click the title of the report to show or hide the report.

Activities Average:

▶ Click the name of an activity or quiz to display the average score the students attained for that activity or quiz.

Final Exam

▶ View the graphic on the right for the statistics of the activity or quiz.

Midterm Exam 1

0 - 56
56 - 85
86 - 100

0   100
83

Min:65   Average:83   Max:94

intelitek▶▶

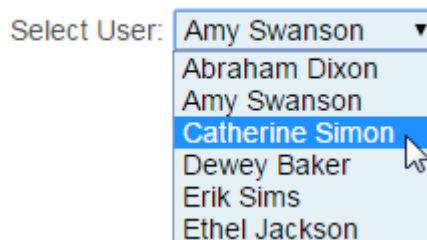## C. Single Student Grade

The Single Student Grade Report displays the grades of all course activities and quizzes for each individual student.

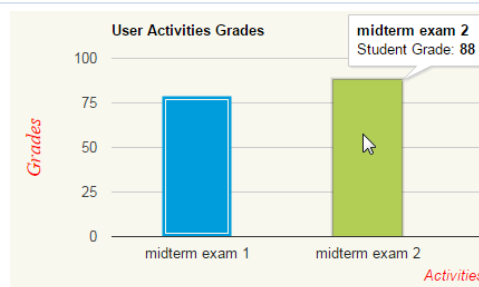|	
▶ Click the title of the report to show or hide the report.	**Single Student Grade:**
▶ From the Select User dropdown menu, select the student whose grades you want to view.	Select User: Amy Swanson ▼ Abraham Dixon Amy Swanson Catherine Simon Dewey Baker Erik Sims Ethel Jackson
▶ View the column graph to see the grades for that student. Roll over a column with your cursor to show the actual grade for that activity or quiz.	**User Activities Grades** midterm exam 2 Student Grade: 88 Grades: 100, 75, 50, 25, 0 midterm exam 1 midterm exam 2 *Activities*

D. Student Activity Matrix

The Student Activity Matrix is a color-coded display of the grades of all individual students for each activity or quiz in the course.

▶ Click the title of the report to show or hide the report.	**Student Activity Matrix:**
▶ Roll over a cell in the matrix to view the number grade the student attained for that activity or quiz.	**Student** — **midterm exam 1** Abraham Dixon Amy Swanson Catherine Simon — 70 Dewey Baker Erik Sims

intelitek▶▶®

E. Activity Success Chart

The Activity Success Chart displays the percentage distribution of the grades for each course activity or quiz.

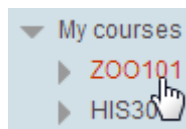|	
▶ Click the title of the report to show or hide the report.	**Activity Success Chart:**
▶ In the Select Activity dropdown menu, select the activity or quiz whose percentage distribution you want to view.	select Activity: Total Course ▼ Total Course final exam midterm exam 1 midterm exam 2
▶ Roll over areas of the distribution pie chart with your cursor to reveal the number of students whose grades fell within that range. The image at right shows that 4 students (40% of all students) scored between 76% and 85% on the activity.	**Percentage Distribution of Grades** 76 - 85 **4 (40%)** 40% 60% ■ 0 - 55 ■ 56 - 75 ■ 76 - 85 ■ 86 - 100

intelitek►►®
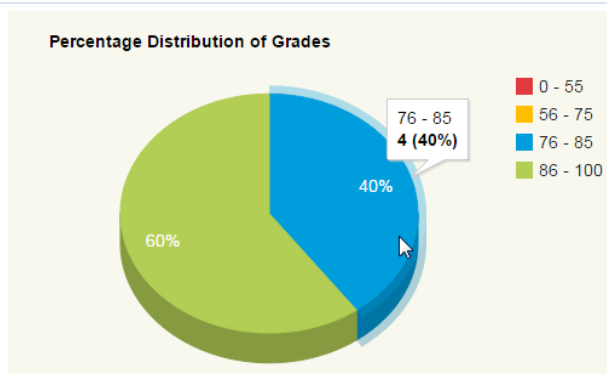
11.   Grading Your Students

Use LearnMate to grade your students quickly and effortlessly. Keep track of your students' grades with ease.

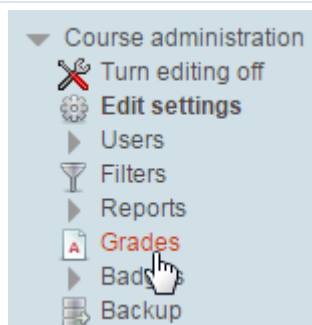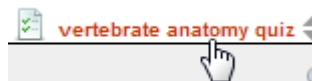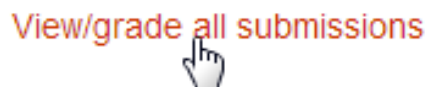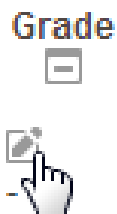| A. Grading Quizzes and Assignments	
To grade a quiz or assignment:	
1 Enter the desired course.	
2 Navigate to Administration > Course administration > **Grades**. The Grader Report is displayed.	
3 In the Grader Report, click the assignment or quiz that you want to grade.	
▶ If you are grading an assignment, continue to section B. Grading Assignments, immediately below. If you are grading a quiz, continue to section C. Grading Quizzes, below.	

intelitek▶▶®
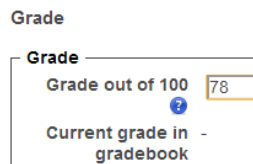
B. Grading Assignments

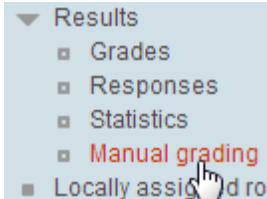|		
1	Click **View/grade all submissions**.	View/grade all submissions
2	Click the ✎ icon in the row of the assignment that you want to grade.	Grade
3	Review the assignment, and then enter the grade in the **Grade out of 100** field. Complete any other fields as required.	Grade Grade Grade out of 100 78 Current grade in - gradebook
4	Click **Save changes**. The assignment is graded.	Save changes
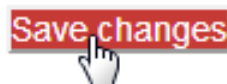
C. Grading Quizzes

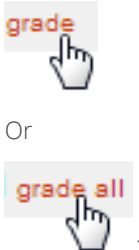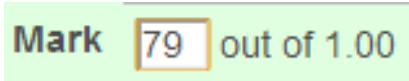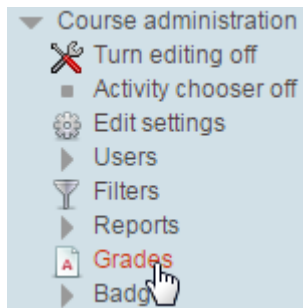|		
1	▶ Most quiz questions are graded automatically. For those that are not, navigate to Administration > Quiz administration > Results > **Manual grading**.	Results ▾ Grades, Responses, Statistics, **Manual grading**, Locally assigned ro
2	▶ Click **grade** for the question you want to grade or click **grade all** to grade all questions.	grade / Or / grade all
3	▶ Review the question, and then enter the grade in the **Mark out of 1.00 field**.	**Mark** 79 out of 1.00
4	▶ Click **Save and go to next page**. The question is graded.	Save changes

intelitek▶▶®

D. Using the Grader Report

Keep track of all your students' grades with the grader report.
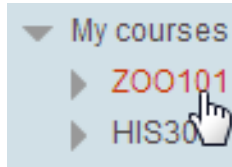
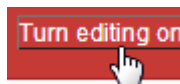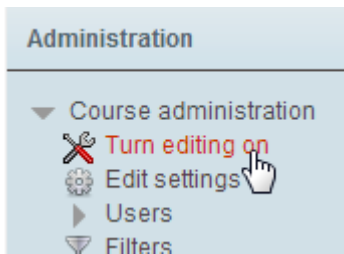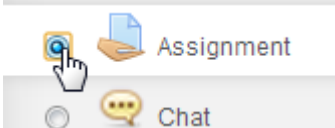| 1	▶ Enter the desired course.	
2	▶ In the Administration block, click **Grades**.	
3	▶ The Grader Report is displayed. The report shows a list of your students, and their grades for every assignment. In addition, the Course total for each student is displayed. ▶ Use the Grader report dropdown menu to view and edit Grader report settings and options. Explore these options and see how they can be of use to you.	
4	▶ Turn editing on to edit individual grades in the Grade Report.	
5	▶ Click **Update** to confirm the changes.	

intelitek►►

12.   Content Authoring

LearnMate allows you to author content and create your own courses with your own educational material. On individual course pages, you can add content and edit it, insert review items such as quizzes, and order and fit your content to make it look just how you want it to.

The course pages are where all activities and resources for the student are listed. When adding activities and resources, try to do so in the order in which you want your students to access them. The activities and resources may be divided by Week or by Topic. Once you add an activity or resource, you can still move that activity or resource up or down the page and between topics.

Ensure that you enter the course before performing the actions below.

A. Adding Activities and Resources

Follow this procedure to add activities or resources to your course.

1	In the Administration block of the Home page or course page, click **Turn editing on**.	Administration ▼ Course administration 🛠 Turn editing on ⚙ Edit settings ▶ Users ▽ Filters
2	Click **Add an activity or resource**. Note that you can add the activity or resource at any point during the course.	✚ Add an activity or resource
3	Select the activity or resource that you want to add.	🔘 📄 Assignment ◯ 💬 Chat
4	Follow the resource/activity - specific instructions on the subsequent page to complete the addition of the activity or resource.	

| The activity or resource is displayed. Where required, update, hide, or perform other actions. Keep editing turned on to do so. | Edit ▾ 👤
🔧 Edit settings
➡ Move right
👁 Hide
📄 Duplicate
👤 Assign roles
❌ Delete |
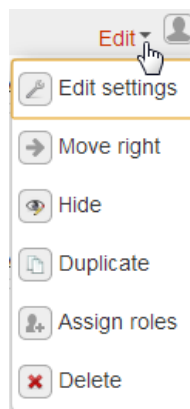
B. Using the Edit Commands

This table summarizes all of the edit commands that you can apply when editing is turned on.

In the Edit Settings Menu		On the Course Page	
🔧	Edit the settings	⚙	Edit the settings
➡	Move the activity/resource to the right (indent)	✛	Move the activity/resource
👁 and 🟠	Hide/show the activity/resource	👤 or 👥	Toggle the grouping options
📄	Duplicate the activity/resource	☑	Manual Completion Indicator
👤	Assign roles to the activity/resource	✏	Edit the title
❌	Delete the activity/resource	💡 or 💡	Highlight topic or remove highlight (in topic format only)
		👁 or 🟠	Hide or show topic

C. Activity and Resource Types

This table lists and describes common activity and resource types.

Activity Type	Description
Assignment	Requires students to complete a project, such as work on an essay, a report, or a model. All digital files can be submitted via LearnMate.
Certificate	A certificate is generated upon completion of a course when the criteria are met.
Chat	Allows you to have real-time synchronous discussions with your students and fellow teachers via the web.
Choice	Requires students to answer a single question that you pose.
Database	Requires that students submit specified information in separate, defined fields, into a shared database. A student's contribution may be graded, and depending on the preferences that you set, students may see each other's submissions. Students may also be given permission to search the database, and they may also be able to comment on other students' submissions. Some of the many things you can use the database to do include: ▶ Showcase student projects ▶ Pool resources such as citations, abstracts, and documents ▶ Log class events and topics ▶ Create a suggestion box for student feedback
External Tool	Enables students to interact with educational resources and activities on other websites.
Forum	Acts as an online notice board to which students and teachers can post messages and post comments to messages posted by others.

Glossary	This is a list of definitions that students help create.
Lesson	Allows you to deliver content and/or practice activities in interesting and flexible ways. A lesson can includes a variety of review question types as well.
Questionnaire	Requires that students complete questionnaires to provide user date for surveys.
Quiz	Tests student's knowledge of the content covered in the previous lesson, or the entire course.
SCORM package	SCORM packages provide online, interactive lessons that student's study in their own time.
Survey	Requires that students answer a set of questions that you pose. These are not graded.
Wiki	An online document that students write together collaboratively.
Workshop	A hub for the collection, review, and peer assessment of student work

| Resource Type	Description
Book	Create a multi-page resource in a book-like format with chapters and subchapters.
File	Provides students with a file that they can download.

Folder	Provides access to a number of files students can download.
IMS content package	The IMS content package makes it possible to store chunks of material in a standard format which can be re-used in different systems without having to convert the material into new formats. This resource enables such content packages to be uploaded as a zip file and added to the course.
Label	Add text or multimedia to the course page to improve the appearance of the course and better organize the course page itself.
Page	Create a web page for your students.
URL	Provides a web link as a course resource.

13.   Managing Course Settings and Content

A. Adjusting Course Settings

Change the course settings in order to make them just right for you.

> ▶ To edit the course settings, click **Edit settings** in the Administration block.
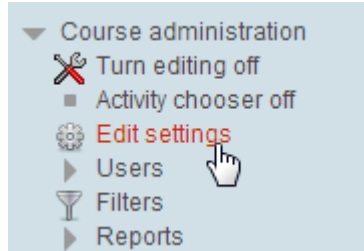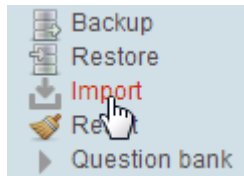
Change important settings such as:

- ▶ The course start date

- ▶ The overall appearance

- ▶ Ability of guests to access the course

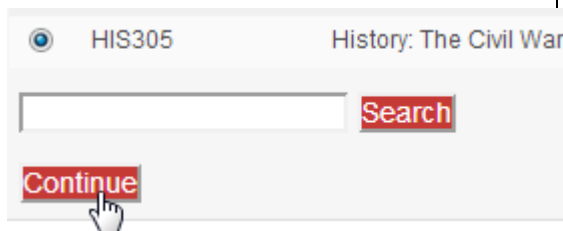- ▶ The maximum size of a file that can be uploaded

B. Assembling and Combining Course Content

You can combine course content by importing activities and quizzes from one course to another.

|		
1	In the administration block of the course that you want to import into, click **Import**.	Backup Restore Import Re... Question bank
2	Select the course from which you want to import content. Click **Continue**.	HIS305 History: The Civil War [Search] Continue
3	Follow the steps of the import process, selecting the course material that you want to transfer.	1. Course selection ▶ 2. Initial settings ▶ - **Backup settings** Include activities ☑
4	Click **Perform import**. The course content is now in the target course.	Perform import

intelitek►►®

C. Backing Up and Restoring Content

Keep your course content backed up. This process creates a Zip file of your entire course that you can download to your computer. Later, you can re-upload the zip and restore a course.

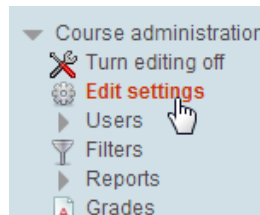|	
Backup course materials using the Course administration > **Backup** option in the administration block.	
Restore backed-up content with the Restore option.	
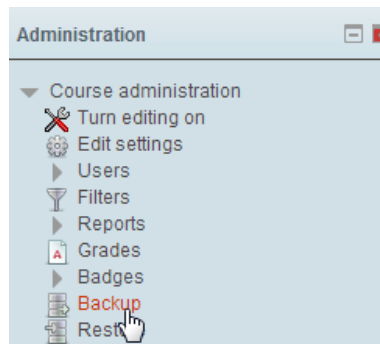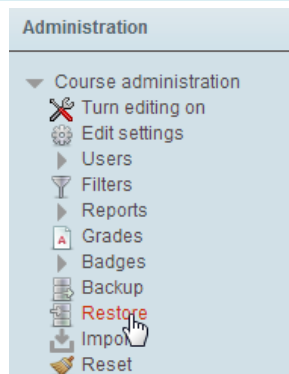
D. Adjusting Course Completion Settings

Note: Course completion settings are not part of the default installation.

You can adjust the completion settings of a course. This controls the items that students have to fulfill in order to successfully complete the course. Your administrator must first enable this feature before you change the course completion settings.
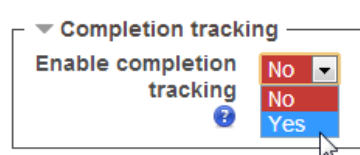
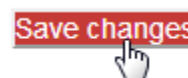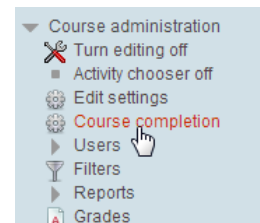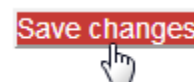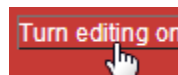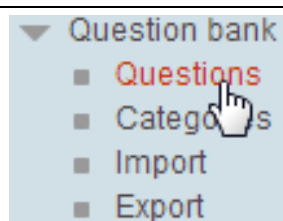|		
1	Enter the desired course and, in the Administration block navigate to Course administration > **Edit settings**.	
2	In the Edit course settings page, click **Completion tracking** to expand the completion tracking area.	
3	In the Enable completion dropdown menu, select **Yes**.	
4	Click **Save changes**.	
5	In the Administration block, navigate to Course administration > **Course completion**. The Edit course completion settings page is displayed.	
6	Edit any course completion settings as desired, and then click **Save changes** to confirm.	
7	On the course home page, click **Turn editing on**.	
8	Add the **Course completion status** block. This block helps you and your students manage items that need to be completed.	

intelitek▶▶®
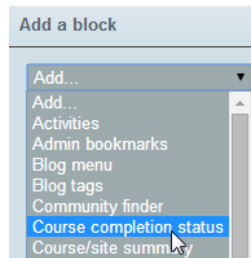
14.   Questions and Quizzes

Assessing students through tests and quizzes is a common task for teachers. Prepare questions and quizzes easily using the LearnMate system.

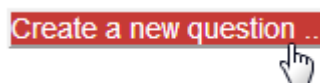Ensure that you enter the course before performing the actions below.

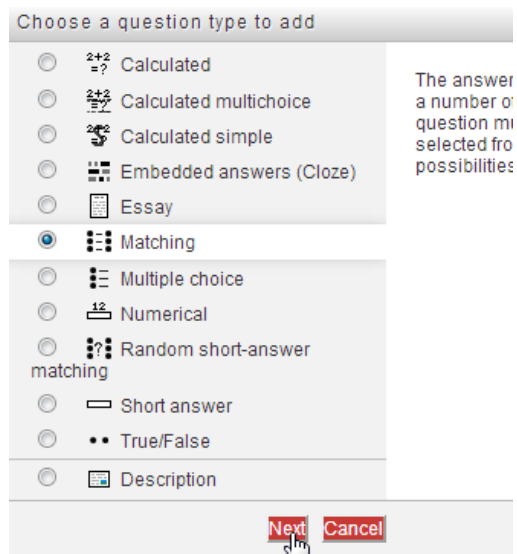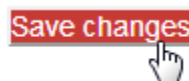| A. Adding Questions to the Question Bank	
Add new questions into the question bank. You can access those questions at a later time. To create a new question:	
1	In the Administration block, navigate to Course administration > Question bank > **Questions**.	
2	Click **Create a new question**.	
3	Select the desired question type, and then click **Next**.	
4	On the subsequent page, complete the compulsory fields, filling in the voluntary fields as necessary. Then click **Save changes**.	
Your question is now in the question bank.	

B. Assembling a Quiz with Questions from the Question Bank

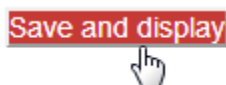You can pick and choose questions from the question bank and add them to quizzes.

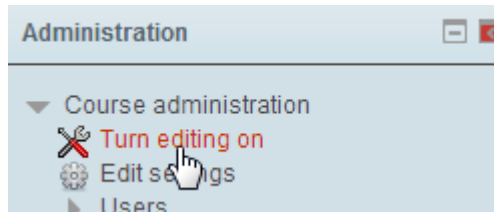|		
1	Create a quiz using the Add an activity or resource option.	**+ Add an activity or resource**
2	Click the quiz link in the course home page.	◉ ☑Quiz
3	Complete the appropriate fields and click **Save and Display**.	**Save and display**
4	Click **Edit quiz**. (If you are returning to a quiz where you have already added questions, click **Edit quiz** in the Administration block.)	**Edit quiz**
5	Click **show** to display the question bank.	**Question bank contents [Show]**
6	Select the desired question(s) to add to the quiz. Then click **Add to quiz**.	◀ ☑ ⋮⋮⋮ Match **With selected** ◀ **Add to quiz** Defau... or 70
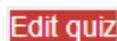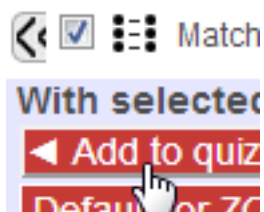
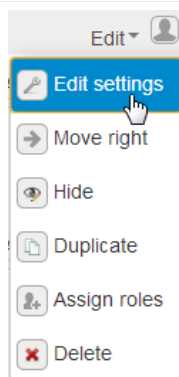Your question bank question(s) is now in the quiz.

C. Setting Start and End Dates for Your Quiz

You can choose the timeframe within which students can attempt quizzes, view quiz results, and obtain feedback.

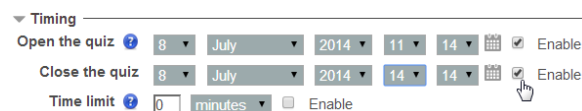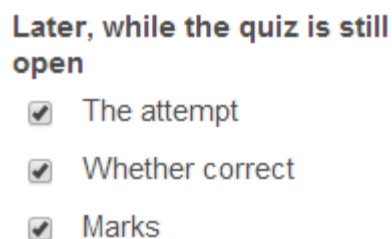|		
1	In the Course administration submenu of the Administration block, click **Turn editing on**.	
2	In the Edit menu for the quiz that you want to edit and/or update, select **Edit settings**. The Updating Quiz page is displayed.	
3	Click **Timing** to expand the timing options.	
4	Set the timing options as desired. You must check the **Enable** box of the **Close the quiz** settings in order to allow students to receive post-quiz feedback.	
5	Click **Review options** to expand the quiz's feedback and review settings options.	
6	Change the review options as desired. The review options determine when students receive feedback and what kind of feedback they receive.	
7	Click **Save and return to course** to confirm the changes.	