

ATRIXWARE

Documentation

The screenshot displays the Atrixware Weblearning LMS interface. At the top, the browser address bar shows the URL `dev.weblearningcenter.net/lms/_library/tab_main.php`. The page header includes the text "Atrixware Weblearning LMS" and a user profile for "anthony" with a "Sign out" link and a "HELP" button. Below the header is a navigation menu with tabs for "Home", "Courses", "Learning Modules", "Slides", "Files", "Users", "Reports", "Gradebook", "Messages", and "Account".

The main content area is titled "Home > Weblearning LMS" and is organized into several sections:

- Content Management:** Includes icons for Courses, Modules, Slides, and Files.
- Users & Reporting:** Includes icons for Users, Reports, and Gradebook.
- Administrative:** Includes icons for Messages, System Links, Plugins, and Account.
- Training & Support:** Includes icons for Help Center, Video Training, Ask a Question, and Submit Ticket.

A vertical "Quick Note" sidebar is located on the left. The right sidebar contains several sections:

- Articles:** Lists "Weblearning 9.63 New Features", "The Apple Effect on E-Learning", "10 Tips for Getting Started in E-Learning", and "The Burning E-Learning Question: Does Slide Count".
- Tutorials:** Features a "Quick Start Tutorial" for Atrixware Weblearning 9.63 LMS.
- Recent Questions:** Lists "Q&A: Reset User Password", "Q&A: Image Format", and "Q&A: Customized Branding".

At the bottom of the main content area, the footer text reads: "Atrixware Weblearning LMS", "Build # 964-20120501-adct", "Copyright © 1997 - 2012 Atrixware, LLC. All Rights Reserved.", and "http://weblearning.atrixware.com/".

Weblearning 9.64

Learning Management System

Course Administrators Guide

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Atrixware Weblearning v 9.64 Course Administrators Guide
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Who is this Documentation For?

If you are reading this manual, it is assumed that you are a course administrator of a Weblearning System.

A “*Course Administrator*” is the person who authors and delivers online courses and accesses the instant scores and reports.

The “*Server Administrator*” is the person that sets up the server, configures the server-wide settings, can add, remove, and modify course administrators, and can view score report information across all course administrator accounts.

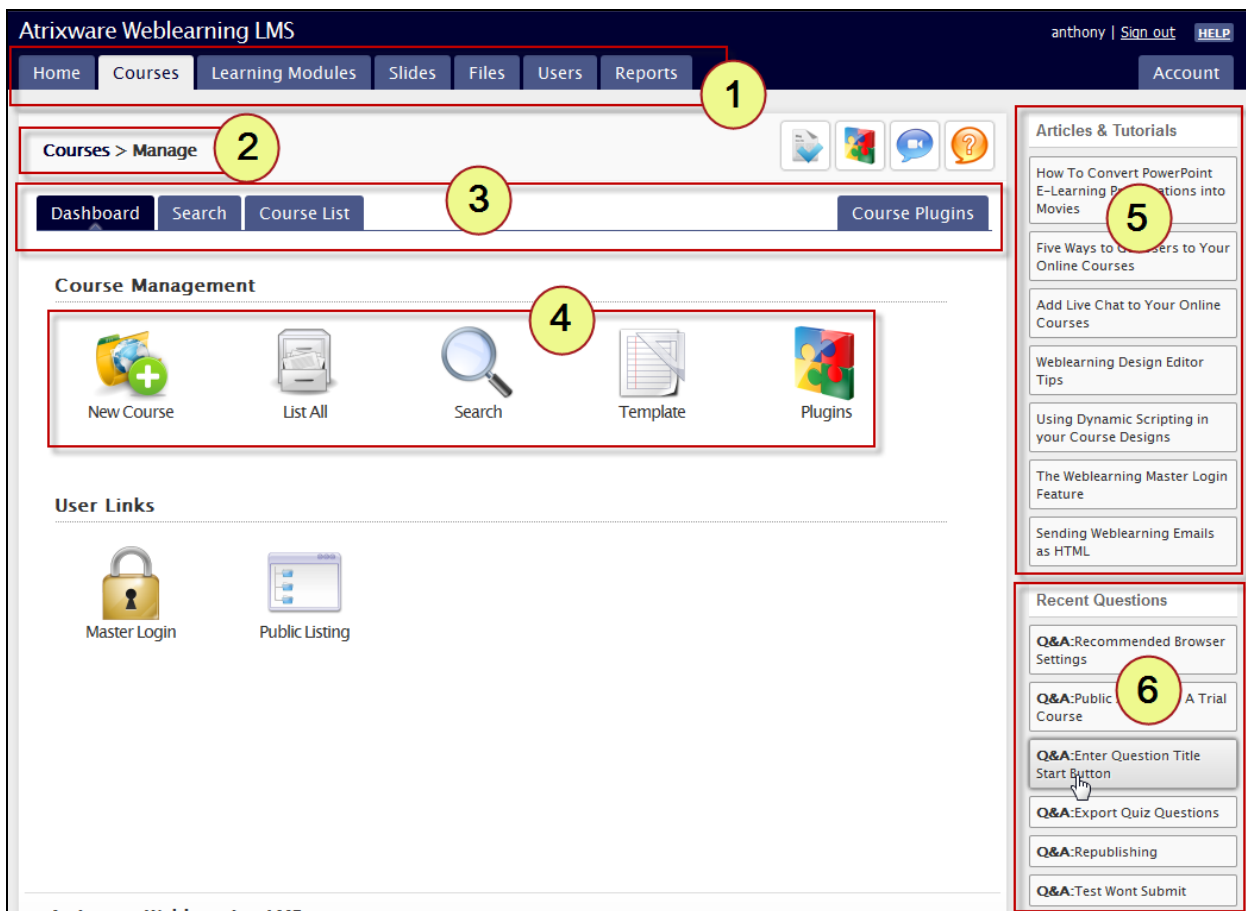
There can only be one Server Administrator in a Weblearning System. If you have a “Hosted” Weblearning Plan, then Atrixware acts as your server administrator. If you have an “Enterprise” System, then you must appoint a server administrator. Read the “*Weblearning Server Administrators Guide*” for more information.

Common Elements of the Interface

Course Admin Application – Layout/Format

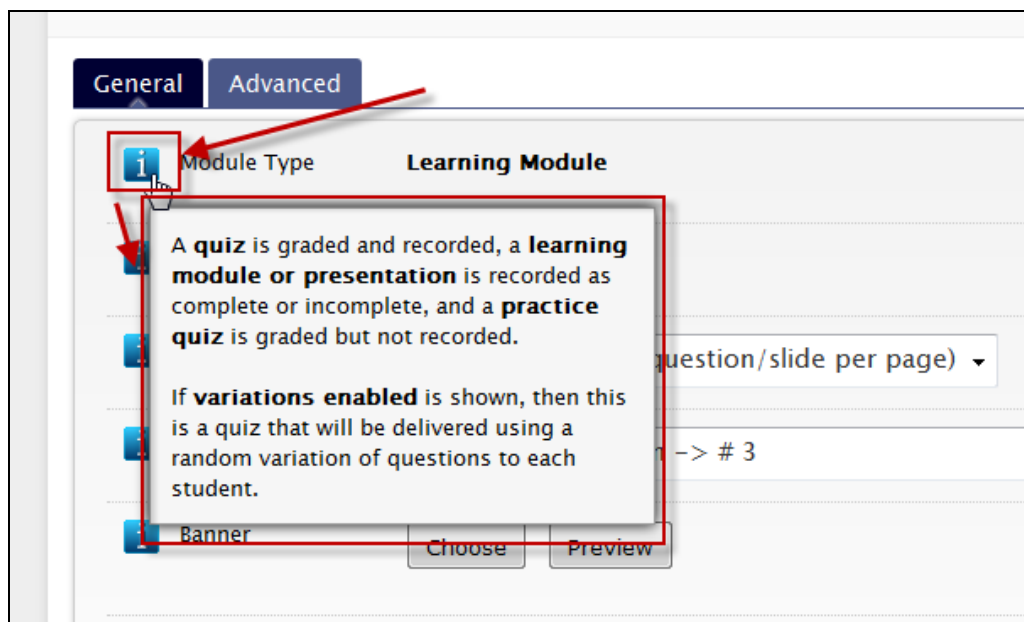
Every section in the Course Admin area of the Atrixware Weblearning System has the same look and layout. It uses a tabbed navigation to help you easily identify where you are, complete with breadcrumb-navigation:

1. Tabs
2. Breadcrumb Navigation
3. Sub-tabs
4. Icons
5. Articles & Tutorials
6. Recent Questions



Help and Information Buttons

There are many contextual help and information buttons placed throughout the Weblearning System. A popup message will appear when you hover your mouse over these 'i' icons (*I for 'information'*) - the message will explain how a feature works, what the options are, and/or what the results of using the feature are.



System Terms and Definitions

Described below is some of the common terminology used in the Weblearning 9 system and what they mean in the context of Weblearning.

Slide, Question or Content Item

These represent a slide, which can be a ‘question’ slide, or an ‘informational’ or ‘presentation’ or ‘non-interactive’ or ‘non-scored’ slide, and are used and shared across the ‘quiz’ module types you can author.

Module, Learning Module, or Authored Content

A module is a term used to describe an item that can be tracked and/or is an activity required in order to complete a course. Some examples are quizzes, videos, presentations, and learning exercises.

Course (or Online Course)

A course is best described as a password-protected web site that contains a combination of learning materials, exhibits, textual content, and other items.

File or Uploaded Content

A file is something you upload into your Weblearning account for use in your courses, modules, or questions/slides. Files can be of many kinds, including images, sounds, office documents, PDF’s, Flash videos, and much more.

User, Private User or User Account

These are for a participant that accesses your courses. Other terms that would describe this are: ‘student’, ‘end user’, ‘employee’, ‘participant’, ‘customer’ or ‘learner’.

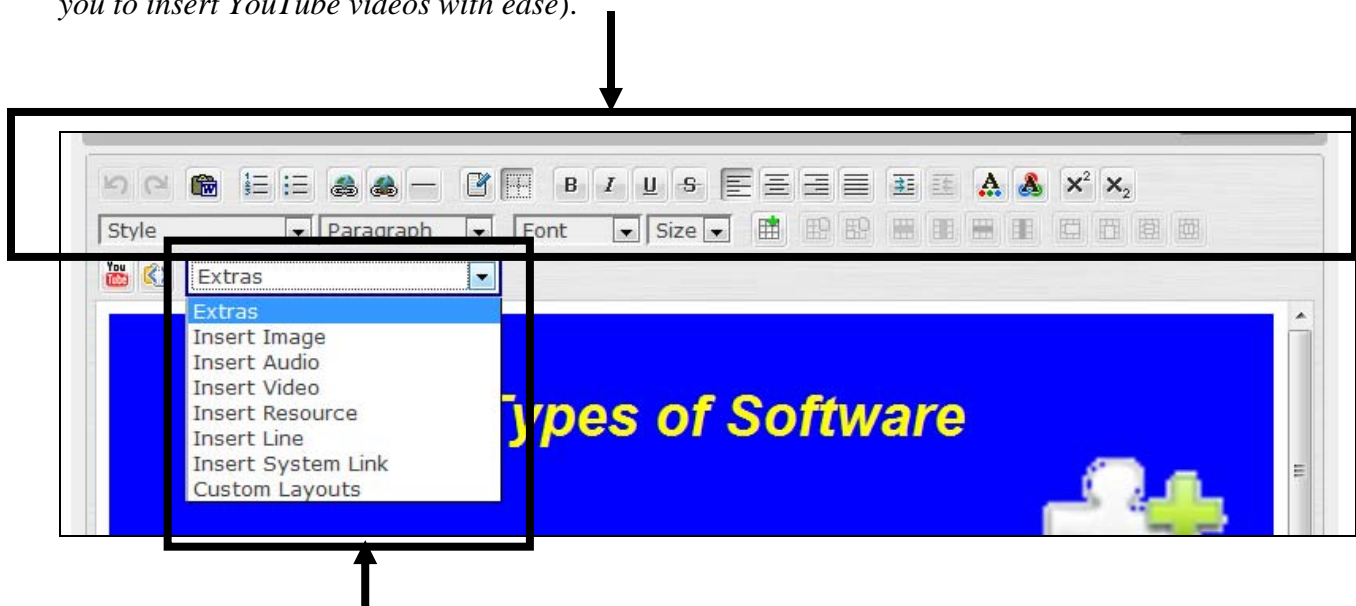
Account Admin/Administrator

This is the main user/administrator for an account (a ‘*course admin*’ account). This user has full control over everything inside the account, including sub-admins, report admins, supervisors, users, courses, modules, files, reports gradebook, messages and the account settings.

Using the Built-in Text Editor

Below is an example of the **Full Rich Text Editor** features included in most slide/question entry areas, the advanced course page editors, and template entry forms. The editor also includes an **EXTRAS** dropdown list with more features.

1. The **top toolbar** contains many of the same things you are probably familiar with on your favorite word processing program (such as *Microsoft Word*). Each button has a tooltip when you *hover* the mouse arrow over it. Of special interest are the **Paste from Word** button (which helps content in *Microsoft Word* paste properly into your Weblearning account), the **Insert Table** button (which lets you create custom multi-column/multi-row layouts) and the **Insert YouTube Video** button (enabling you to insert YouTube videos with ease).



2. The **extras drop-down menu** contains a large section of additional tools.

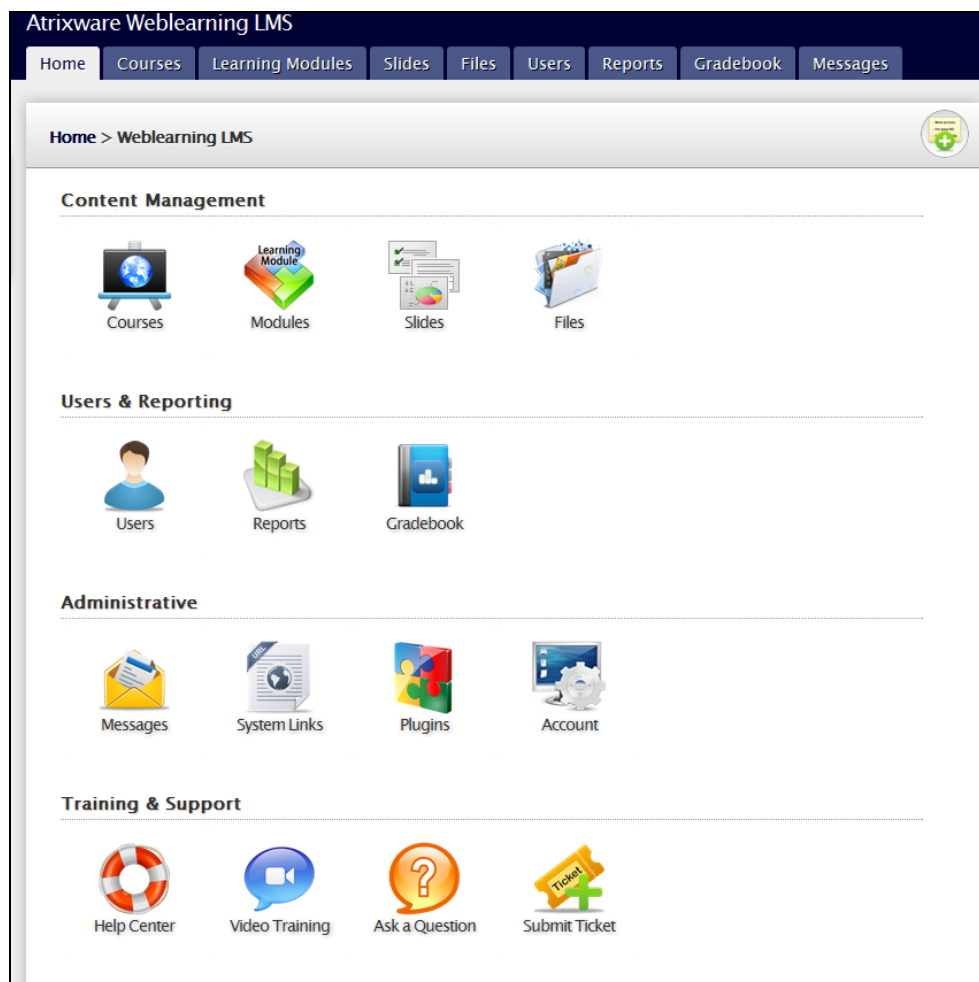
The available tools are derived from the ones configured on your server, and are contextual to the area you are working in (for example, the question editor will have some different options as opposed to the course page advanced editor).

Current tools (not all tools are available in all editors) include the ability to insert images, audio, video, resource links, lines, and custom layouts.

Home Tab

This is the first or default page every time you (*the COURSE ADMIN*) log into your Atrixware Weblearning System.

Here is a listing of icons – many are shortcuts to the tabs at the top of the page, as well as to all help and resources for your system.

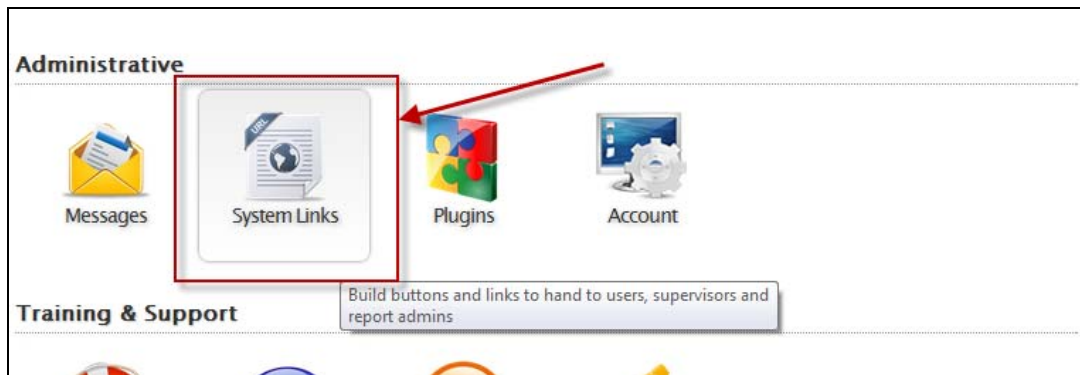


Note: Only the Admin will see this tab. If you set up sub-admins for your account, they will not see the Home tab (*nor will they see the Account tab*).

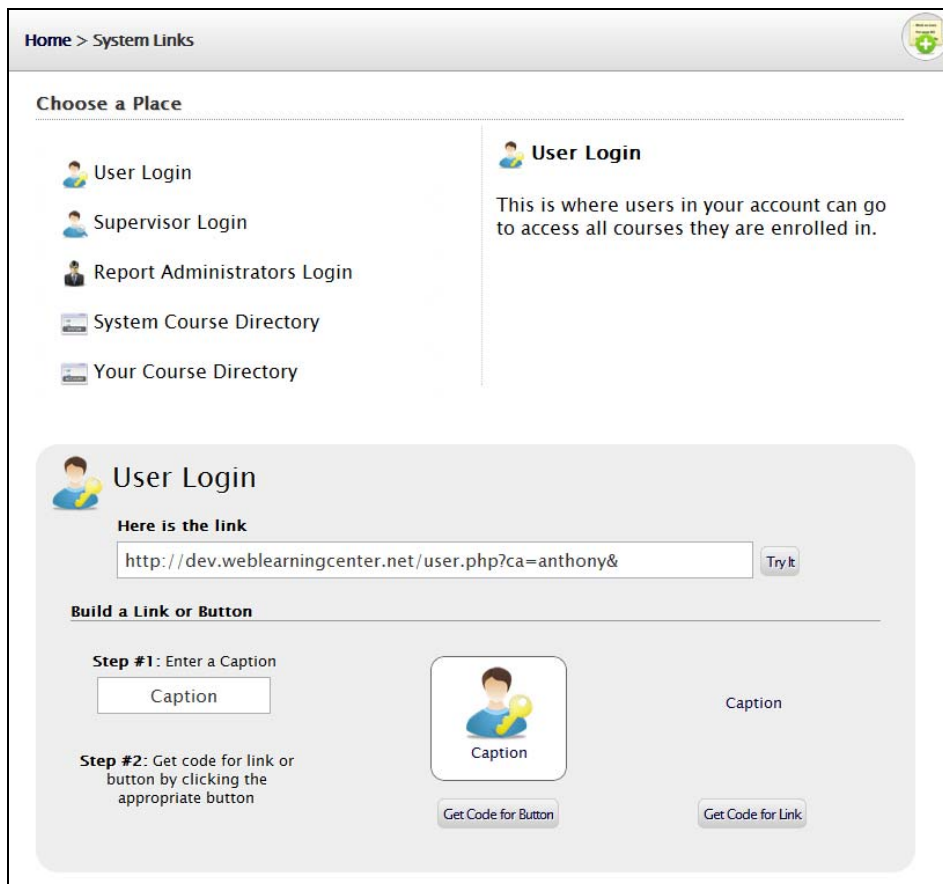
Of special note are the *system links* icon, and the *submit ticket* icon.

System Links

The *system links* icon does not have a corresponding tab, but is important because it provides you with links to all areas of the system:

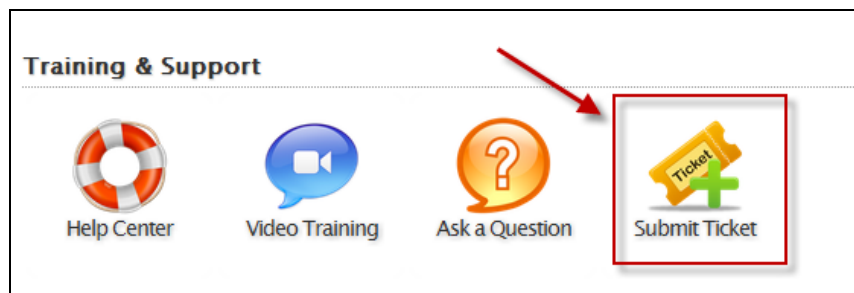


When you click the icon, you will see a menu of options on the left – each one (*when you click on it*) will provide you with the URL link, and also a button builder and link builder you can use to insert into your web pages:



Submit Ticket

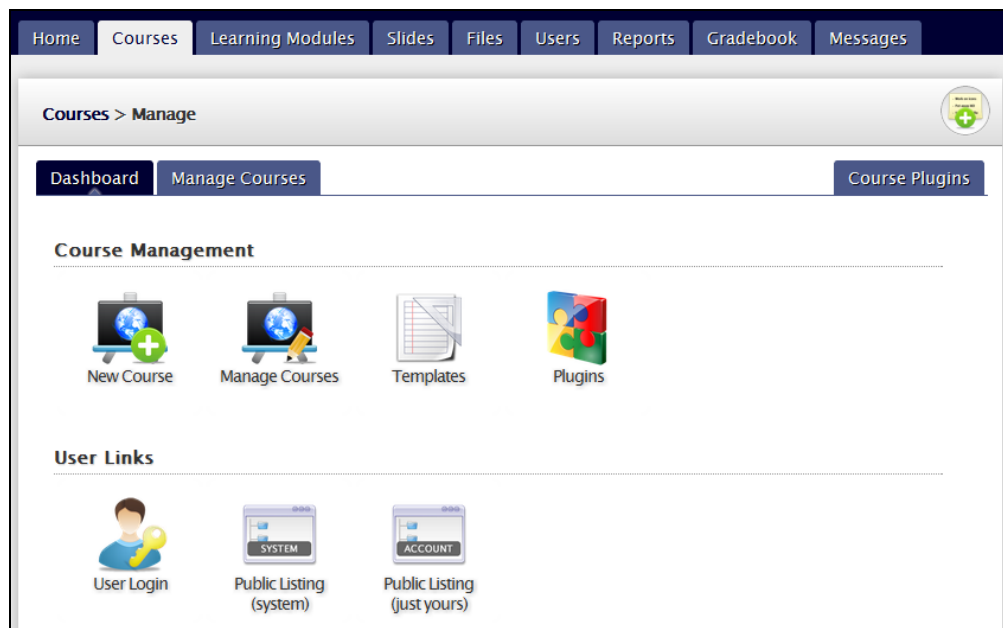
Clicking on the *submit ticket* icon will take you into your tech support account for your system. From there, you can view old tickets and submit new ones.



Courses Tab

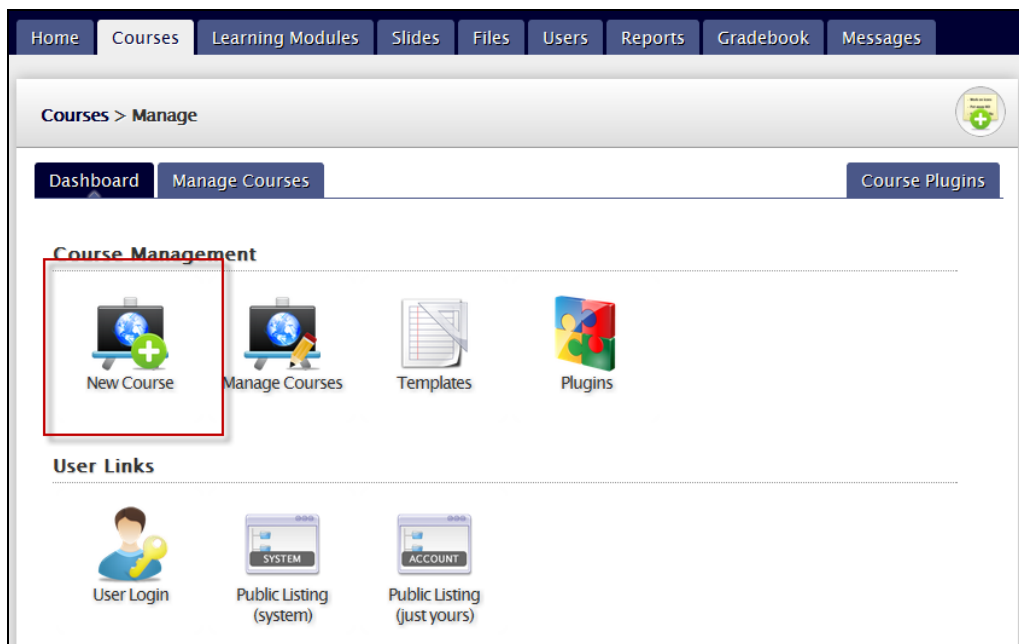
From the courses tab, you can do the following:

1. Create new courses
2. Manage and work with existing courses
3. Manage Course Templates
4. Access links you users will use to get to your courses

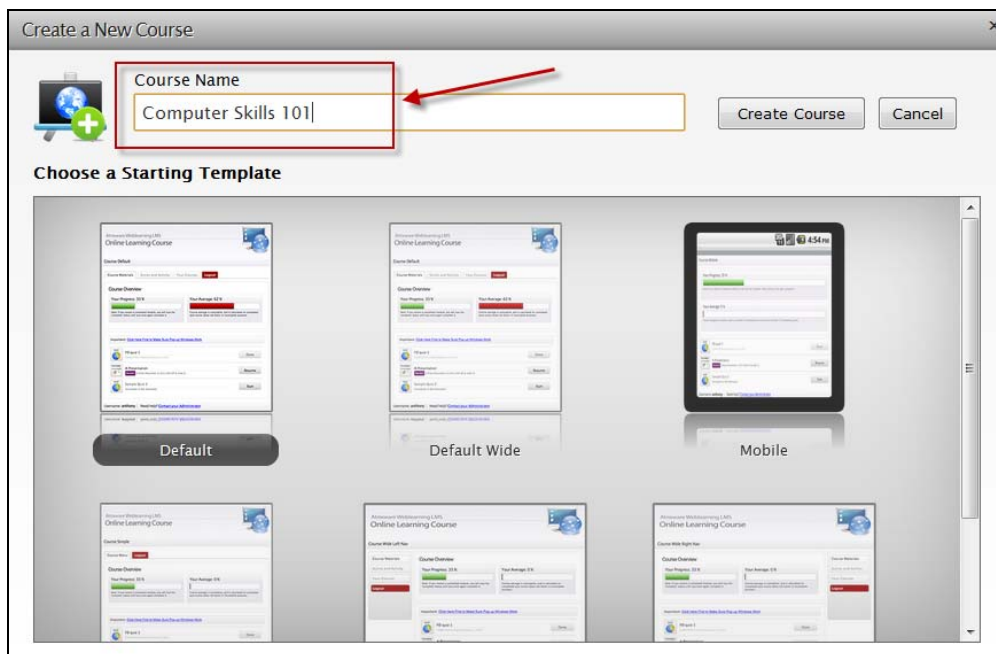


Courses Tab > Dashboard > Create a New Course

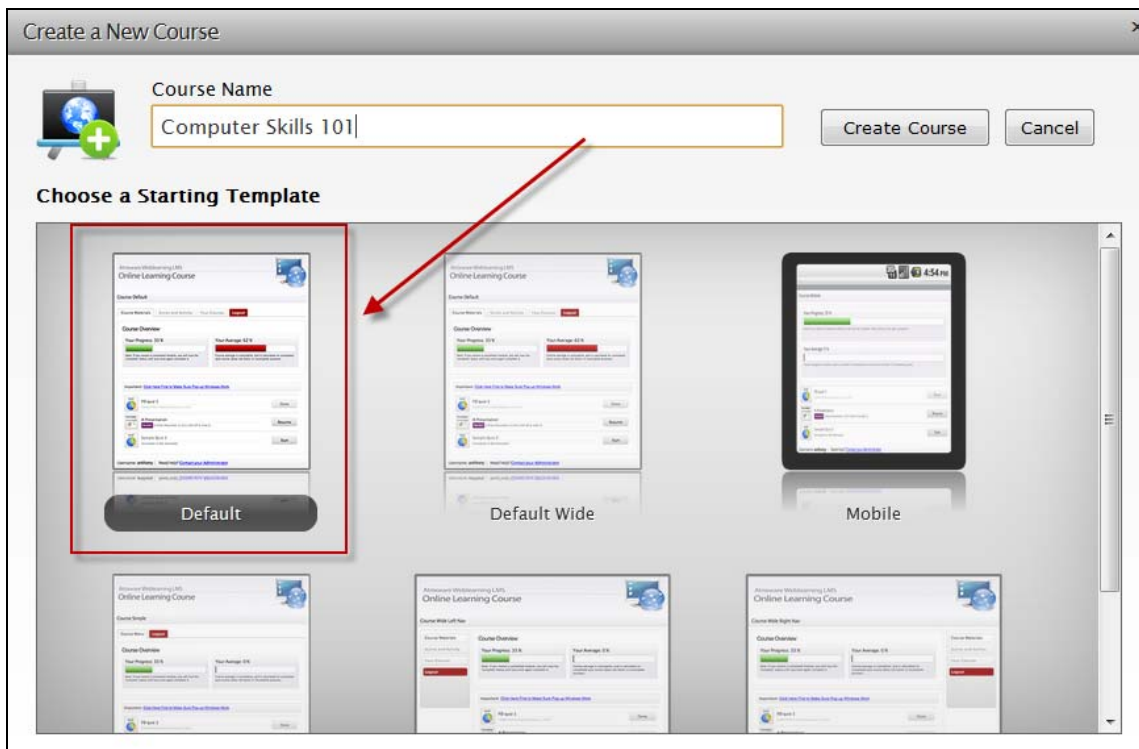
First, click the **Create New Course** button



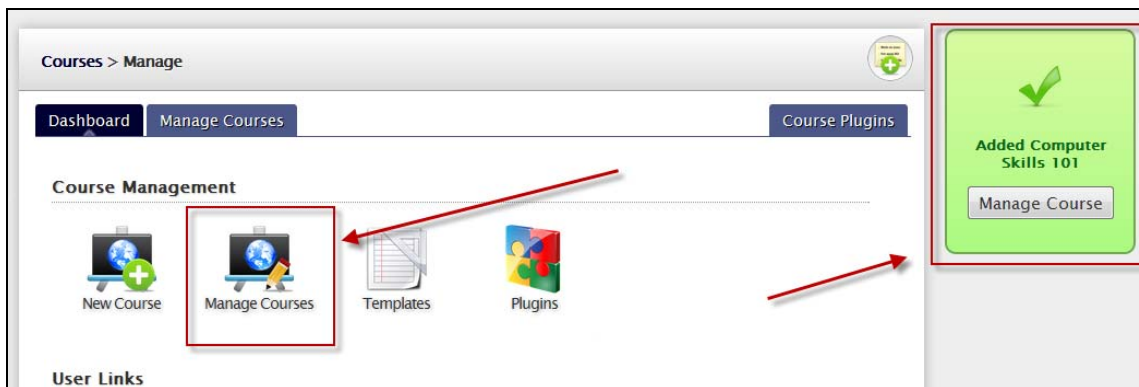
Next, enter in the Course Name (*Example: "Computer Skills 101"*)



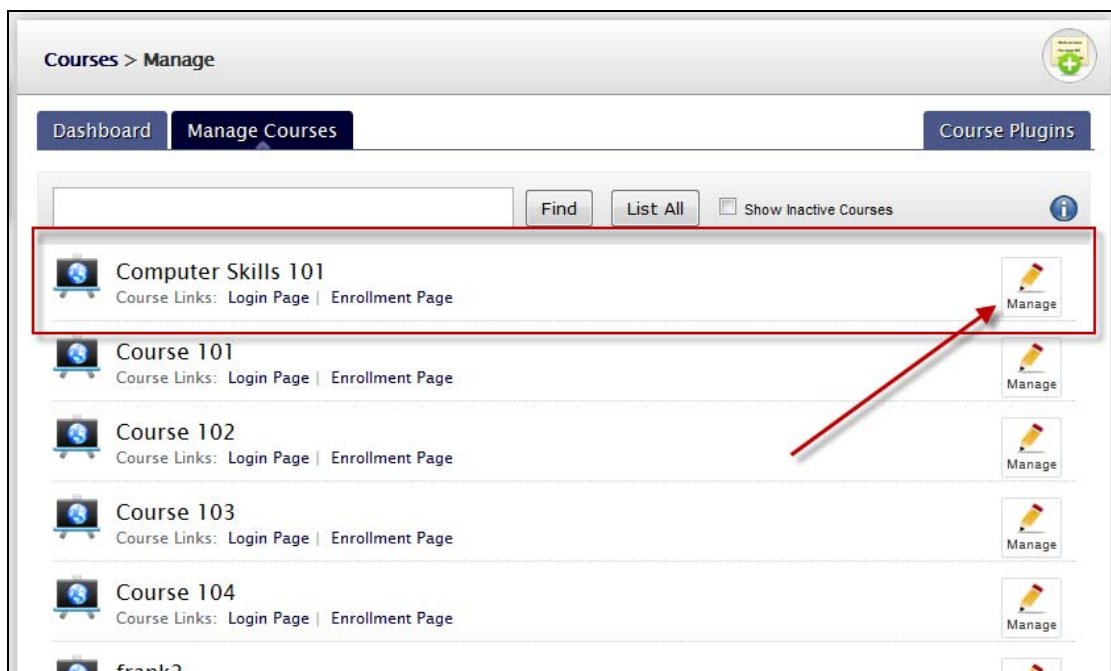
Pick one of the starting templates for your course (you can choose any of the ones you have created – discussed later in this documentation or, one of the pack-in templates).



Click the **CREATE COURSE** button to create the course. Once done, click the **MANAGE COURSES** icon, or click the **MANAGE COURSE** button to go directly to the manage screen for the course you just created.



If you clicked the **MANAGE COURSES** icon, you will see a list of all courses you have created – so to manage the one you just created, locate it in the list, then click the **MANAGE** button:



Clicking that manage button, or clicking the **MANAGE COURSE** button from the previous step will take you to the manage screen for the course.

Courses Tab > Manage Courses

As you will notice, there is quite a bit on this screen:

The screenshot shows the 'Manage Courses' interface for a course titled 'Computer Skills 101'. The interface is organized into several tool categories:

- Basic Course Tools:** Settings, Setup Users, Setup Learning Modules, View Course.
- User Related Tools:** Users, Invitations, Course Links, Configure Login Page, Configure Enroll Page.
- Learning Content Tools:** Setup Online Learning Modules, Setup Offline Learning Activities, Progress & Score Weights.
- Content & Layout Tools:** Edit 'Course Materials' Page, Edit 'Scores and Activity' Page, Add New Page.
- Other Tools:** Rename, Duplicate, Create Template, Deactivate.

Managing a Course is much like managing an interactive, password-protected website. You basically control the number of pages in the course, what should be on each page, how that content should look (*layout and design*), when it should be shown, who can access the course (*and when*), what items should be tracked, what items should be scored and count towards the course average – it goes on and on.

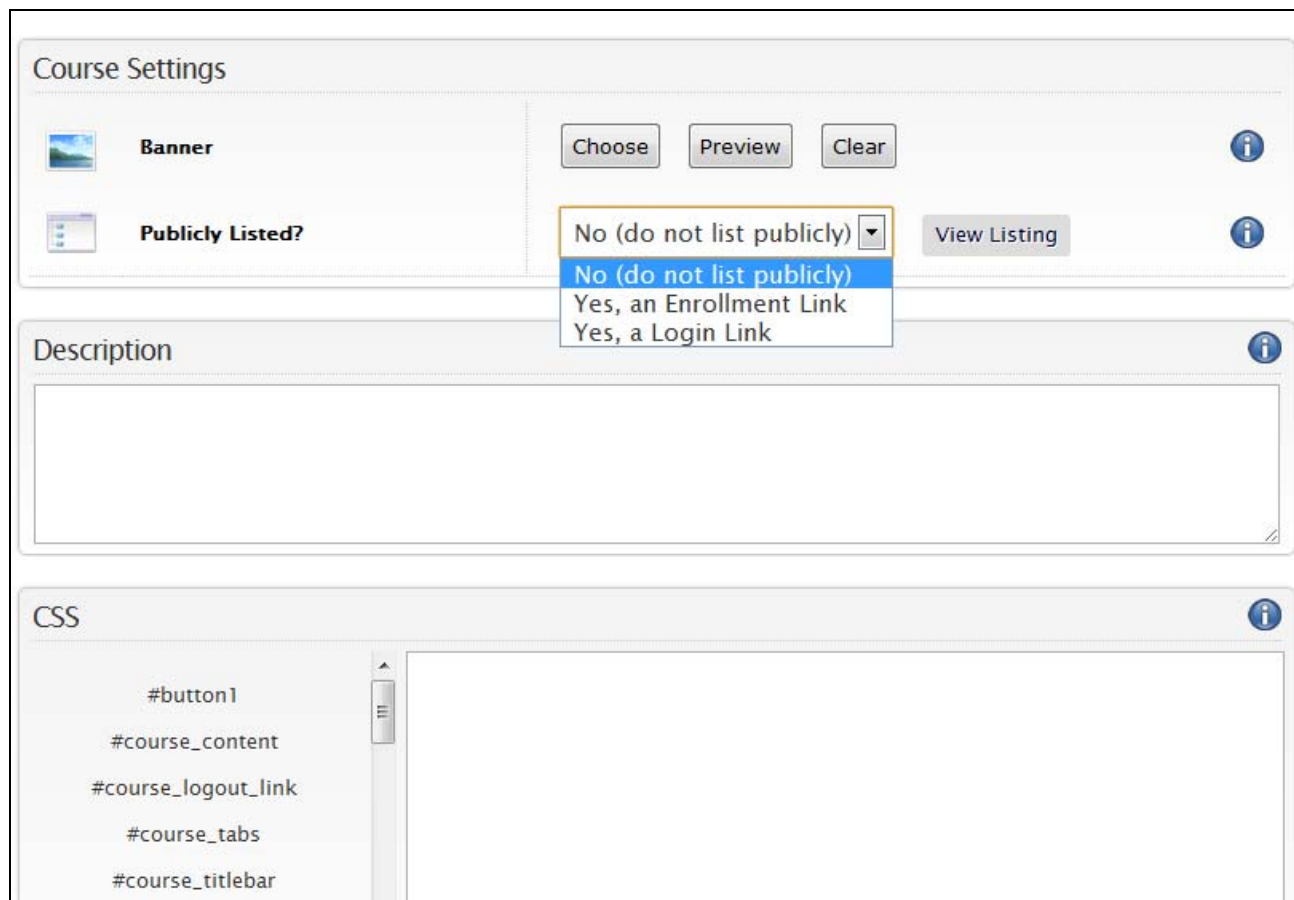
Not everyone has requirements that are sophisticated and complex – some of us just need to set up a simple course, add in a learning exercise or two and maybe a quiz, and then just begin enrolling users. If you are one of those people, you need not move beyond the **Basic Course Tools** section, shown here:



Essentially, these 4 tools are all you will need to configure basic settings, enroll users, add learning modules (*exercises, quizzes, videos, etc*), and then get your users to the course login.

Courses Tab > Manage Course > Settings

There are just a few simple settings to set up here (*and all are optional*).



The **banner** setting lets you swap out the default banner with your own banner. The optimal width is determined by the width of your course layout, but the height should be 150px.

The **publicly listed** settings lets you set up if (*and how*) this course should be listed in the listing page (*sometimes called public listing or course directory*). You can click the **VIEW LISTING** button to see the listing.

The **description** setting is a paragraph describing the course which shows up beneath the course in the listing page.

The **CSS** is a bit of an advanced feature. It lets you assign visual styling to each and every visual element inside your course. CSS is a web technology that is vast, so the more you know about it the more you will be able to tweak the visual appearance of your course.

Courses Tab > Manage Courses > Setup Users

From here you can enroll and disenroll users from the course. If you already have users in the system, they will appear in the list. Each user that is already enrolled in the course will have a disenroll button next to their name, and users not enrolled will have an enroll button.

The screenshot shows the 'User Access' page for 'Computer Skills 101'. At the top, there is a breadcrumb trail: 'Courses > Computer Skills 101 > User Access'. Below this, there is a large icon of a person with a green plus sign and the text 'Add & Enroll New User'. A search bar with a magnifying glass icon is located below the icon. Below the search bar is a navigation menu with buttons for each letter of the alphabet (A-Z) and a button labeled 'All'. The main content area displays a list of users with their names, email addresses, and status. Each user entry has a corresponding button: 'Disenroll' (red X) for users already in the course and 'Enroll' (green plus) for users not in the course.

User Name	Email Address	Status	Action
anthony	Anthony Dunleavy anthony@atrixware.com	Enrolled	Disenroll
Bob3	Robert Smith No Email Address on File	Not Enrolled	Enroll
bubba	Full Name Unknown No Email Address on File	Not Enrolled	Enroll
bubba1	Full Name Unknown No Email Address on File	Enrolled	Disenroll
chris	Full Name Unknown chris@atrixware.com	Not Enrolled	Enroll

It's as simple as clicking **enroll** next to each user you want in the course (or **disenroll** for those in the course you want to remove).

Alternatively, you can do a quick **add-and-enroll** action using the **ADD & ENROLL NEW USER** icon. Typically you would add users to the system from the **Users** tab, but this shortcut is nice for quick adds or prototyping a course.

Courses Tab > Manage Courses > Setup Learning Modules

Inside the Weblearning system, you build courses by creating *pages*, and then each *page* has one or more *sections*, and each *section* has one or more *sub-sections*, and each *sub-section* has one or more *content items*.

The *Setup Learning Modules* icon takes you directly to the *section* which was designated as the **default section** – which is really just the *section* that will contain all of our learning modules (*exercises, presentations, videos, quizzes – anything we want to track*).

You can add *learning modules* to any *section/sub-section* and even to multiple *sections/sub-sections*, and if that is the case for you, this icon shortcut will be of minimal use, but for everyone else, this represents a nice shortcut alternative to having to click *Edit Page X* (*the page that has your learning modules section*) then having to locate the section with your learning modules, then clicking the *Edit Section* button.

If you are building the course from scratch, you should have a screen that looks something like this:

Courses > Computer Skills 101 > Course Materials Page > Edit Content Section

Content Settings

Learning Modules Section > Subsections

Add content the subsection below, or [click here to add another subsection](#).

Learning Modules
Learning Items may be taken in any order at anytime

Popup Check
Placeholder

Add Content to this Subsection


Add a New Subsection Preview Section Submit Changes


The basic usage here would be to click the **ADD CONTENT TO THIS SUBSECTION** button, and then click/select a content item to add. So, start by clicking that button, and you will be presented with a quite large number of items you can insert:


Add Content Item > Learning Modules


Visual Content

These items are mainly to enhance the visual appearance of your course.

 Text Block


 Image


 Whitespace


 HTML Source Code


Tracked Content (Learning Objects)


These are items that count towards course progress, and must be viewed/taken to complete the course.


 Learning Presentation


 Practice Quiz


 Graded Quiz


 Flash Card Module


 SCORM Module

 SlidePoint Presentation

 Study Mode Quiz






 Video

 Web Object

 Offline Learning Activity

Interactive Content

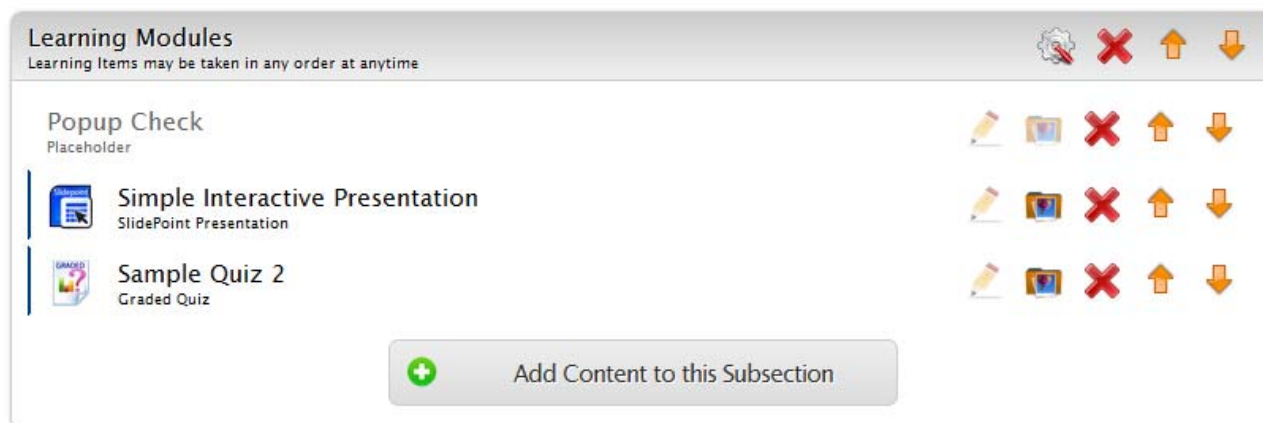
These are interactive items that *do not* need to be viewed/taken to complete the course.

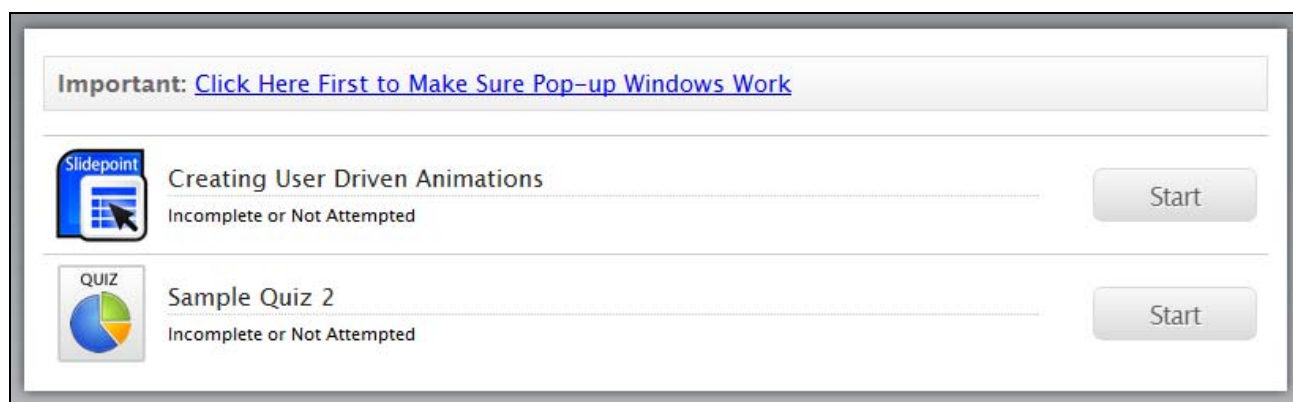
Later in this manual, all items are discussed. For now, focus on the items inside the ‘*Tracked Content*’ section – these are either *Learning Modules* you have created (*in the Learning Modules tab*), or *Offline Learning Activities* you have added to your course.

So inside that section, click on the kind of learning content item you want to add, and all items of that kind that you have created will be listed and available for you to add to the course.

In my example, I added a Slidepoint presentation and a Graded Quiz:



You can see a preview of an approximation of what it will look like inside the course page by clicking the **Preview Section** button – and in our example here, this is the preview:



It is important to mention that the preview you are seeing is just the *section*, not the entire page (which may include multiple sections, a banner, tabs/navigation, a footer, etc). Seeing a preview of all sections is discussed later in this documentation.

So you can see the first item ‘*Popup Check*’ from our layout configuration is rendering above our two learning items. Each learning item has an icon, title, and status.

It is easy enough to move each item up and down the stack using the arrow buttons, and you can even change the icon that shows next to any specific item by clicking the change icon button (*folder with photos in front of it*).

Similar to each item *inside* a sub-section, the *sub-section* itself has a few buttons of its own – those being a *configure* button, *delete* button, and *up/down* arrows. The *arrows* enable you to move the entire *sub-section* above/below any other *sub-sections* you may have added. The *delete* button removes the entire *sub-section* from the section.

The *configure* button lets you do two things.

First, you can assign a label to the *sub-section*, which is normally used to make it easier for you to manage multiple *sub-sections*. However, it can also be set up to actually *DISPLAY* in the course to your users (*this is a section-level setting which we cover later in the manual*).

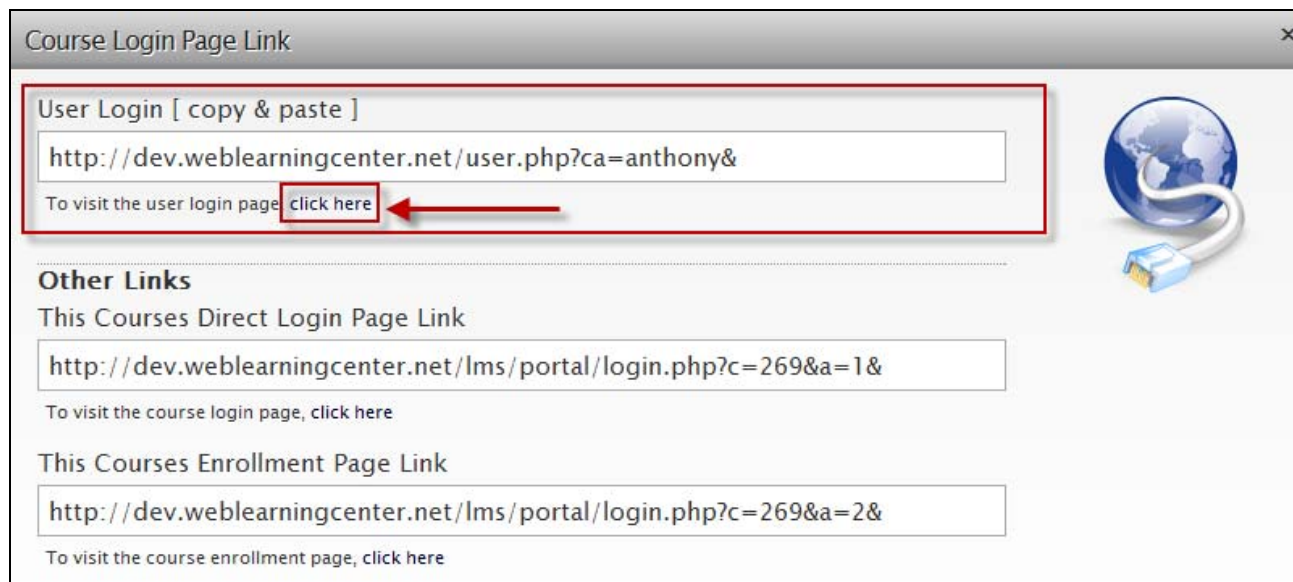
You can also set up how the learning modules in the section need to be accessed. Here are the options along with explanations:

- **Items can be taken in any order > Anytime**
This one is the default, and it basically means users can access any and all learning items in the subsection, in any order they choose, anytime they want (*individual module settings can be applied to certain module types to limit retakes*).
- **Items can be taken in any order > After All Previous Subsections Items are Completed**
This one means users can access any and all learning items in the *sub-section*, in any order they choose, but if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first before any of the items in this *sub-section* can be accessed.
- **Items can be taken in any order > After All Previous Subsections Quizzes are Passed and Items are Completed**
This one means users can access any and all learning items in the *sub-section*, in any order they choose, but if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first, and any *graded quizzes* in those *sub-sections* will need to be passed as well before any of the items in this *sub-section* can be accessed.
- **Items can be taken in order > After All Previous Subsections Items are Completed**
This one means users can access any and all learning items in the *sub-section*, but they must be taken in order (*meaning the order they display from top to bottom*), and if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first before any of the items in this *sub-section* can be accessed.
- **Items can be taken in order > After All Previous Subsections Quizzes are Passed and Items are Completed**
This one means users can access any and all learning items in the *sub-section*, but they must be taken in order (*meaning the order they display from top to bottom*), and if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first, and any *graded quizzes* in those *sub-sections* will need to be passed as well before any of the items in this *sub-section* can be accessed.

Make sure you click the **SUBMIT CHANGES** button once you have finished added your learning modules.

Courses Tab > Manage Courses > View Course

Now that you have enrolled some users and added some learning modules, you can go in (*as one of the users you have enrolled – or perhaps you added a user for yourself to use*) and view the course. To do so, click the view course icon, and you will see a slide-down dialog similar to the following:



Course Login Page Link

User Login [copy & paste]

<http://dev.weblearningcenter.net/user.php?ca=anthony&>

To visit the user login page, [click here](#)

Other Links

This Courses Direct Login Page Link

<http://dev.weblearningcenter.net/lms/portal/login.php?c=269&a=1&>

To visit the course login page, [click here](#)

This Courses Enrollment Page Link

<http://dev.weblearningcenter.net/lms/portal/login.php?c=269&a=2&>

To visit the course enrollment page, [click here](#)

Just like almost everything else inside the Weblearning system, there are multiple ways to do things, and here, there are two different login links and an enrollment link.

For most purposes, the one you want is the first one (*User Login*). **This is the one and only link your users will need.** When they go to this link and log in, they will be shown all courses they are enrolled in, along with the status and current average. From there, they can enter the course and continue on where they were:

The screenshot displays a user interface for a course administrator. At the top, it says "Welcome, Anthony" and includes a "My Messages" button and a "Logout" link. The main content area is divided into two sections: "Courses In Progress" and "Courses Not Started".

Courses In Progress:

- Course 101:** A progress bar shows 33% completion. Below it, a blue bar indicates a 100% current average. A "Continue" button is visible.
- Sample Course:** A progress bar shows 52% completion. Below it, a red bar indicates a 59% current average. A "Continue" button is visible.

Courses Not Started:

- Computer Skills 101:** A progress bar shows 0% completion. Below it, a red bar indicates a 0% current average. A "Start" button is visible.
- Course 102:** A progress bar shows 0% completion. A "Start" button is visible.

Right Sidebar:

- Instructions:** To access a course, click the appropriate button to access it. You can access your messages by clicking the My Messages button along the top.
- Your Instructor:** A photo of Sir Anthony is shown. Below it, the text reads "Sir Anthony" and "Nice Guy, lots of fun."

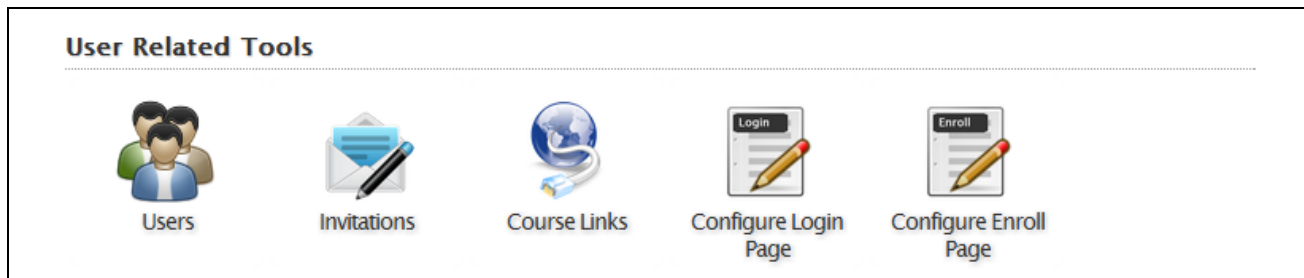
Alternatively, you can provide users with the 2nd login link (*This Courses Direct Login Page Link*). Each course has its own direct login link, and this is useful if you want to send users directly to the course, or, you want to have more control over the login page contents and layout (*since you can modify each courses' login page content and layout*).

The third link is to the *enrollment* page for the course. The difference between the *enrollment* page and the *login* page is that the *login* page is for users that are already enrolled in the course, whereas the *enrollment* page is for users (*or proctors*) that need to be enrolled (*in other words, they do not have a username and password yet*).

You would use the *enrollment* page if you want to collect information from users when they enroll (*if you are enabling them to enroll themselves*) or if you are designating proctors to enroll users (*they can use the enrollment form to enroll users*). As you might expect, you can highly configure the enrollment page as well – which is discussed later in this manual.

Courses Tab > Manage Courses > Users

The next section of icons is the *User Related Tools* section, and it contains icons that enable you to enroll users, send out invitations, view/access course links, configure the login page, and configure the enrollment page:



This first icon (*users*) is a shortcut to the **SETUP USERS** icon discussed earlier. Please see that section for information on this icon and what it does.

Courses Tab > Manage Courses > Course Links

This icon is a shortcut to the **VIEW COURSE** icon discussed earlier. Please see that section for information on this icon and what it does.

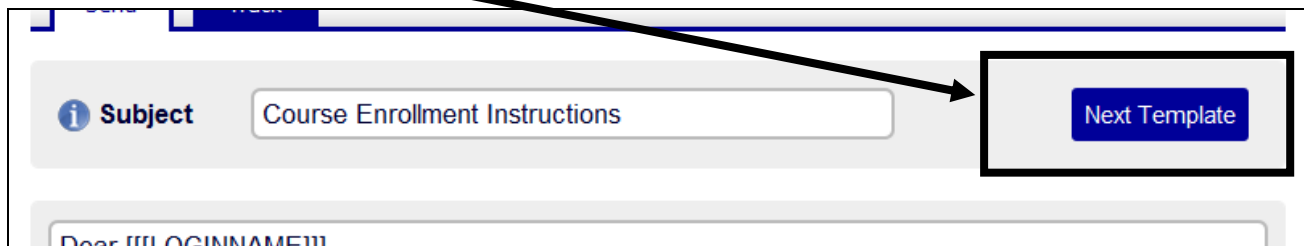
Courses Tab > Manage Courses > Invitations

It is true that Weblearning course users can communicate with other users in the course and the course admin using the built-in messaging system. However, prior to a user logging into the course, that messaging system is useless (*they do need to log into the course before they can get their messages*).

This is what the invitations are intended for (*sending out access information to new users that have not yet logged into the course*).

When you first arrive in the invitations area, you are presented with the default invitation email subject and body contents.

You can change both, and as long as you actually *use* the changes (*i.e.: send out at least one invitation using them*), your *subject/body* pair will be remembered and you will be able to retrieve it using the **NEXT TEMPLATE** button:



The body section can contain both normal (*literal*) content as well as *placeholders* (the placeholders that can be used are below the body text section, and can be dragged/dropped into the body).

Dear [[[LOGINNAME]]],

You have successfully been enrolled into our online course titled [[[COURSENAME]]]!

Here are your instructions for accessing the course:

1. Open your web browser, and go to the following URL (you may be able to click on the link here, or, you may need to paste the link into your browsers address bar):
[[[COURSEURL]]]
2. In the spaces provided, enter your login access information:
[[[LOGININFO]]]

Thank you.

|

[[[COURSENAME]]] [[[COURSEURL]]] [[[LOGININFO]]] [[[LOGINNAME]]] [[[PASSWORD]]]

[[[EMAIL]]] [[[FIRSTNAME]]] [[[LASTNAME]]] [[[MIDDLEINIT]]] [[[COMPANY]]] [[[ADDRESS]]]

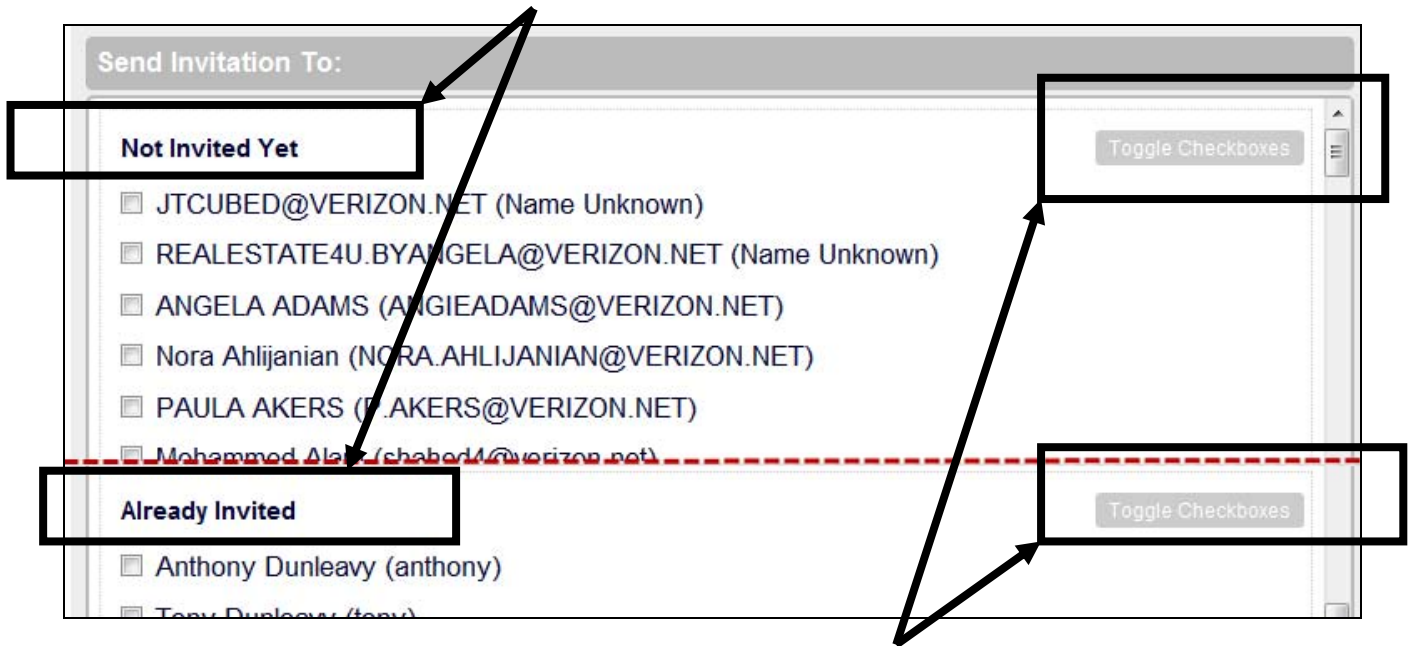
[[[CITY]]] [[[STATE]]] [[[ZIP]]] [[[PHONE]]] [[[STARTDATE]]] [[[EXPIREDATE]]] [[[C1]]] [[[C2]]]

[[[C3]]] [[[C4]]] [[[C5]]] [[[C6]]] [[[C7]]] [[[C8]]] [[[C9]]] [[[C10]]] [[[C11]]] [[[C12]]]

[[[C13]]] [[[C14]]] [[[C15]]]

If you use placeholders, each email invitation that gets sent out will replace the placeholders with the data for that specific user (for example, if you use the [[[FIRSTNAME]]] placeholder, each users first name will be used in place of the placeholder).

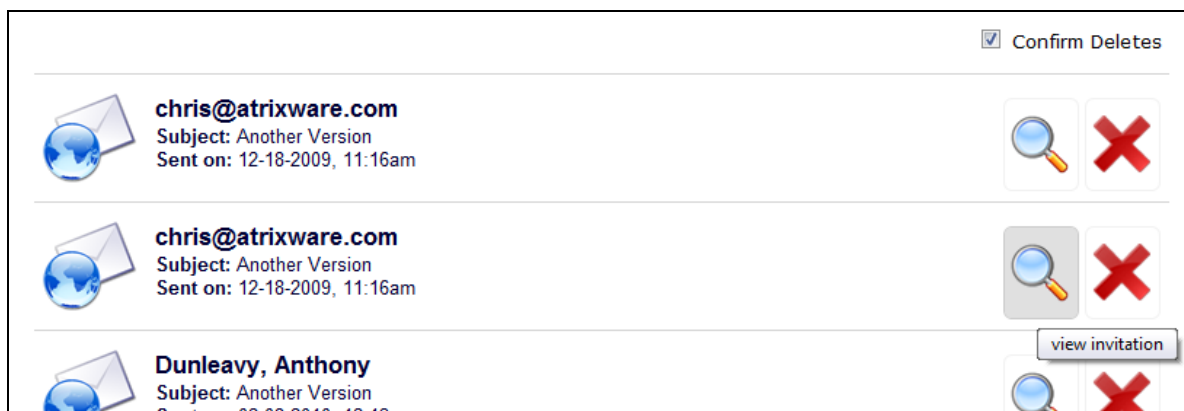
The *send subtab* enables you to choose who you would like to send the email invitation to. The section is broken down into a list of users that have not yet been invited, and a list of users already invited (*making it easy to only send invitations to new users, for example*):



You can check each checkbox next to the user you would like to invite, or, click the **Toggle Checkboxes** button(s) to check/uncheck all boxes in a given section.

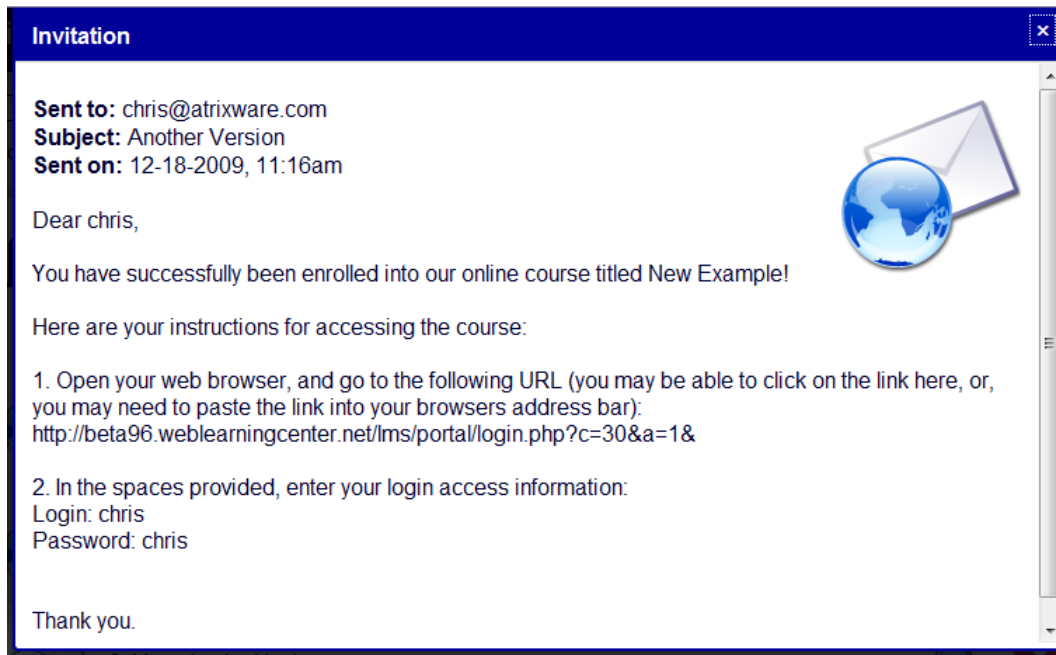
Once you have completed the steps, click the **Send Invitation** button to send off the email invitation(s).

You can also track all invitations you have sent to users, and even view the exact email invitation that was sent! Click the **track** subtab to pull up a list of email invitations that were sent:



Each invitation that was sent will be listed, along with the subject and send date/time.

You can view the contents of any invitation by clicking the **view** button, which will bring up the invitation contents:



Additionally, you can remove (*delete*) any invitation by clicking the **delete** button next to an invitation. If you intend on deleting multiple invitations, you will be able to do so more rapidly by un-checking the **confirm deletes** checkbox.

TIP:

In today's world of spam, junk-mail, and email abuse, sending emails is becoming unreliable. While the Weblearning system confirms when emails have been 'sent', there is no guarantee (*and no way to guarantee*) that the recipient actually 'received' the email.

This is due to various things, including server-level spam filtering, end-user email clients' junk-mail filtering, and the like.

If you have trouble getting email to users, have them check their junk-mail/spam folder, and if it's not there, ask them to ask their email server admin to allow emails from your system.

Courses Tab > Manage Courses > Configure Login Page

This section lets you configure both the content and layout of the login page for this course.

You will use the rich text editor to add/remove/change content and layout. Below the editor are the dynamic placeholders you can use (*in this case, a login form placeholder, and a password recovery form placeholder*). Below the editor is the CSS section which enables you to apply visual styling to all elements on the page.

Courses Tab > Manage Courses > Configure Enroll Page

This section lets you configure both the content and layout of the enroll page for this course.

You will use the rich text editor to add/remove/change content and layout. Below the editor are the dynamic placeholders you can use (*in this case, a login link placeholder, and an enrollment form placeholder*). Below the editor is the CSS section which enables you to apply visual styling to all elements on the page.

Of special note are the form selector, and the enroll code. The form selector lets you choose what fields the enrollment form will contain (*the `[[[ENROLLMENT_FORM]]]` placeholder is used to place the form where you want it to appear on the page*). The 'custom form' option brings up a configure button, which lets you set up the exact fields you want to appear on the form, and specify for each field if it is required or not.

Field	show	require
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Date	<input type="checkbox"/>	<input type="checkbox"/>
Expire Date	<input type="checkbox"/>	<input type="checkbox"/>
Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom 1	<input type="checkbox"/>	<input type="checkbox"/>
Custom 2	<input type="checkbox"/>	<input type="checkbox"/>
Custom 3	<input type="checkbox"/>	<input type="checkbox"/>
Custom 4	<input type="checkbox"/>	<input type="checkbox"/>

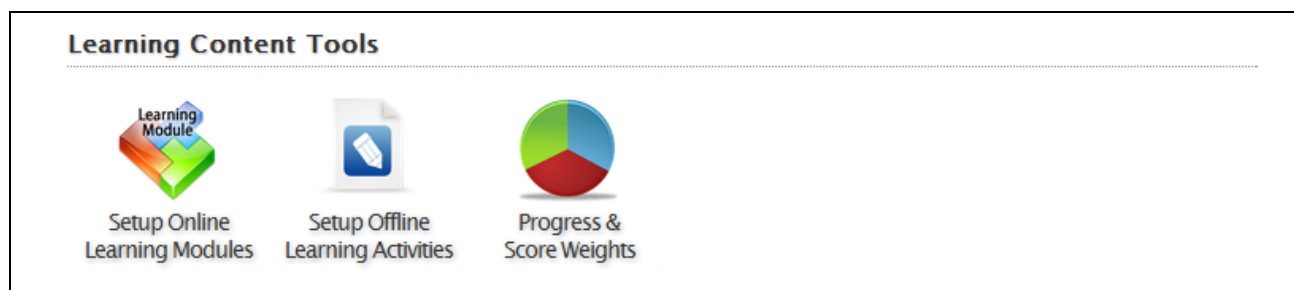
The enroll code field lets you assign an enrollment code which will be required in order for a user or proctor to complete the enrollment.

If you leave this field blank, then anyone can enroll themselves into the course (*assuming they know the link to the enrollment form*).

If you enter in a code, then each user will have to enter in that code to complete their enrollment. You can also use ‘hot’ placeholders to make the enrollment code somewhat dynamic (*hover over the info icon to view the available placeholders you can use*).

Courses Tab > Manage Courses > Setup Online Learning Modules

The next section of icons is the *Learning Content Tools* section, and it contains icons that enable you to setup online learning modules, setup offline learning activities, and configure the progress and score weights:



This first icon (*setup online learning modules*) is a shortcut to the **SETUP LEARNING MODULES** icon discussed earlier. Please see that section for information on this icon and what it does.

Courses Tab > Manage Courses > Setup Offline Learning Activities

Offline Learning Activities are basically anything you want to add to the course (*online or offline*) that will count towards progress and/or the course score/average. For example: a homework assignment, or maybe an offline quiz, or a classroom presentation.

Click the **Add New Offline Learning Activity** button, type in a *name*, select an *activity type*, select a *passing score*, and enter an optional *description*:

Add Offline Learning Activity

Enter a Name for this Activity

Final Written Exam

Select an Activity Type

Written Test

Activity Types are used to help you easily identify assignments.

Passing Score

72

Description (optional)

The final exam for this course.

Displays when a user views this assignment and/or used to help you identify this activity.

Add Activity

You can of course add as many offline activities to your course as you desire. Beyond editing the settings shown above in the *add* dialog, the rest of the things you can do with the *offline activities* are discussed next in the *progress & score weights* section, and then in the *page edit* section later in this manual.

Courses Tab > Manage Courses > Progress & Score Weights

The *Progress and Score Weights* section enables you to apply point values to graded items (graded quizzes and offline activities) for purposes of weighting each item in the course towards the course average.

In addition, you can apply point values to each item as it relates to progress (*meaning, each time a trackable learning item is completed, how many points does the user get towards course completion*).

The score weighting is perhaps easier to explain and comprehend. Essentially, every scored/graded item can count towards the course average. However, you may want a test to count more than a homework assignment (*for example*). This mechanism gives you the ability to define that.

Score Settings
Progress Settings

Score Settings

Passing Score

70
▼

















Use the **Score Weight** to specify how much value each score item has towards the course score. If a user has multiple attempts for a graded quiz only the **highest** score record will count towards the course average.

Scored Items in this Course		Score Weight	
	<p>Chapter 1 Offline: Homework Assignment</p>	10	= 3.28%
	<p>FD quiz 1 Graded Quiz</p>	50	= 16.39%
	<p>fd quiz Graded Quiz</p>	100	= 32.79%
	<p>Midterm Written Exam Offline: Written Exam</p>	100	= 32.79%
	<p>My New Quiz Graded Quiz</p>	25	= 8.2%
	<p>Week 1 Attendance Offline: Attendance</p>	5	= 1.64%
	<p>Week 2 Attendance Offline: Attendance</p>	5	= 1.64%
	<p>Week 3 Attendance Offline: Attendance</p>	5	= 1.64%
	<p>Week 4 Attendance Offline: Attendance</p>	5	= 1.64%
		305	= 100%

When you assign point values, the system automatically calculates what % each item is worth towards the course average. Along the bottom of the chart, you will see the total number of possible points, which will equal 100%.

Along the top is the ‘*passing score*’ setting for the course. This simply defines what is the minimum score needed in order to achieve a ‘*pass*’ status.

The ‘*progress*’ points are less frequently used, although they are quite useful in certain circumstances. By default, every trackable learning item gets assigned an equal progress point value (1 point). So, if you had 4 items in the course, they are all worth 1 point – so 25% towards completing – meaning, a user viewing their progress graph for this course would see it at 25% when they completed one item.

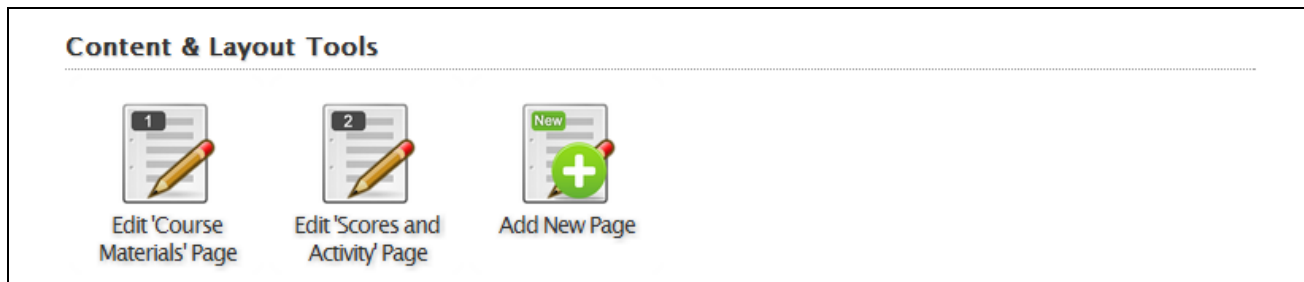
Learning Content In This Course		Progress Points	
	Advanced Animations SlidePoint Presentation	1	= 0.91%
	Chapter 1 Offline: Homework Assignment	1	= 0.91%
	Embedded Docs Learning Presentation	1	= 0.91%
	Embedded Powerpoint Learning Presentation	1	= 0.91%
	FD quiz 1 Graded Quiz	1	= 0.91%
	fd quiz Graded Quiz	1	= 0.91%
	Flashcards Flash Card Module	1	= 0.91%
	Midterm Written Exam Offline: Written Exam	50	= 45.45%
	My New Quiz Graded Quiz	50	= 45.45%
	My Web Calculator Web Object	1	= 0.91%
	PRES2 Learning Presentation	1	= 0.91%
	Some Flashcard Quiz Flash Card Module	1	= 0.91%
	Week 1 Attendance Offline: Attendance	0	= 0%
	Week 2 Attendance Offline: Attendance	0	= 0%
	Week 3 Attendance Offline: Attendance	0	= 0%
	Week 4 Attendance Offline: Attendance	0	= 0%
		110	= 100%

However, let's assume that each *'item'* is a video. The first video is 30 minutes long, but the rest are only 10 minutes long. In this scenario, you might want to assign 3 points to the progress weight of the first video – which will wind up being 50%. Then, when a user completes the first video, even though they have only completed 1 item out of 4, then have completed 30 out of 60 minutes.

For both the score point value and progress point value, you can assign a 0 (*zero*) value, in which case that item will not be used to calculate the score and/or progress.

Courses Tab > Manage Courses > Add New Page

The next section of icons is the *Content and Layout Tools* section, and it contains icons that enable you to either *add* pages to your course, or *edit* existing pages:



When you create a new course, you will have at least 1 page in the course (*said another way, a course cannot exist without at least 1 page*). The pages already in the course will be displayed (*1 per edit icon*), and the last icon will be the "Add new Page" icon – as long as you have 10 or less pages in the course (*in other words, you can have up to 10 pages in each course*).

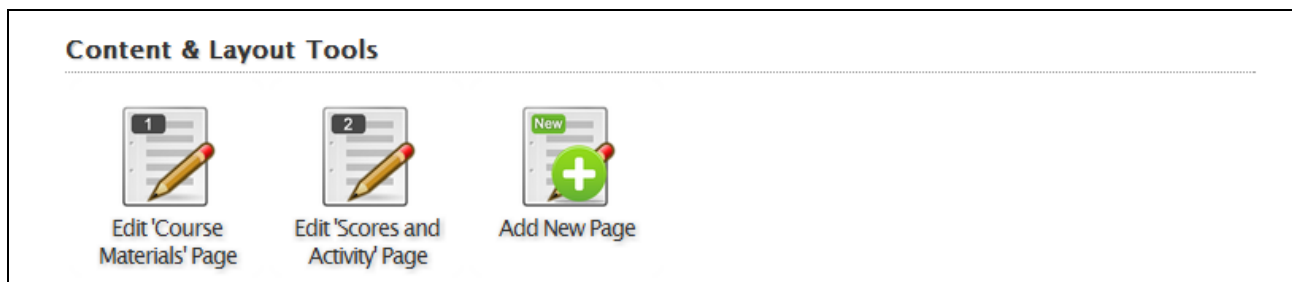
To add a new page, simply click the **Add New Page** icon, fill in the page name, and click the *Add* button:

The image shows a dialog box titled "Add New Page" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt "Enter a Name for this Page" above a text input field. The input field contains the text "Worksheets" and has a cursor at the end. To the right of the input field is a button labeled "Add".

Once added, you can *edit* the page (*which is covered next*).

Courses Tab > Manage Courses > Edit Page

Each page in your course has a name (*which either you assigned, or was assigned when you created the course*). In the exhibit below, the course has two pages – the ‘Course Materials’ page, and the ‘Scores and Activity’ page.



The first thing to know is that the *name* of a page is what winds up getting placed on the tab or navigation button in the course (*so for the ‘Course Materials’ page, the caption/label on the tab/button the user will click to get to that page will say ‘Course Materials’*).

Next, the *order* that those buttons or tabs appear is the order you see the pages listed in the *Content & Layout Tools* section – behind the scenes, each page is actually a page number (*you can get a hint of that by looking closely at the icons – you will see a number in the top left corner indicating the page number*). There is no way to re-sequence pages, but you can certainly copy content from one page to another (*then remove it from the original page*). Of course, if you planned ahead and sequenced your pages ahead of time, you will save yourself a bit of extra work.

The way you create course pages is quite nice, and very flexible, but it will require a quick overview and explanation.

You do not actually add content directly into a course page. You first add a *section*, and then you add a *sub-section* to a *section*, and *then* you can add *content* to that *sub-section*. So, it looks sort of like this:

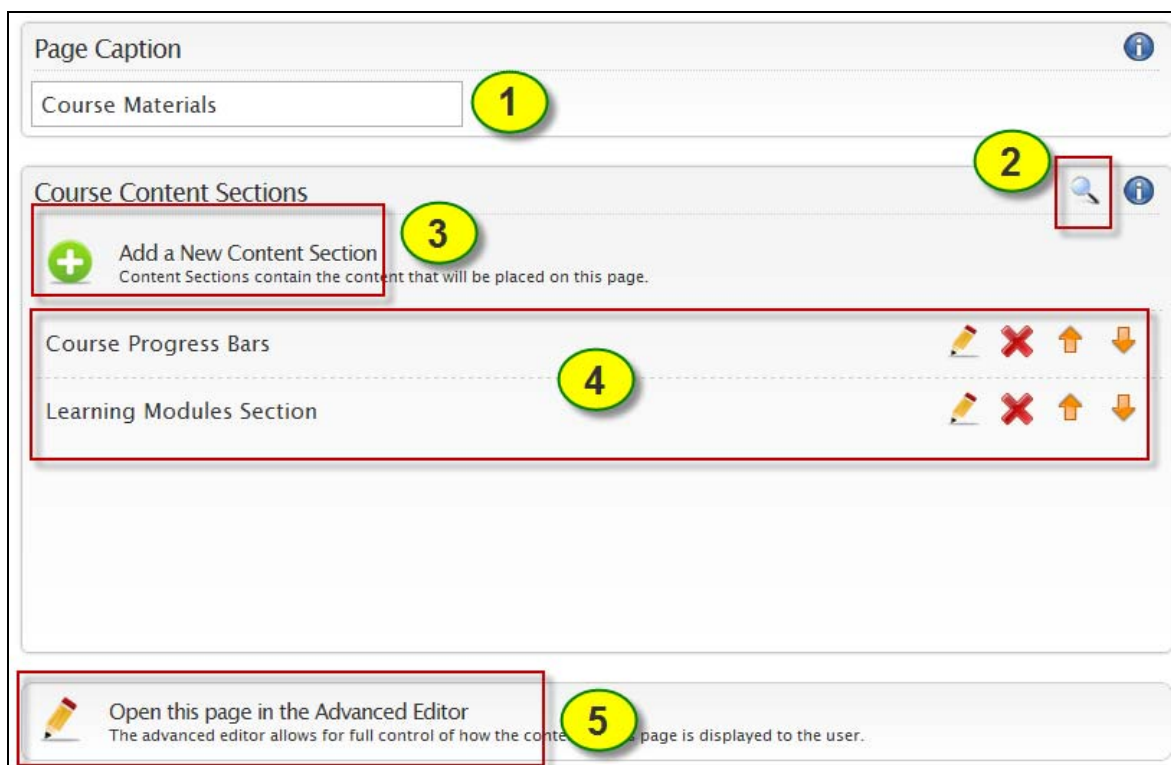
Course → Page(s) → Section(s) → Subsection(s) → Content Item(s)

You can have multiple course *pages*, multiple *sections* inside each page, multiple *sub-sections* inside each *section*, and multiple *content items* inside each *sub-section*.

So why all the section/sub-section stuff?

Doing things this way enable you to more easily organize your content, but more importantly, using these structures enable you to create learning-path structures, letting you do things like only displaying certain sections when a certain criteria is met (*like user has completed x% of a course*), or requiring users to complete a block of learning exercises before moving on to the next block.

So, let's review the items on the Edit Page screen. Here is an example:



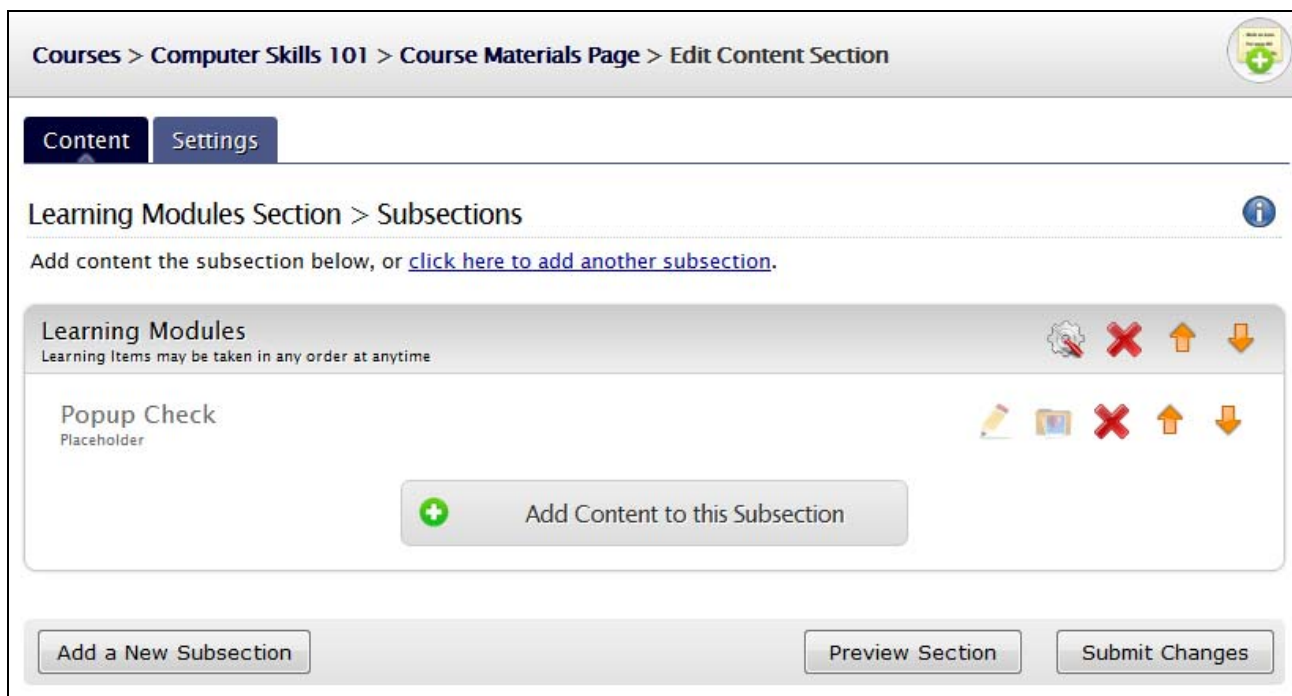
1. This is the page name (*which becomes the page caption as mentioned previously*). If you remove this caption, the page will not display in the course – exception being page 1, which will always show up in the course.
2. Click the *preview icon (magnifying glass)* to get an approximate view of what the course *page* will look like to your users (*just the sections though*). Of course, for an actual view, you should create a user for yourself and log into the course.
3. As mentioned, you add sections to a course page. The way to do so is to click the ‘add a new content section’ button – the details of which are discussed in a bit.
4. Each section already in the course is listed here. The section label is to the left, and the buttons to the right. The buttons are simply edit (*to edit the section*), delete (*remove the section*), and arrows (*to move the section up or down – which affects where the section is displayed on the page*). The edit section is discussed in a bit.
5. This is the *advanced editor*. If you are the kind of person that prefers pixel-perfect layout (*and you are handy with HTML and CSS*), this is for you. Essentially this takes you to a rich-text editor where you can create your page layout (*using design mode or html source code mode*). Also here is a CSS section so you can specify page-specific CSS styling. Of special note on this editor are that any sections you create will appear below what you create in the editor, or you can *drag-and-drop* placeholders for each section into your layout wherever you want them.

Courses Tab > Manage Courses > Edit Page > Edit Section

So let's discuss the *edit section* screen. On the *edit page* screen, you will see a list of all *sections* you have created (*or were created when you created the course*). For most templates that come with Weblearning, you will have a *course materials* page (*page1*), and when you click the **Edit Page** icon for that page, you will see sections like the following:



Click the *edit* button (*pencil icon*) for the section labeled 'Learning Modules Section', and you will see the edit section screen for this section:



There is quite a bit to discuss here, and it's all important to know and understand.

Courses Tab > Manage Courses > Edit Page > Edit Section > Settings Sub-tab

To start, notice the *sub-tabs* along the top (*content*, and *settings*). You start off on the *content* tab – mainly because this is where you will do most of your work. However, if this is the first time you are in editing the *section*, you may want to click the *settings* sub-tab and configure it – so let’s do that – click the *settings* sub-tab:

First, you can change the *label* for the section. This label is for your use only (*it doesn't get displayed to users – it is there purely to make it easier to manage multiple sections*).

In the *display settings* section, you can check the box to *display sub-section labels* to users. We will talk about *sub-sections* in a bit in more detail, but quickly - a *sub-section label* is similar to a *section label*, the difference being you can choose (*by checking this box*) to actually display the *sub-section label* to your users as well.

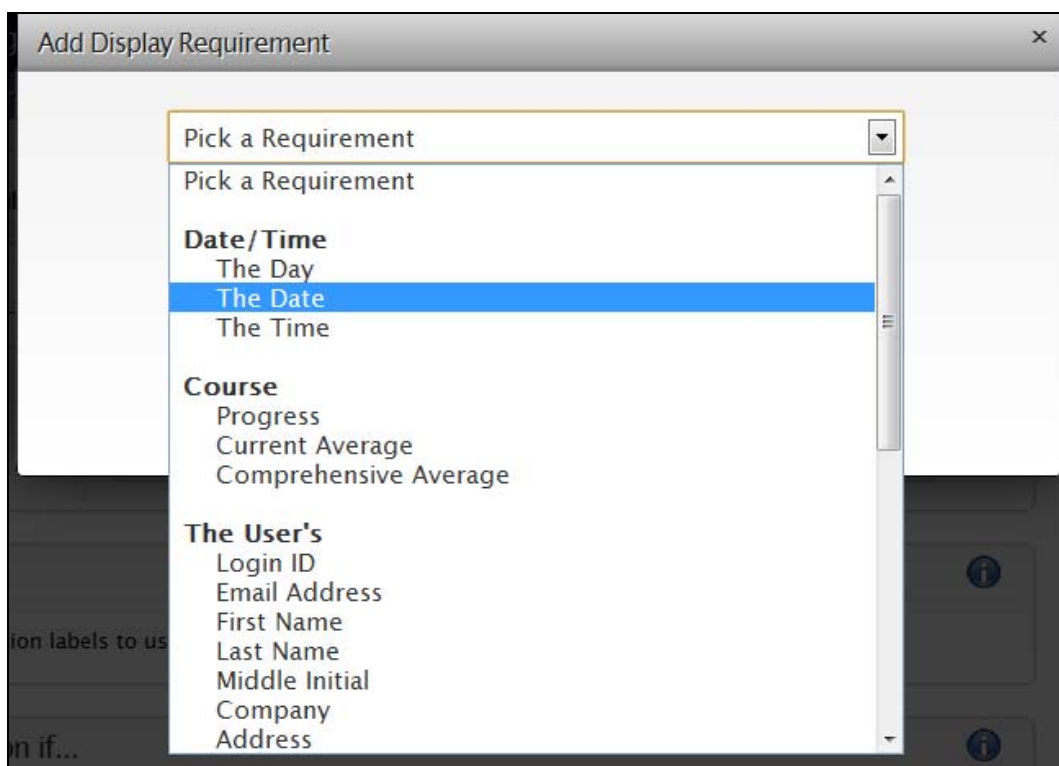
Skipping to the *other settings* section (*we will discuss the only show this section if section in a bit*), you can copy the section (*which includes all subsections and content*) to another page inside the course. Also, you can designate the section as the *default* section – which we discussed earlier – the *default* section is linked to the **Setup Learning Modules** icon on the *manage course* page.

The *Only Show this Section if ...* section is quite powerful. In a nutshell, it lets you add one or more *requirements* which must be met in order for the *section* to be shown in the course.

First, click the *Add a New Requirement* button:

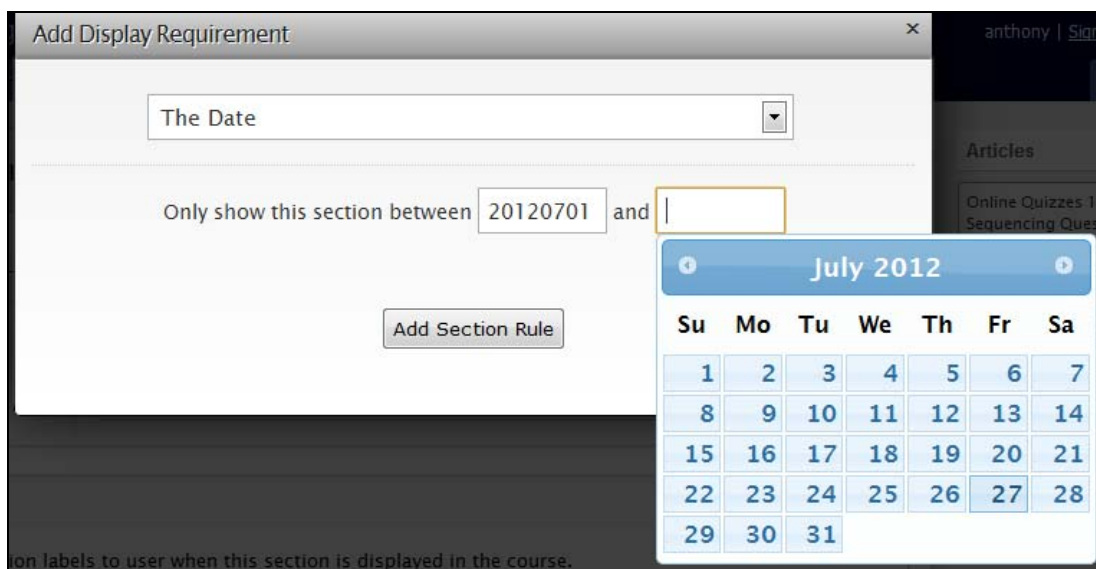


This will bring up a dialog box. Click the *pick a requirement dropdown box* and you will see various data items you can use to build your requirement:



The requirement data options are broken down into three categories – **date/time** (*day/date/time*), **course** (*progress/average*), and **user** (*just about every piece of data from a user*). As you might imagine, you can create quite complex requirements.

For our example, choose *The Date*:



ion labels to user when this section is displayed in the course.

This particular option lets you specify a date range – meaning this section will only be displayed in the course during the date range.

So complete the date range, and then click the **Add Section Rule** button. Your rule will now appear in the list:

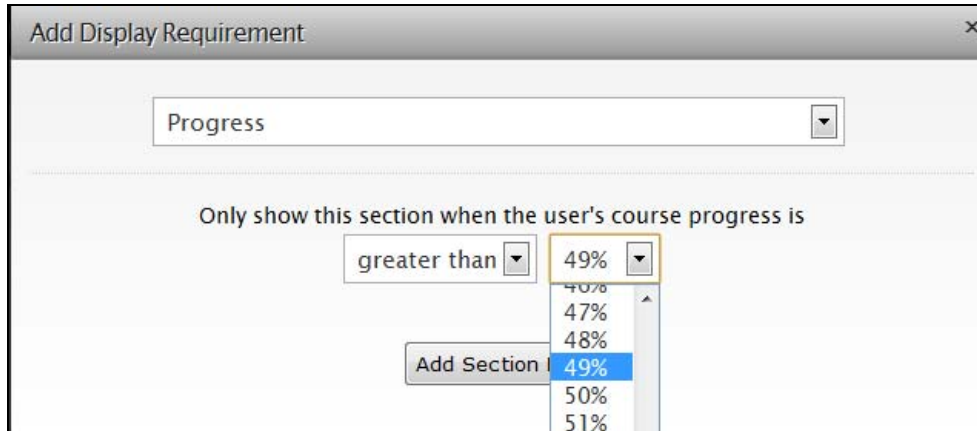


Only Show this Section if... ⓘ

+ Add a New Requirement

today's date is between 07-01-2012 and 07-27-2012 ✖

So maybe you only want this section to appear during those dates, but also it should only show up if the user has completed at least 50% of the course. To do that, click the *Add a New Requirement* button again, but this time, choose *progress* from the dropdown, then choose *greater than* and then *49%*:



Click the **Add Section Rule** button, and now your requirements list will look like this:



You can add as many requirements as you desire. The important thing to know here is that each requirement is additive (*so all requirements must be met in order for the section to be displayed*).

Make sure you click the **Submit Changes** button when you are done making any changes on this sub-tab (*and the same goes for the content sub-tab*).

Courses Tab > Manage Courses > Edit Page > Edit Section > Content Sub-tab

Now back to the *content* sub-tab we wound up on when we first came to the *edit section* screen. This is where you will be adding your *sub-sections* (and consequently, *content*).

Courses > Computer Skills 101 > Course Materials Page > Edit Content Section

Content Settings

Learning Modules Section > Subsections

Add content the subsection below, or [click here to add another subsection](#).

Learning Modules
Learning Items may be taken in any order at anytime

Popup Check
Placeholder

Add Content to this Subsection

Add a New Subsection Preview Section Submit Changes

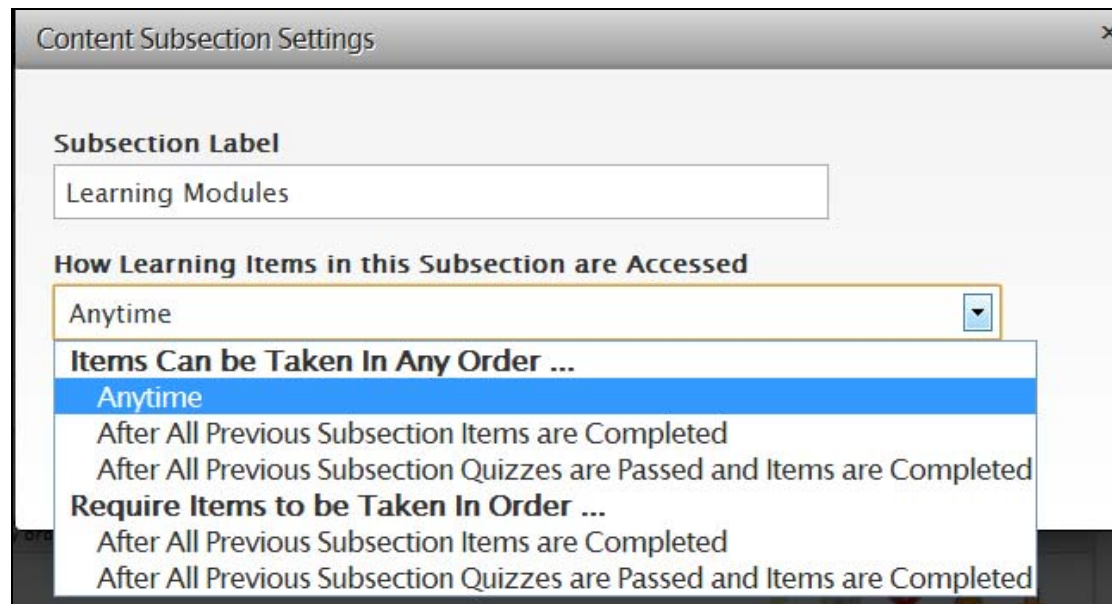
So let's talk about all the stuff you can do here. You can ...

1. Add sub-sections (*as many as you want*)
2. Configure sub-sections (*setup labels and learning module access rules*)
3. Add content into sub-sections (*as many content items as you want*)
4. Edit, change icons and move individual content items you have added
5. Move sub-sections up/down (*visual placement*)
6. Preview the entire section
7. Submit Changes (*don't forget to click this button*)

Adding/Configuring Sub-Sections

The **Add a New Subsection** button is always located along the bottom left. You will also be able to add a sub-section from the top, but it will be either a button (*if no subsections exist yet*), or a link (*if one or more subsections already exist*).

Adding a new *sub-section*, or clicking on the *configure (cog icon)* button for an existing *sub-section* brings up the same dialog box:



The *sub-section* label is used to help you manage and identify multiple *sub-sections*. However, as mentioned previously, you can configure the *section* to actually show the *sub-section* labels to your users in the course as well.

The *how learning items in this subsection are accessed* dropdown-box lets you define how any learning items in the *sub-section* (*pretty much anything you are tracking in the course towards progress and/or towards the course average*) are to be accessed. Here are the options along with explanations:

- **Items can be taken in any order > Anytime**
This one is the default, and it basically means users can access any and all learning items in the subsection, in any order they choose, anytime they want (*individual module settings can be applied to certain module types to limit retakes*).
- **Items can be taken in any order > After All Previous Subsections Items are Completed**
This one means users can access any and all learning items in the *sub-section*, in any order they choose, but if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first before any of the items in this *sub-section* can be accessed.

- **Items can be taken in any order > After All Previous Subsections Quizzes are Passed and Items are Completed**

This one means users can access any and all learning items in the *sub-section*, in any order they choose, but if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first, and any *graded quizzes* in those *sub-sections* will need to be passed as well before any of the items in this *sub-section* can be accessed.

- **Items can be taken in order > After All Previous Subsections Items are Completed**

This one means users can access any and all learning items in the *sub-section*, but they must be taken in order (*meaning the order they display from top to bottom*), and if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first before any of the items in this *sub-section* can be accessed.

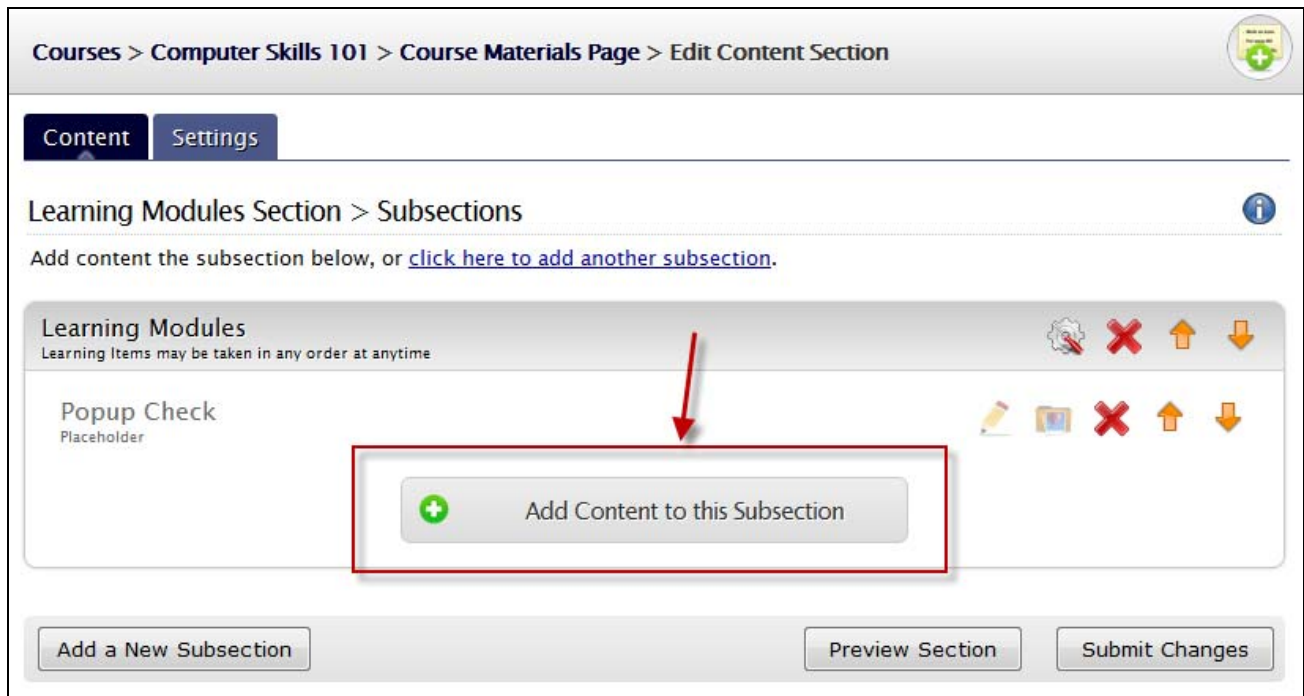
- **Items can be taken in order > After All Previous Subsections Quizzes are Passed and Items are Completed**

This one means users can access any and all learning items in the *sub-section*, but they must be taken in order (*meaning the order they display from top to bottom*), and if there are any *sub-sections* that come before this one inside this *section* that contain *learning items*, those items will need to be completed first, and any *graded quizzes* in those *sub-sections* will need to be passed as well before any of the items in this *sub-section* can be accessed.

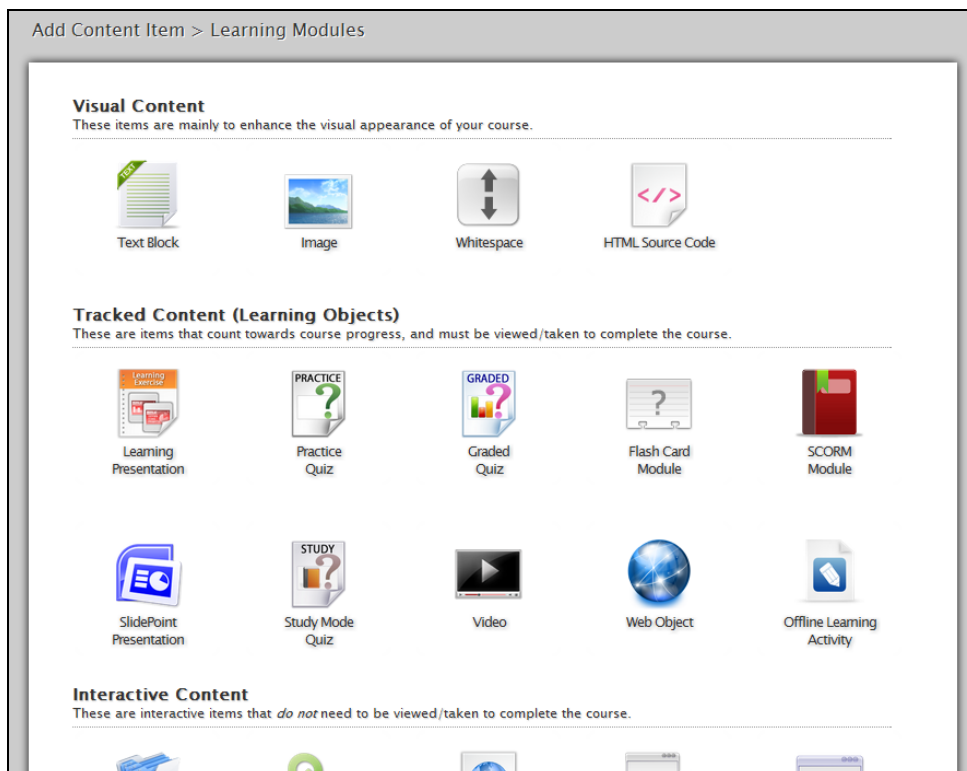
Of course, if you are not adding any learning items into this particular subsection, this setting has no affect.

Add Content into Sub-sections

To add content into a *sub-section*, click the **Add Content to this Subsection** button:



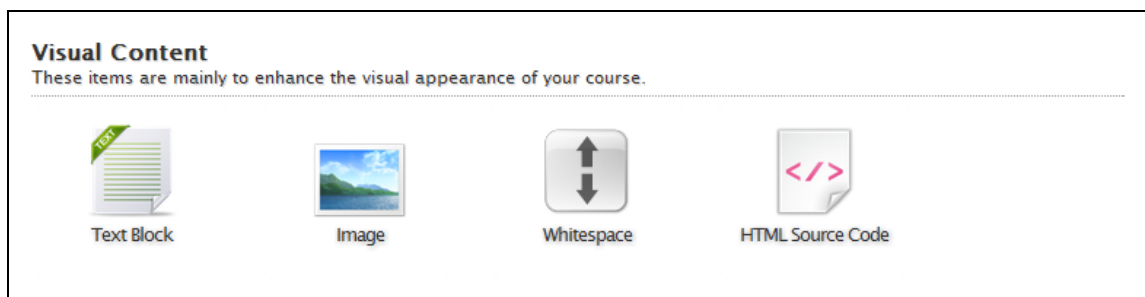
This will bring up a panel with a quite large number of things you can add:



The content is broken down into sections, as follows:

Visual Content

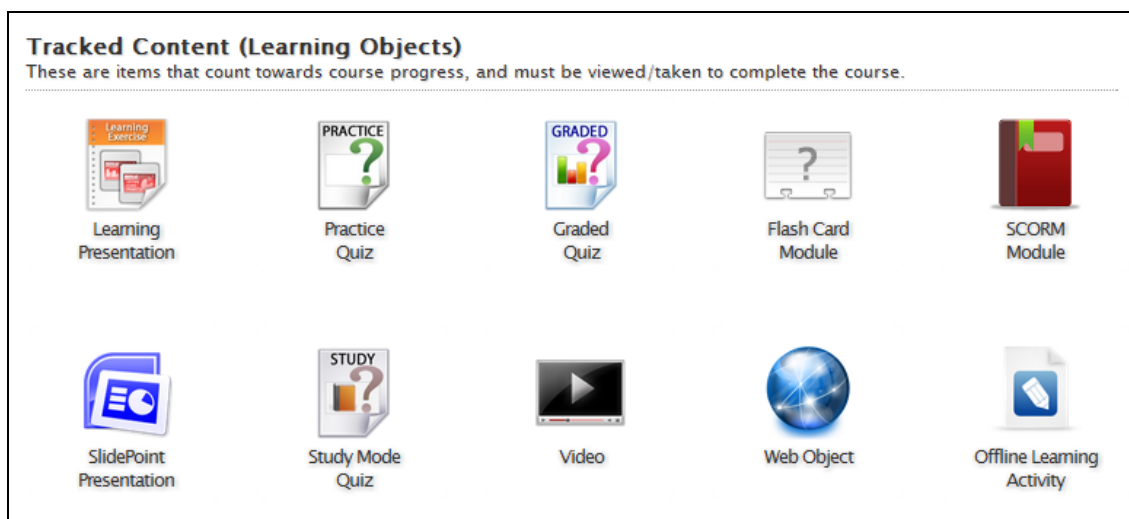
Visual content are items intended to enhance the visual appearance of the course.



- **Text Block:** this is simply a block of text you can add (*a title, header, or paragraph of text*)
- **Image:** this enables you to insert an image, align it, and even add some text
- **Whitespace:** this lets you add whitespace in between content items
- **HTML Source Code:** This is for those of you who want to add pixel-perfect layouts and content. It is useful for adding anything not available as a content item.

Tracked Content (Learning Objects)

Tracked content is essentially any item that counts towards course progress and/or must be accessed and/or taken by your users to complete the course.



When you click on one of these items, it will bring you to a listing of items of that kind that you have created in the system (*you don't create the items here*). You can create all of these items from the **Learning Modules** tab – and most items have their own user guide to help you along.

Of special note is the ability to add the same module to multiple courses. *The rule of thumb is this* – if you are going to place the same module into multiple courses, just make sure that there is no chance that any particular user will be enrolled into more than one of them.

Why is Offline Learning Activity in the list?


Offline Activities are – well, typically offline. However, you may want to provide a way for your users to upload to you their work, download the assignment, view their score and/or status, or all of the above – all from inside your online course. If so, you can insert a placeholder for any or all of the offline activities in your course. This is a way of making the ‘offline’ pieces of your course as automated as possible.

Interactive Content


Interactive content are interactive items that do not need to be viewed or taken by your users to complete the course.

Interactive Content


These are interactive items that *do not* need to be viewed/taken to complete the course.




Resource




Hyperlink



Web Page



Popup Check

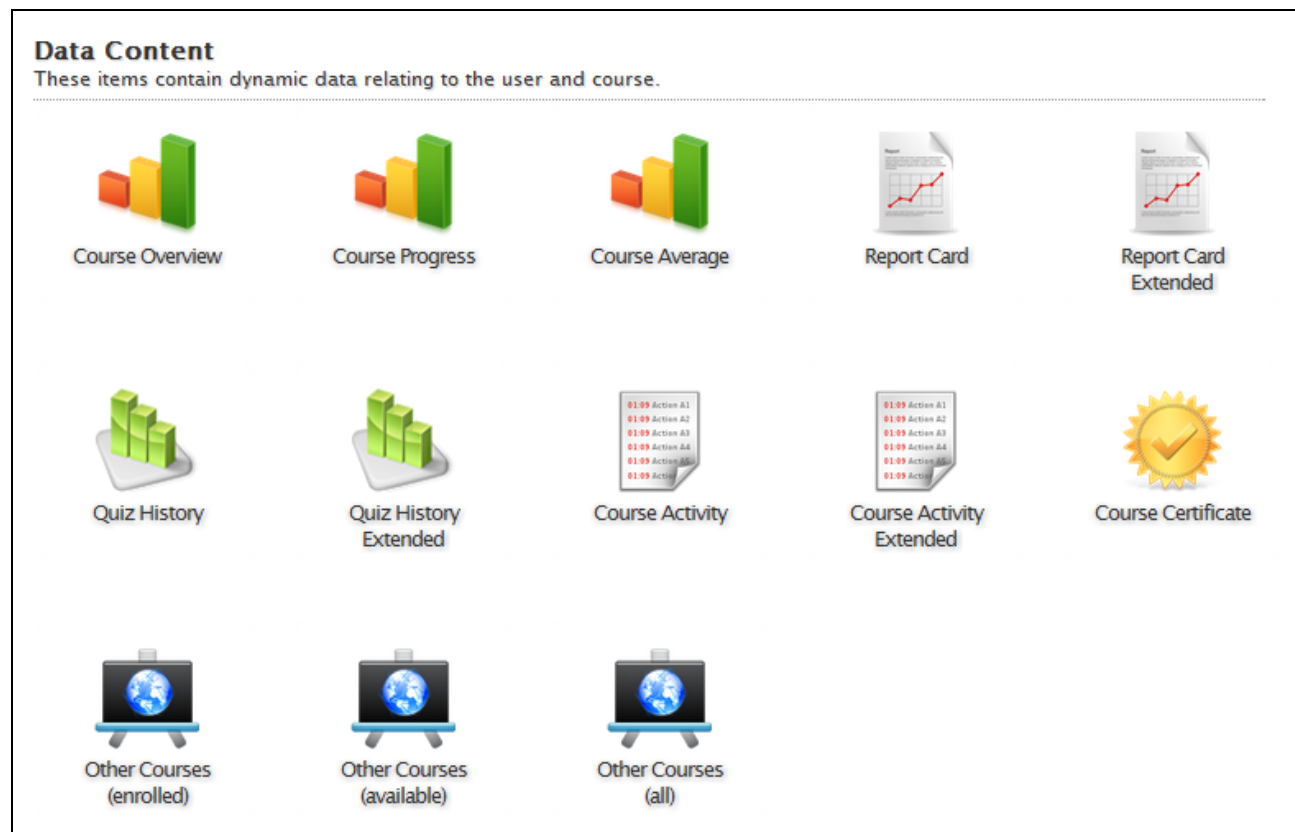


Modalbox Popup

- **Resource:** This is essentially any file you have uploaded to your files area.
- **Hyperlink:** Similar to resource, but this is instead something on the internet that exists outside of your files area
- **Webpage:** similar to hyperlink, but instead of having a button to open the item, this one embeds the webpage right into your course inline – as if it were part of the course.
- **Popup Check:** this is a link users can click to verify that their browser can use pop-up windows (*sometimes, browsers have pop-up blockers enabled*).
- **Modalbox Popup:** This lets you create a modal dialog box similar to all the slide-down dialog boxes you have been seeing in your usage of the Weblearning system.

Data Content

Data content items are items that contain dynamic data relating to the user and/or course (*like scores, reports, etc*):

















- **Course Overview:** This contains 2 bar graphs – a course progress graph, and a course average graph
- **Course Progress:** this is a bar graph for the course progress
- **Course Average:** this is a bar graph for the course average
- **Report Card:** This is the user's report card (*containing score and status information for each and every item in the course that has a progress point value or score weight value*).
- **Report Card Extended:** just like *Report Card*, but lets users drill down into the score and summary data for each scored item (*quizzes and offline activities*).
- **Quiz History:** this is a listing of every graded quiz the user has completed and their score
- **Quiz History Extended:** just like *Quiz History*, but adds ability for user to see summary of each quiz as well
- **Course Activity:** this is a listing of the activity log for the user for each item they have accessed in the course
- **Course Activity Extended:** just like *Course Activity*, but with drill-down data views
- **Course Certificate:** A simple certificate indicating a user has completed the course
- **Other Courses:** 3 placeholders with links to (1) enrolled courses, (2) available courses or (3) all courses

Plugin Content

Your system may or may not have items listed in the *plugin content* section. These items are additional items available via plug-in apps and/or custom placeholders you may have written for your system:

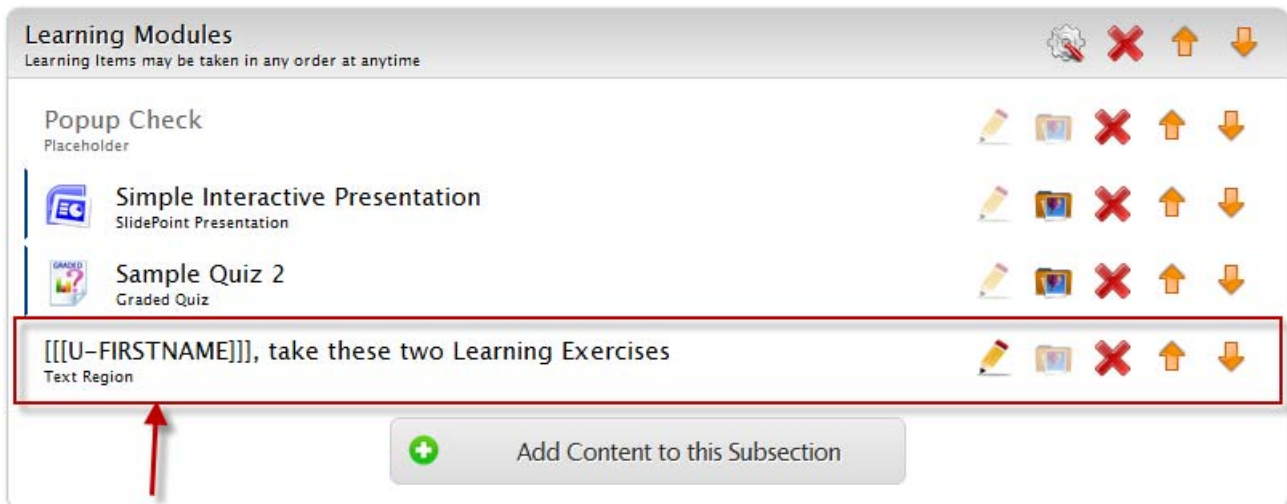
Plugin Content

These are plug-in apps you have purchased and installed on this system.

 Admin Profile	 Announcements	 Calendar Day	 Calendar Month	 Calendar Week
 Chat Room Inline All	 Chat Room Inline Proctor	 Chat Room Messenger	 Chat Room Popup All	 Chat Room Popup Proctor
 Comparative Scorehistory	 Comparative Scorehistory Extended	 Course Roster	 User Profile	

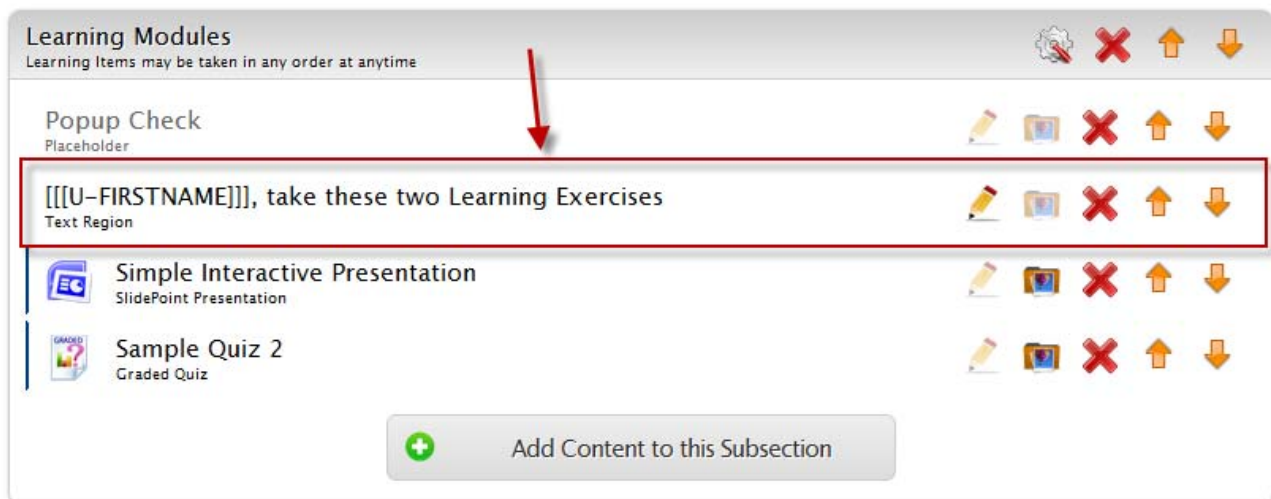
Moving Content

Once you have added content items to your course, you may want to re-position them by moving them above or below other content items.



In the example above, four content items were added – a popup check, two *learning items* (notice the lines on the left of each one indicating they are trackable learning items), and a text region. What we want is the *text region* to appear above the two learning items (but below the popup check item).

One way to do that is to click the *up arrow* next to the *text region* 2 times– moving it item up the stack until it appears at the top of those two items (but below the popup check item). Once done, it should look like this:



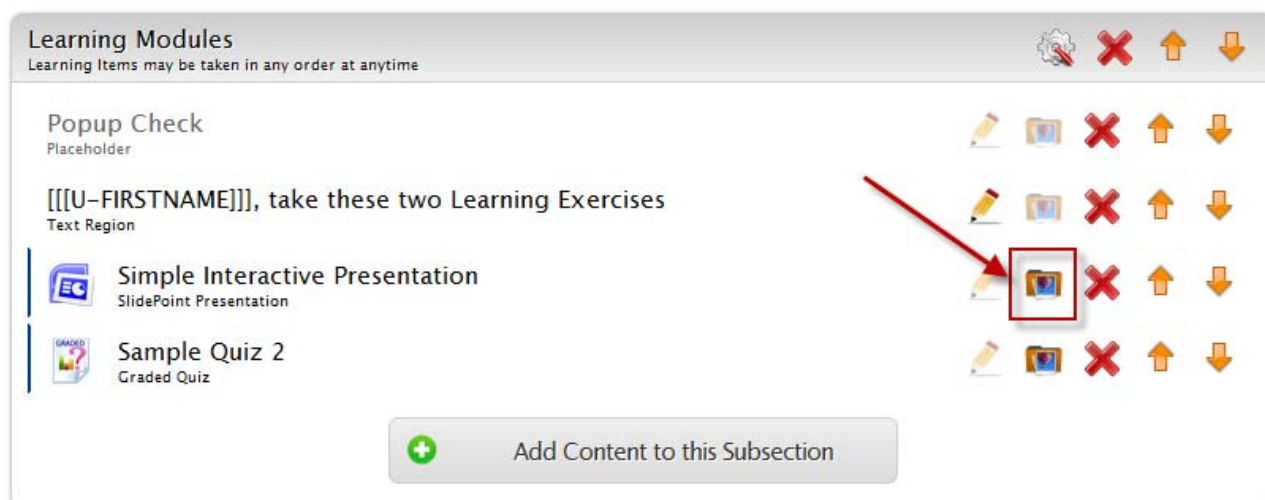
Editing Content

Once you have added content items to your course, you may want to edit them. Not every kind of content item is editable after it is added. If the *edit* button (*pencil icon*) next to an item is not faded, then it is editable. Typically, clicking the *edit* button (*pencil icon*) will bring up an interface nearly identical to the original interface you used to add the item in the first place.

Changing Icons for Added Content

Once you have added content items to your course, you may want to change the icon that appears next to the item (*as it appears in the course*). Not every kind of content item has an icon, and of course for those, you will not be able to change the icon.

Start by clicking on the *change icon* button (*folder with photos*) next to the item you want to change the icon for:



The screenshot displays the 'Learning Modules' interface. At the top, it says 'Learning Modules' and 'Learning Items may be taken in any order at anytime'. Below this, there are four content items listed:

- Popup Check** (Placeholder)
- [[[U-FIRSTNAME]]], take these two Learning Exercises** (Text Region)
- Simple Interactive Presentation** (SlidePoint Presentation)
- Sample Quiz 2** (Graded Quiz)

To the right of each item is a set of icons: a pencil (edit), a folder with photos (change icon), a red X (delete), an upward arrow (move up), and a downward arrow (move down). A red arrow points to the 'change icon' button for the 'Simple Interactive Presentation' item, which is also highlighted with a red box.

At the bottom of the interface is a button with a green plus sign and the text 'Add Content to this Subsection'.

This will bring up an *icon browser*. There are a few dozen selections built in to the Weblearning system (*and each kind of item has its own default as well*):



If you want to use your own custom icon, you can upload as many as you wish into your files area. As indicated on the dialog, from the *files* area, open up the *images* folder, and then create a folder named *item_icons* (*if it isn't created already*). Finally, upload the icons you would like to use into that folder. Once you do so, coming back to this dialog will show your uploaded icon images as options you can choose.

Moving/Re-positioning Subsections

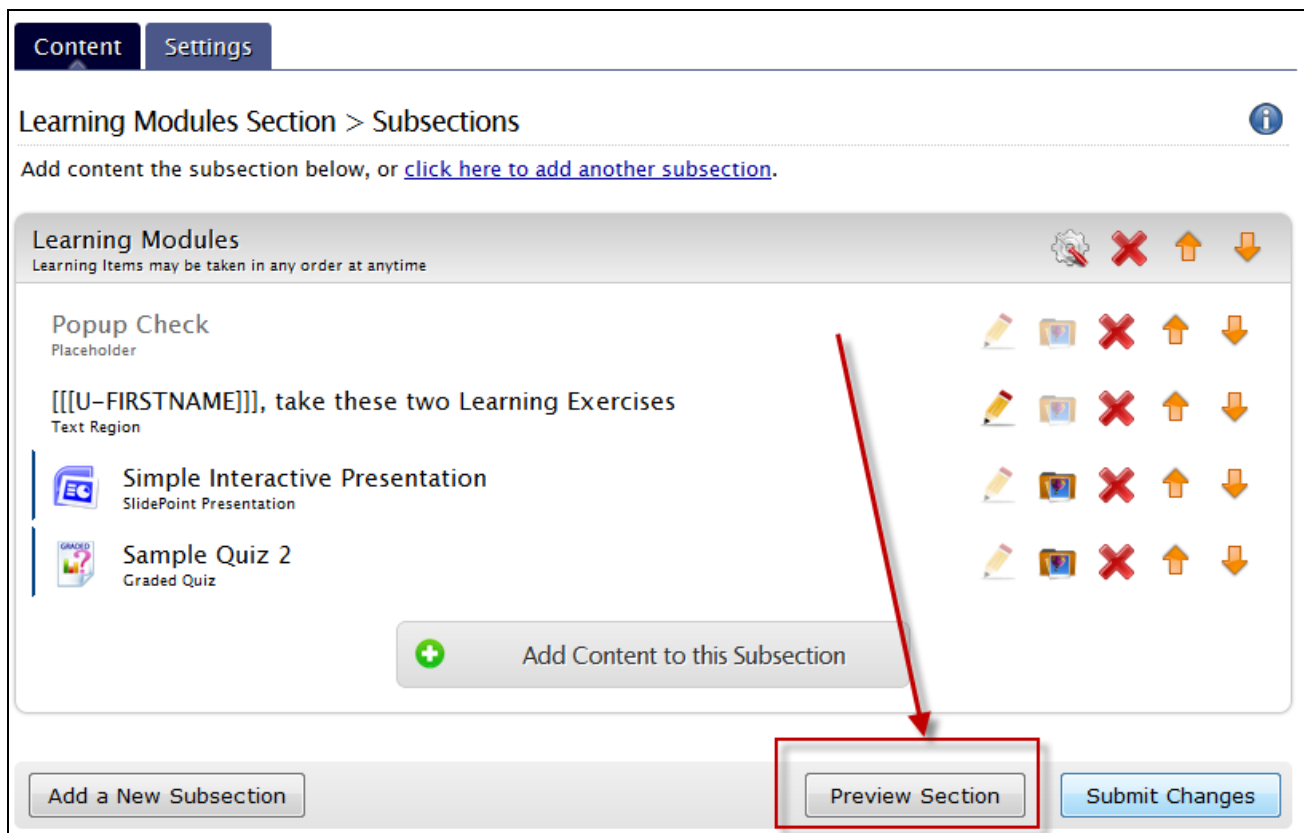
Similar to moving *content* up and down inside a *sub-section*, you may also want to move and re-position *sub-sections* above or below another *sub-section*. You simply click the *up/down arrows* to do so.



Previewing the Entire Section

During your design and development phase (*while you are adding content, re-positioning content and subsections etc*), you may want to get an idea of what it is going to look like to your users.

You can get an approximate preview of the *section* by clicking the **preview section** button (*located along the bottom of the screen*):



It is important that you realize that *you are only seeing the section, not the entire page*. Your page may contain additional *sections*, a banner, footer, and various CSS styling rules that are not factored in here.

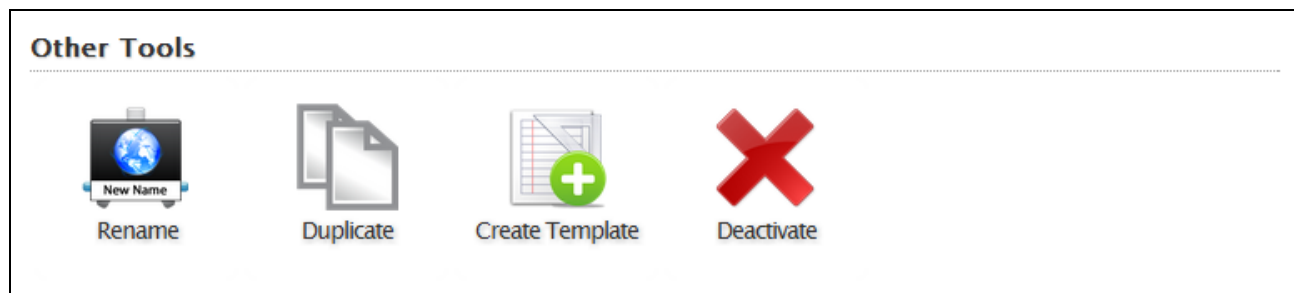
Submit Changes

After spending much time doing all of this, **make sure** you click the **Submit Changes** button.

The screenshot displays the 'Learning Modules Section > Subsections' interface. At the top, there are tabs for 'Content' and 'Settings'. Below the tabs, the page title is 'Learning Modules Section > Subsections' with an information icon on the right. A message reads: 'Add content the subsection below, or [click here to add another subsection](#).' The main content area is titled 'Learning Modules' and includes the note 'Learning Items may be taken in any order at anytime'. It lists several items: 'Popup Check' (Placeholder), a text region with a placeholder '[[[U-FIRSTNAME]]], take these two Learning Exercises', 'Simple Interactive Presentation' (SlidePoint Presentation), and 'Sample Quiz 2' (Graded Quiz). Each item has a set of control icons: a pencil, a folder, a red 'X', an up arrow, and a down arrow. At the bottom of the content area is a button with a green plus icon and the text 'Add Content to this Subsection'. At the very bottom of the interface are three buttons: 'Add a New Subsection', 'Preview Section', and 'Submit Changes'. The 'Submit Changes' button is highlighted with a red rectangular box, and a red arrow points from the right side of the content area towards it.

Courses Tab > Manage Courses > Rename

The final section of icons in the *manage course* screen is the *Other Tools* section. In this section are the *rename*, *duplicate*, *create template*, and *deactivate* icons.



The rename function is what you would expect – you simply enter in a new name for the course.

NOTE: For most circumstances, this is a straightforward task. However, if you have any external systems connecting in with your Weblearning system, and those systems are performing course-based functions, you may want to check the code and make sure renaming the course will not have any adverse effects on those systems and their functionality.

Courses Tab > Manage Courses > Duplicate

Duplicating a course is also pretty much what you would expect. You enter in a name for the new course, and it will be created as a clone of the current course. The extra thing you can do here is check a box and automatically enroll all users from the existing course into the new course.

Courses Tab > Manage Courses > Create Template

Creating a template from a course is useful – especially if all of your courses have some of the same content. Creating a template is very similar to duplicating a course. Everything from the course (content, layout, settings, etc) will become a part of the template, and then when you create a new course, you can choose the template and your new course will start off with all of that stuff already in it.

So here is the process. First, click the *create template* icon – a dialog will come up. Enter in a name for the template, a description (*which will be displayed when you create new courses*), and choose an icon (*which will help you differentiate this template from others you create*):

Create Template from Course

Name for Template
OSHA Courses Use This

Description
Use this template if you are creating an OSHA Compliance Course.

Custom Template
Custom Template
Custom Template

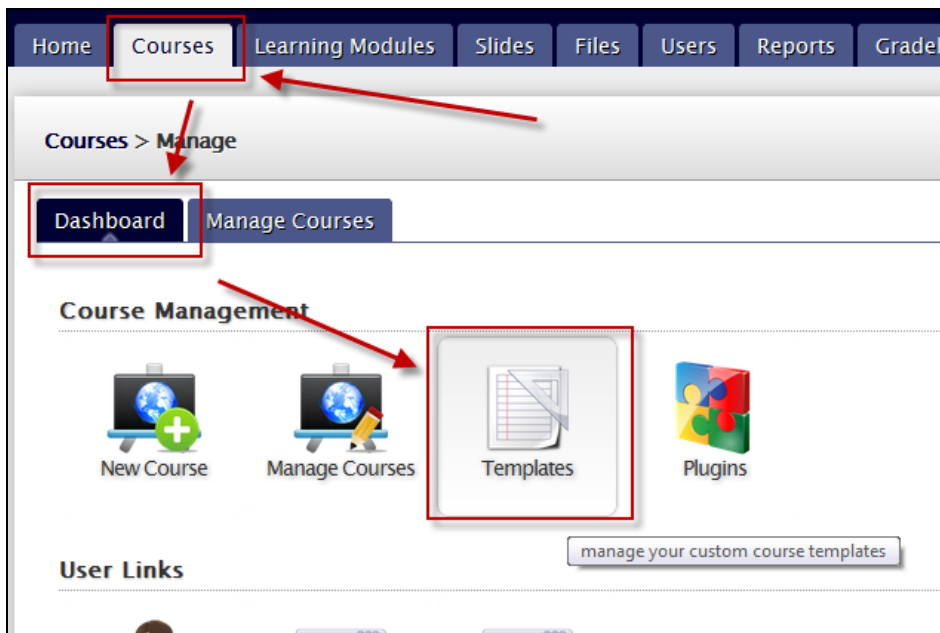
Use This Image
Use This Image
Use This Image

This action will create a re-usable template out of this course

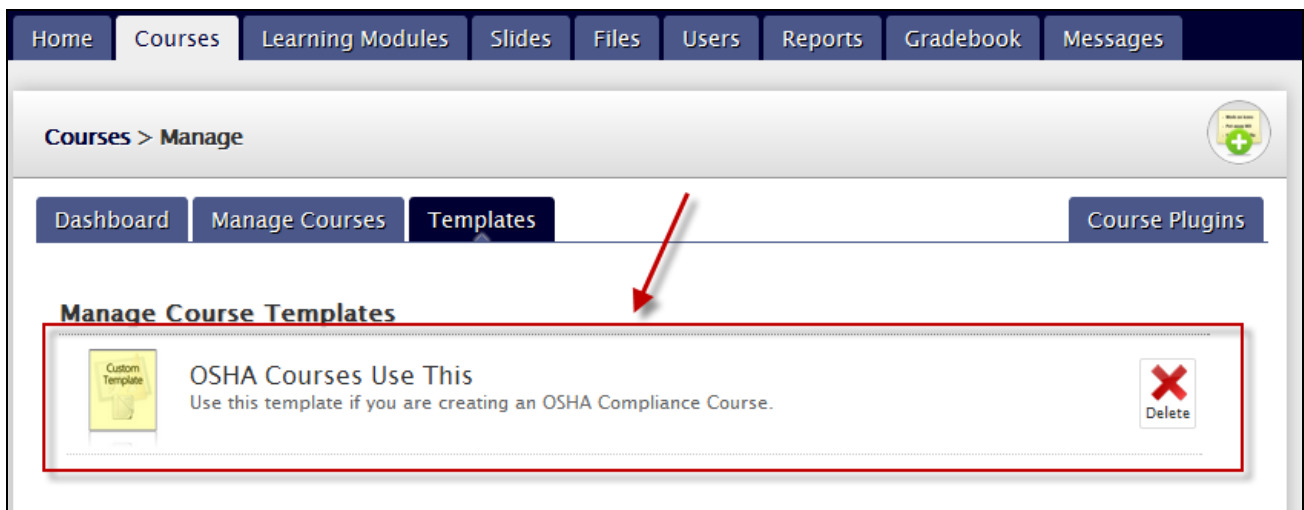
Create Template Cancel

Click the **Create Template** button to actually create the template.

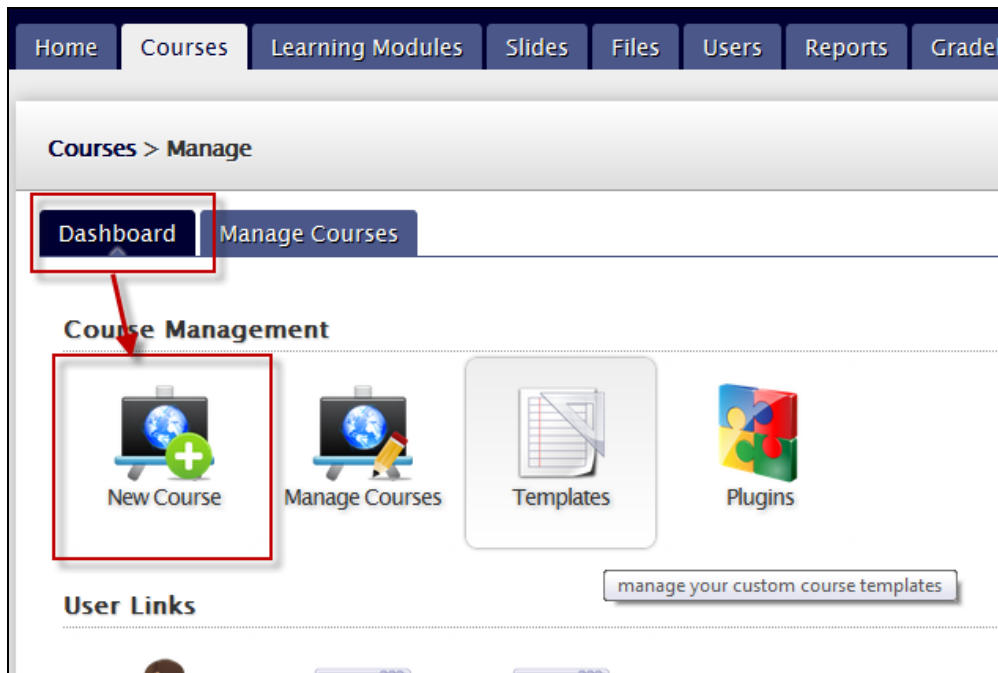
In order for you to both *confirm* and *use* the template, click the **COURSES** tab, then the **DASHBOARD** sub-tab, and then the **templates** icon:



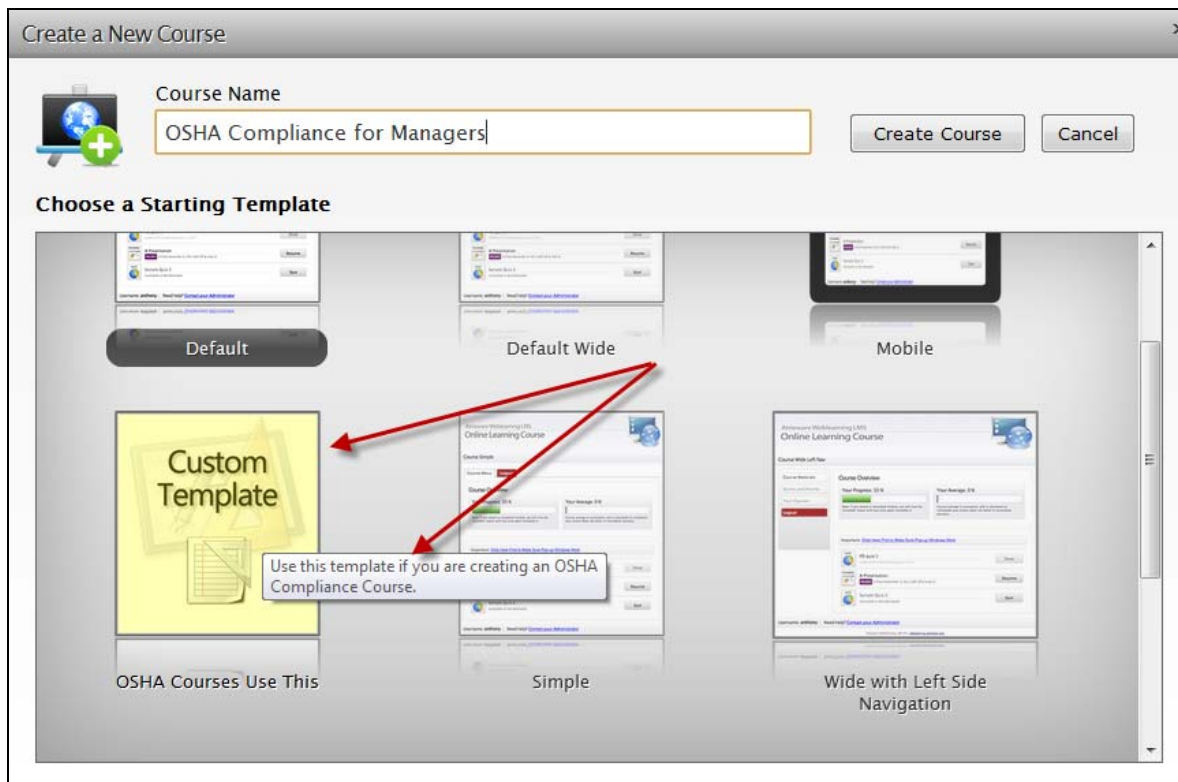
You should see your template listed:



To use the template, click the **DASHBOARD** sub-tab again, and click the **NEW COURSE** icon:



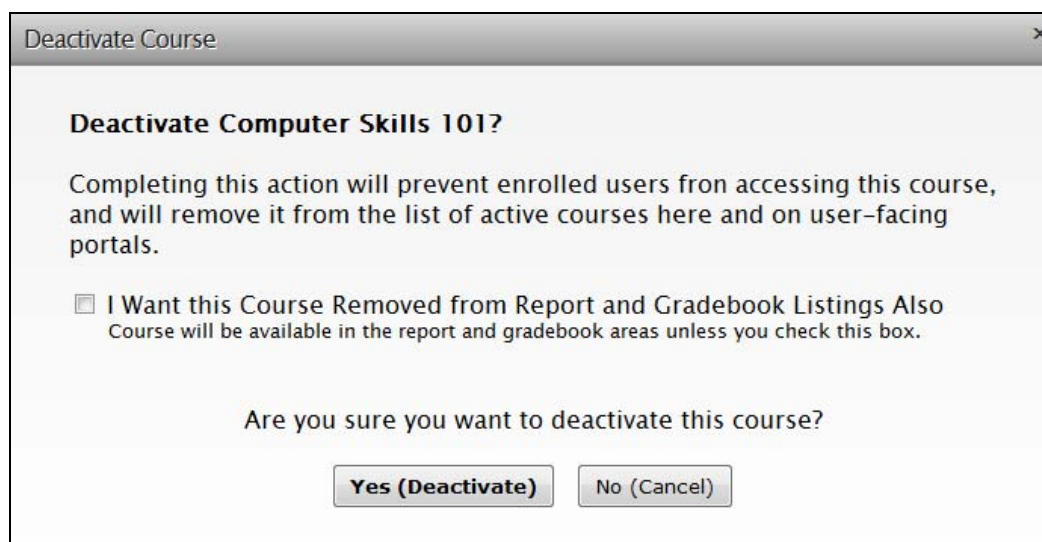
You should see your template in the list of starting templates. If you *hover* your mouse over the icon for your template, the description you entered will appear:



Courses Tab > Manage Courses > Deactivate

Deactivating a course basically prevents users from accessing the course, and removes it from your working list of courses, while still keeping it in the system so all other areas that need it (*like reporting*) will still work.

When you click the *deactivate* icon, a dialog will appear asking you to confirm that you want to deactivate it:



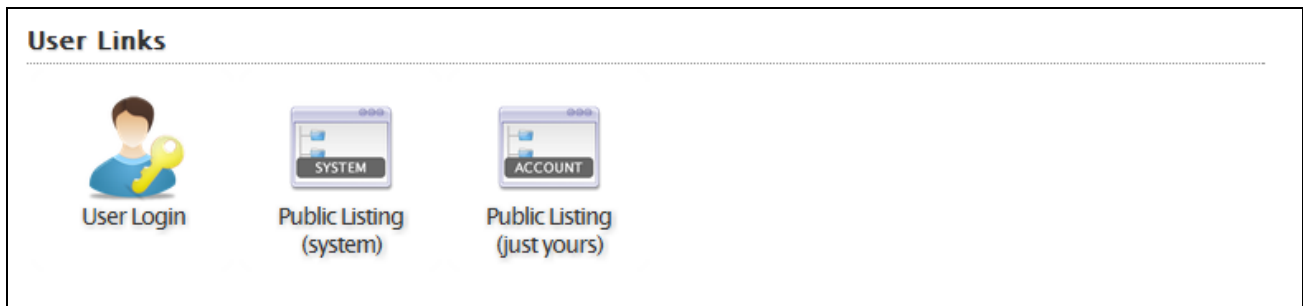
By default, when you deactivate a course, it will still appear in the *reports* area and *gradebook* area. If you do not want it to appear in those areas (*for example, maybe the course has no score or activity data associated with it*), then you can check the checkbox on the dialog.

You can re-activate a deactivated course using the following steps:

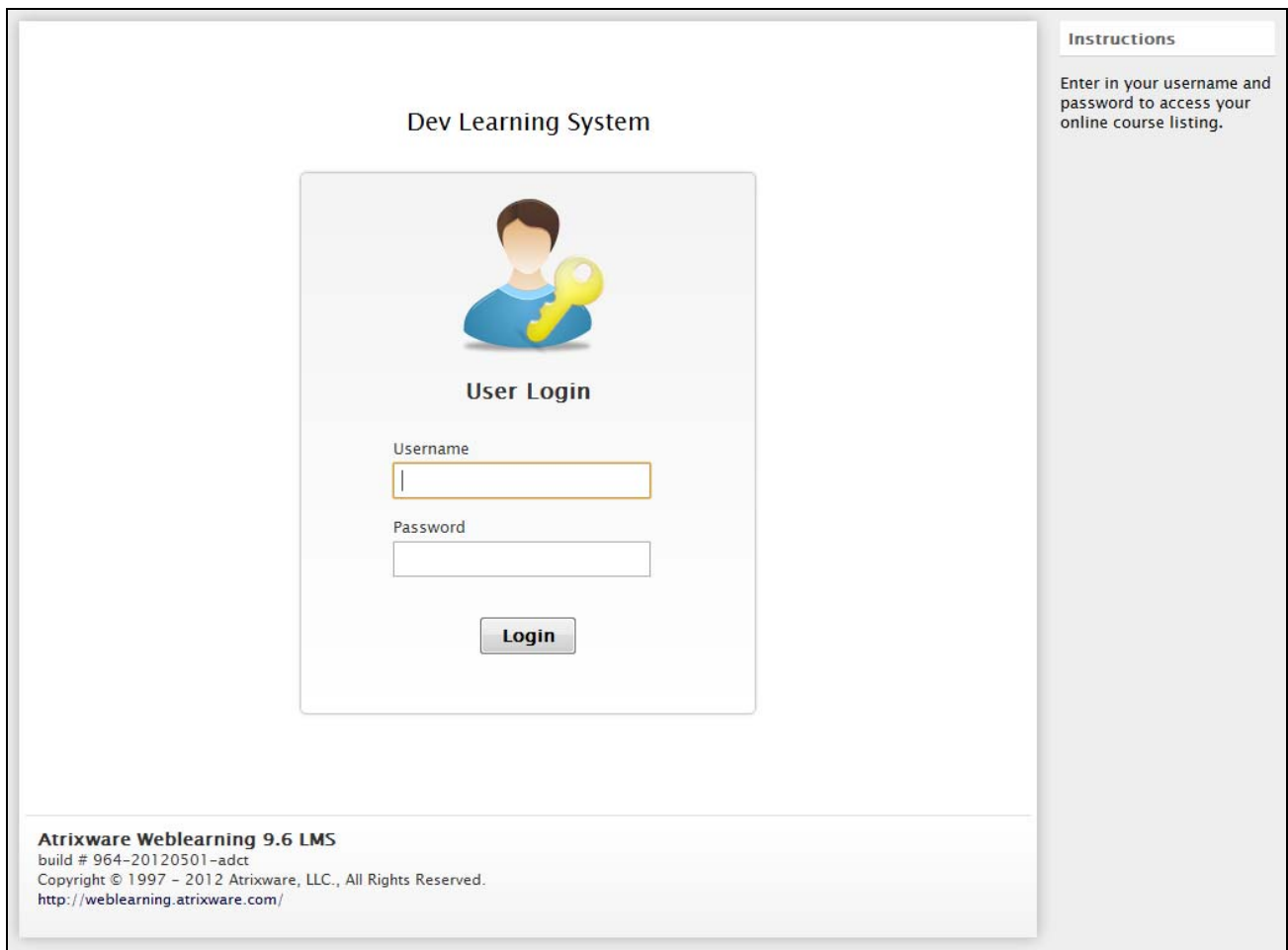
1. Click *Courses tab > Dashboard sub-tab > Manage Courses icon*
2. On the *search bar*, check the '*show inactive courses*' checkbox
3. Click the **Activate** button next to the course you want to re-activate

Courses Tab > Dashboard > User Login

There are three icons on the *Courses Tab > Dashboard sub-tab* inside the *user links* section (*user login, public listing-system, and public listing-just yours*):



The *user login* icon takes you to the system-level user login page (*this is the same link you want to provide to your users*).



















Courses Tab > Dashboard > Public Listing (system)

This icon is a link to the system-wide course directory (*think of it as the public-facing home page for your LMS*). Each course can be set up to be displayed or not displayed on this page, and if displayed, it is configured to either show an enrollment button or a login button.



















Online Course Directory

Andrew

 A history of horses	 
 English 300	 
 Math 100	 
 This course is even better than the last	 
 Wow what a great course	 



Sir Anthony
Nice Guy, lots of fun.

 Computer Skills 101	 
 Course 103	 
 Course 104	 
 Loaded	 
 NEW With RC	 
 Sample Course	 

Instructions

Click on the enroll, login, or contact button next to the desired online course.


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Courses Tab > Dashboard > Public Listing (just yours)

This icon is a link to the course directory (*think of it as the public-facing home page for your LMS*). Unlike the previous listing, this one is just for *your* courses. Each course can be set up to be displayed or not displayed on this page, and if displayed, it is configured to either show an enrollment button or a login button.

Online Course Directory



Sir Anthony
Nice Guy, lots of fun.

 Computer Skills 101	 
 Course 103	 
 Course 104	 
 Loaded	 
 NEW With RC	 
 Sample Course	 
 _MOBILE	 
 _TEMPLATE_Default <small>This is the description "yeehay" yes " hfgjghjghj " fng. This is the description "yeehay" yes " hfgjghjghj " fng. This is the description "yeehay" yes " hfgjghjghj " fng. This is the description "yeehay" yes " hfgjghjghj " fng.</small>	 

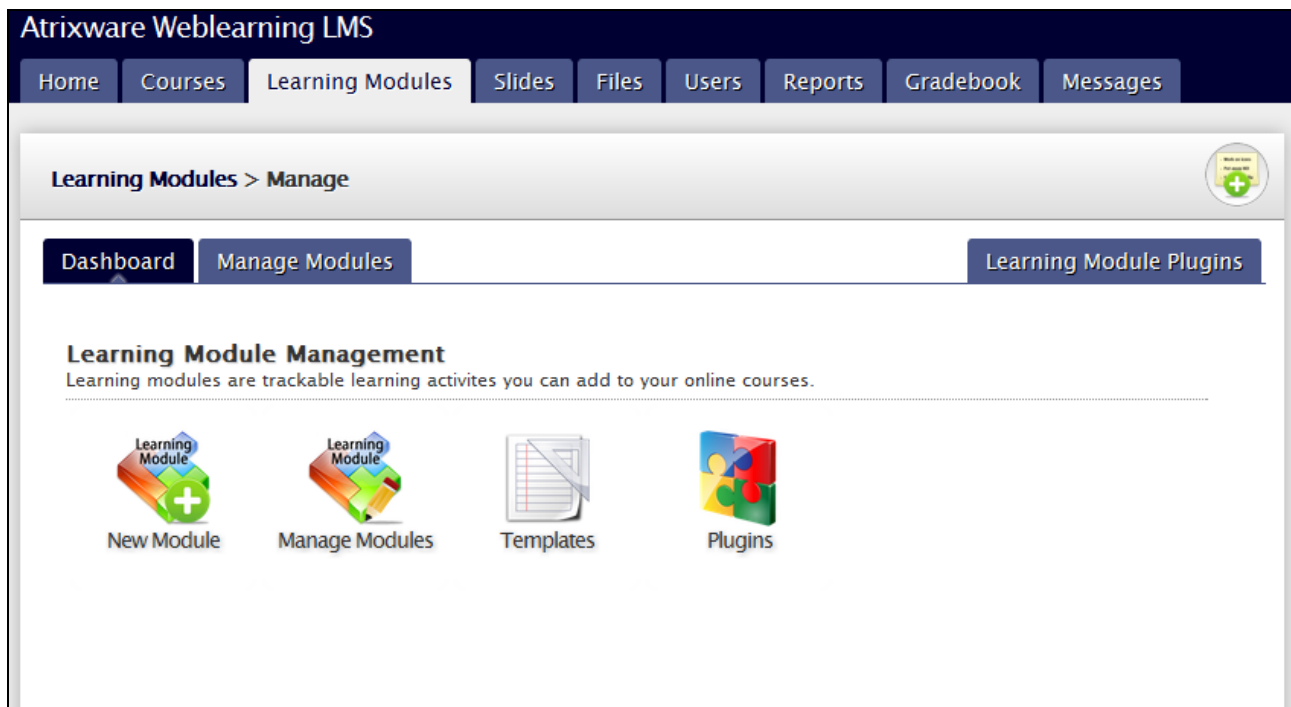
Instructions

Click on the enroll, login, or contact button next to the desired online course.

Learning Modules Tab

From the **learning modules** tab, you can do the following:

1. Create new learning modules
2. Manage learning modules
3. Manage learning module templates



Learning Modules are what you create to be used inside your online courses for your users to interact with (*be it watching a video, interacting with a learning exercise, taking a quiz, reading a document, or any number of other things*). This area lets you create re-usable learning modules which can be used inside of multiple courses.

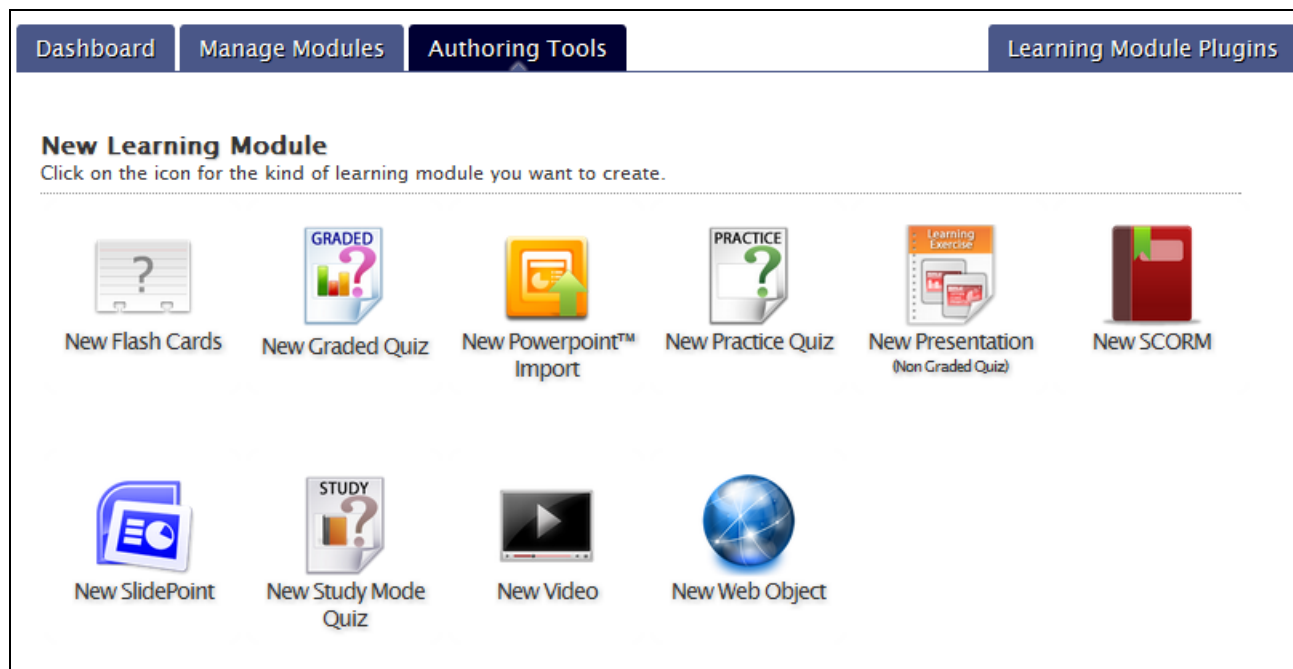
Adding Modules to your Courses

As mentioned previously in this manual, while you *create and author* your learning modules here, you are not quite done – you need to get them in front of your users. To do so, you need to add them into your online course.

This is discussed in detail in the Courses Tab chapter, but as a quick review, you click *Courses tab > Manage Courses* icon, then click the *Manage* button next to the course you want to add your learning module to, then click the *Setup Learning Modules* icon, click the *Add Content to this Subsection* button, click the *icon for the kind of module you want to add*, then click the *add* button next to the actual module.

Learning Modules Tab > Dashboard > New Module

To create a new *learning module* click the *new module* icon, and a menu of icons for all of the different kinds of learning module types you can create will be shown:



As you can see, there are quite a few things you can create. The only item you may not have on your system is the *SCORM* item – which is an optional item which can be added to most Weblearning systems.

To create a module, you simply click on the kind of item you want to create.

As you might imagine, each kind of module has its own interface, along with its own settings, steps, etc. Therefore, we have created separate user guides for just about every module type (*freely available for download from our website*).

There is one item here which does not have its own manual (*and isn't really a first-class module type*), and that is the '*new powerpoint import*' icon, which we will discuss next:

Learning Modules Tab > Authoring Tools > New Powerpoint Import

Just about everyone uses PowerPoint™. There are actually several different ways you can use your existing PowerPoint™ presentations inside your online courses:


1. You can upload the *.ppt* or *.pptx* file into your files area, and link to it in your course
2. You can use any of the *PowerPoint™-to-Flash converters* on the market, upload the resultant flash file, then use the *Video* module type to wrap and track it in your course
3. You can upload the *.ppt* or *.pptx* file into your files area and then wrap and track it using the *Web Object* module type
4. You can use the *PowerPoint™ Import* function to import it into Weblearning as a *Slidepoint* module

In this section, we will be discussing #4 – importing into Weblearning as a *Slidepoint* module.

To start, click the *New PowerPoint™ Import* icon, and the import screen will appear:

Learning Modules > Create a PowerPoint™ Import

Step 1: enter a name for this presentation

 Presentation Name

Select the SlidePoint Importable (.spp) File to Import

To convert your PowerPoint™ presentations into .spp format:

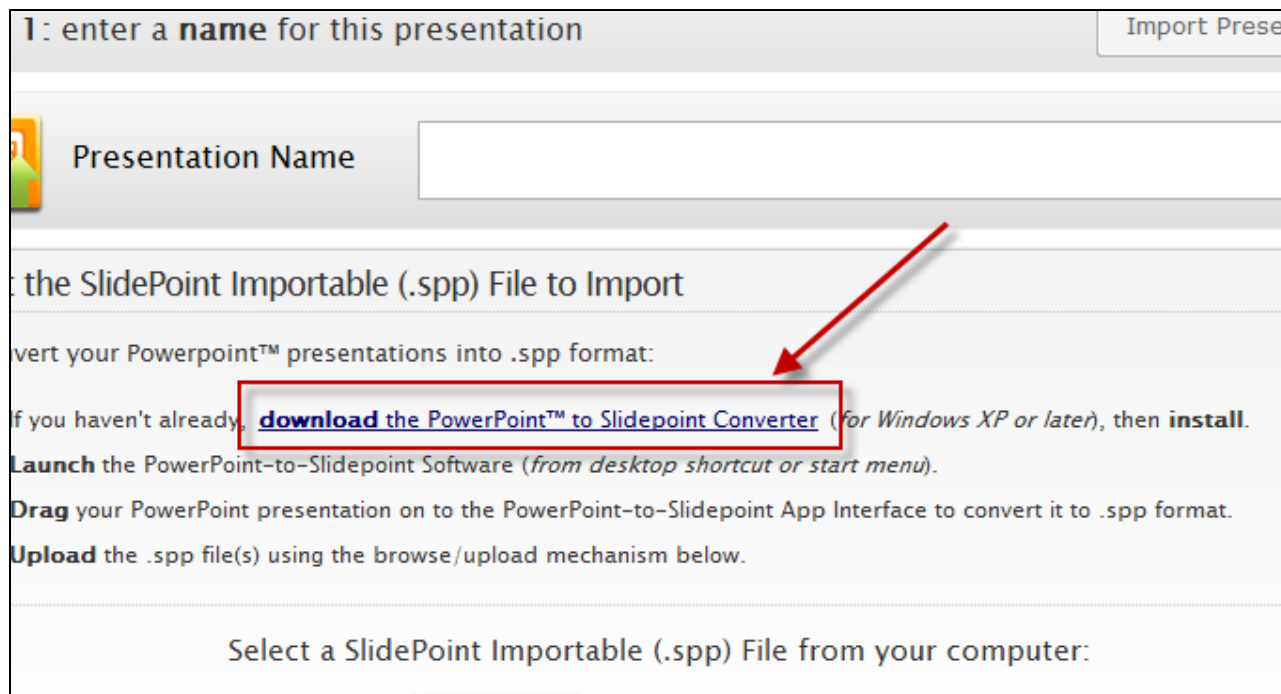
1. If you haven't already, **download the PowerPoint™ to Slidepoint Converter** (for Windows XP or later), then **install**.
2. **Launch** the PowerPoint-to-Slidepoint Software (from desktop shortcut or start menu).
3. **Drag** your PowerPoint presentation on to the PowerPoint-to-Slidepoint App Interface to convert it to .spp format.
4. **Upload** the .spp file(s) using the browse/upload mechanism below.

Select a SlidePoint Importable (.spp) File from your computer:

No file chosen

Step 1: enter a name for this presentation

If this is your first time using this feature, you will have to download and install a small application that will do most of the conversion work for you. You can do so by clicking the download link as shown:

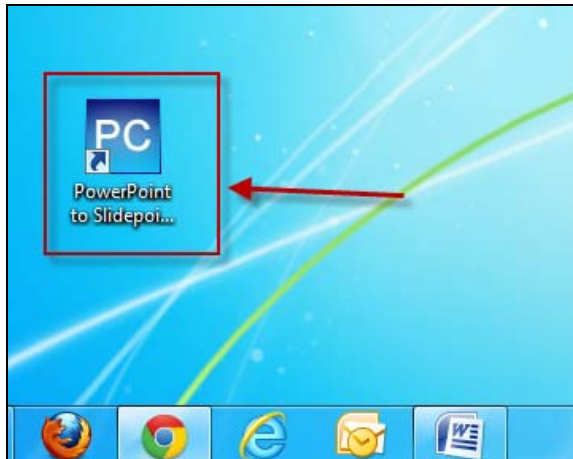


In order to use the software, you will need to be using Microsoft Windows (XP or later), and PowerPoint™ 2003 or later.

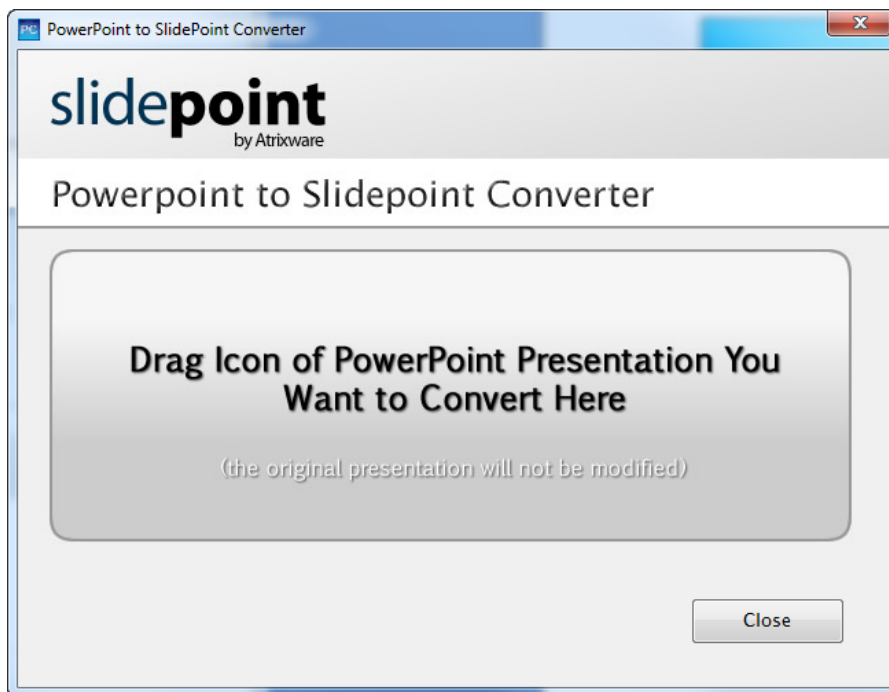
Downloading and installing the software is the same process as anything else you have downloaded and installed from your web browser – here are the basic steps:

1. Click the link
2. If you are prompted to run or save, choose run
3. If you get no notification screen, check your downloads folder for a file named ppt_to_slidepoint.exe – and double-click on it to run it
4. Follow the steps in the installer (*basically, just click NEXT a few times*)
5. Once complete, you should have an icon on your desktop, and also in your start menu for the converter software

Here is what the icon looks like on the desktop:

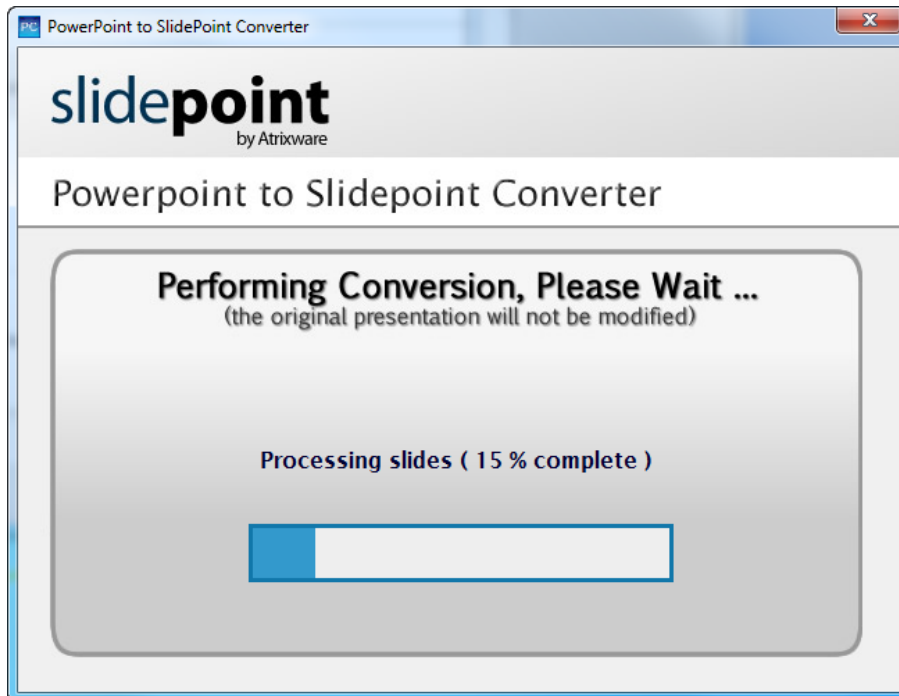


Double-click on the software to start it, and you will see a screen like the following:

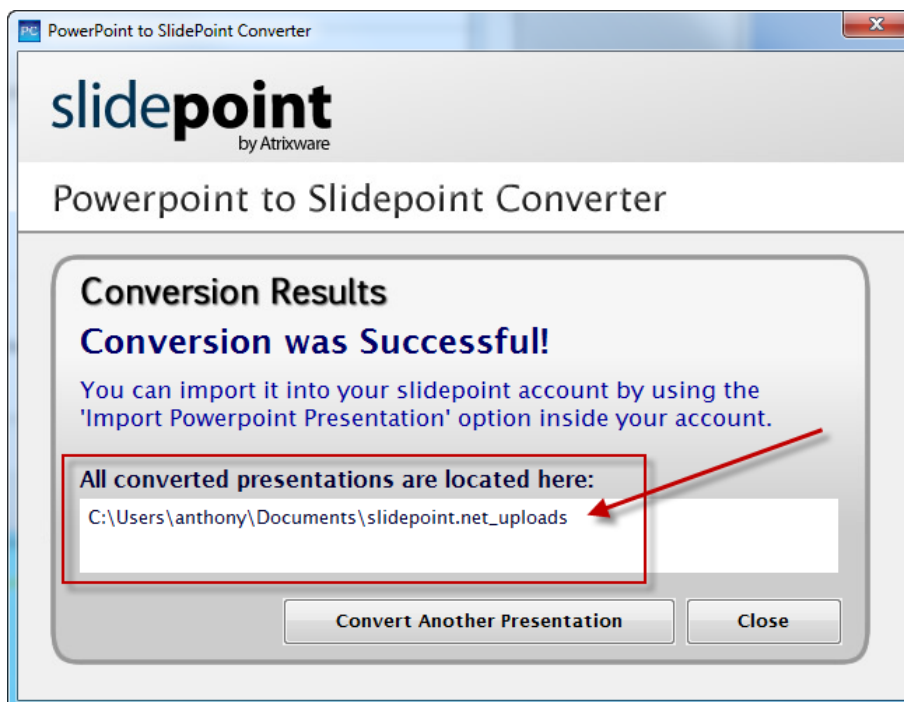


There are really only two things you can do – either drag the icon for your PowerPoint™ file onto the large area, or close the software.

Of course, we want to drag the icon for your PowerPoint™ file onto the large area, at which point the converter software will do its thing (*you will see some messages telling you what it is doing, and a bar graph with its progress*):



Once complete, you will see a screen like this:




The path shown is important – this is where all of your converted presentations will be stored – and these are the files you are going to upload into your account.

So, you can convert each presentation as-needed, or, you can do all of them at once (*just keep clicking the **Convert Another Presentation** button until you are done*).

Once you have at least one .spp file (*this is the file the converter creates*), you can perform the import into your Weblearning account. So, back to the *import* screen:

Learning Modules > Create a PowerPoint™ Import

Step 1: enter a name for this presentation

 Presentation Name

Select the SlidePoint Importable (.spp) File to Import

To convert your Powerpoint™ presentations into .spp format:

1. If you haven't already, [download the PowerPoint™ to Slidepoint Converter](#) (for Windows XP or later), then **install**.
2. **Launch** the PowerPoint-to-Slidepoint Software (from desktop shortcut or start menu).
3. **Drag** your PowerPoint presentation on to the PowerPoint-to-Slidepoint App Interface to convert it to .spp format.
4. **Upload** the .spp file(s) using the browse/upload mechanism below.

Select a SlidePoint Importable (.spp) File from your computer:

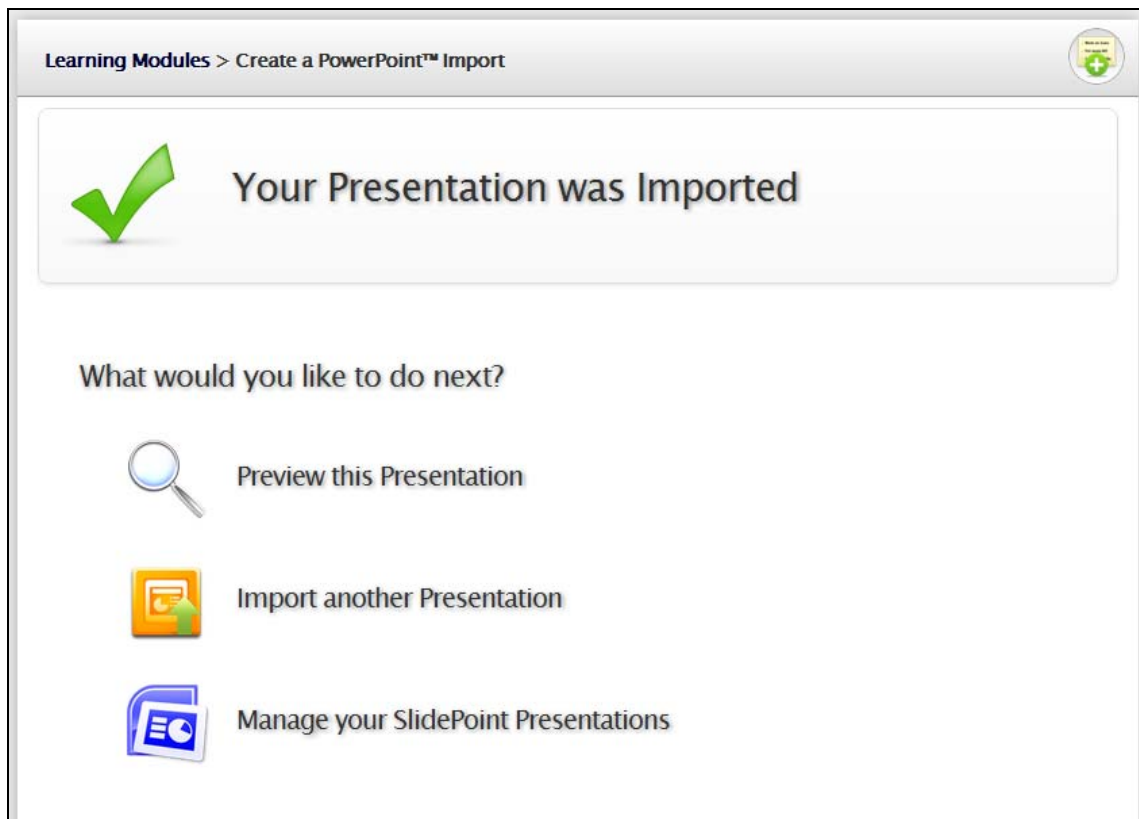
No file chosen

Step 1: enter a name for this presentation

It's pretty simple:

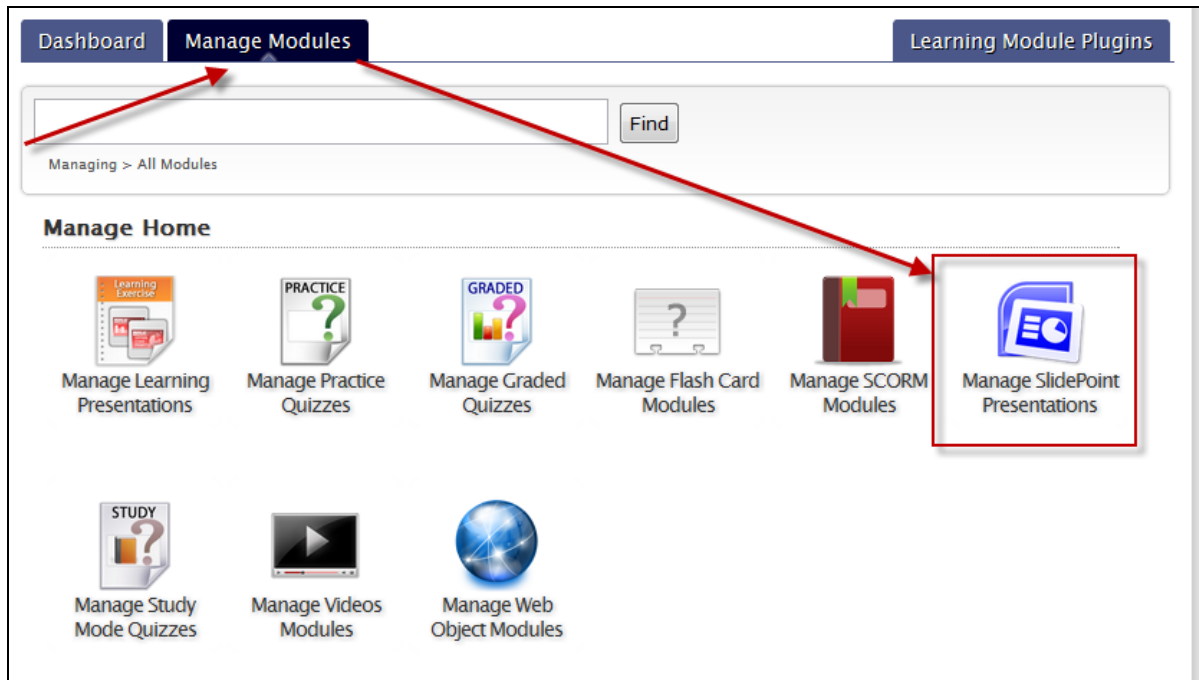
1. Type in a name for the presentation
2. Click the *Choose File/Browse* button and select your .spp file
IMPORTANT: do not choose your ppt or pptx file – it needs to be the .spp file created by the converter
3. Click the *Import Presentation* button

Depending on the size of the file, the upload and import may take a few minutes. Once done you will see a screen like the following:



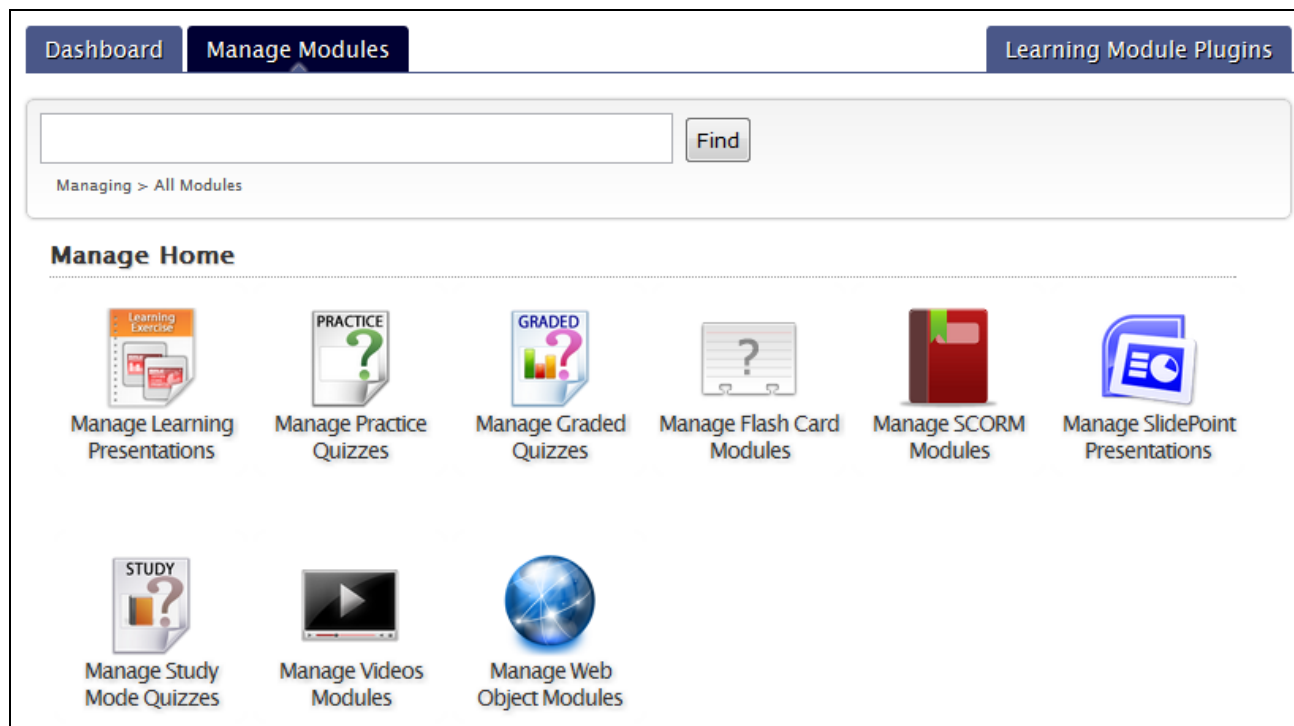
As you can see, you can preview the result of the import, import another one, or manage your Slidepoint presentations.

The important thing to know at this point is, the end result of the import is a *Slidepoint module* (in other words, the importer converts your PowerPoint™ presentation into a Slidepoint module). Therefore, if you want to change the settings of the presentation, add/remove slides, add animation effects, content, audio, or anything else, you will access it from the *Manage Modules > Manage Slidepoints* icon:



Learning Modules Tab > Dashboard > Manage Modules

You manage modules you have created by clicking the *manage modules* icon, which brings up a menu of icons – one for each type of learning module:

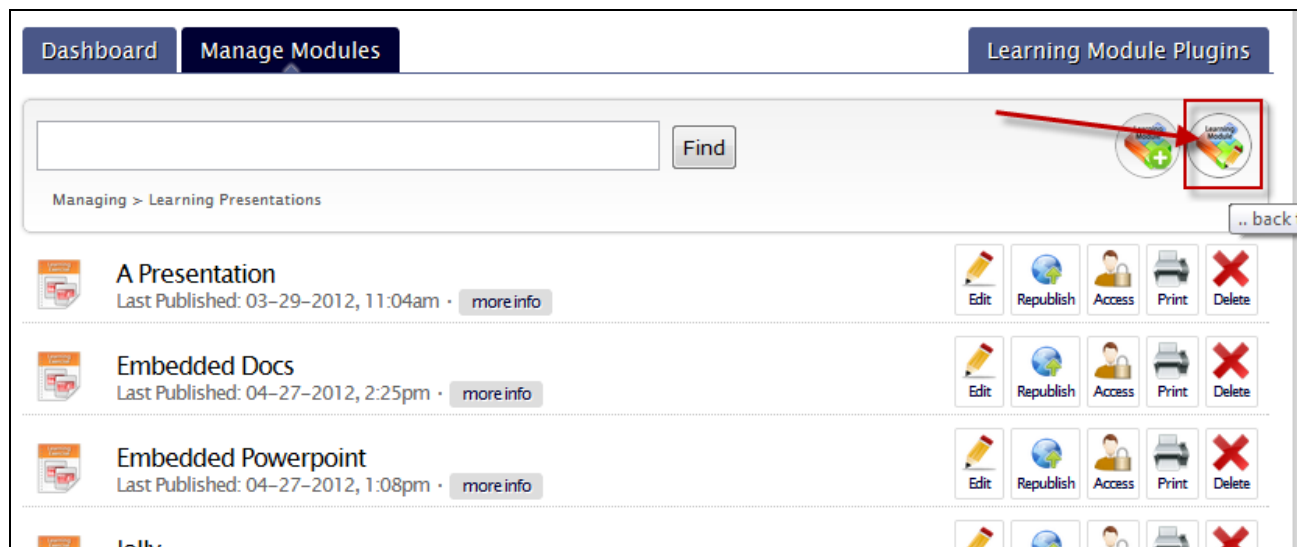


To manage modules of a specific kind, start by clicking on the appropriate icon, and all modules of that kind you have created will be listed.

If you want to manage multiple module types in the same list, you can type in a search phrase in the *search box* and then click the *find* button, and all modules across all kinds (*that contain your search phrase in the title*) will be listed.

If you first click a module icon, and then type in a search phrase, the results returned will be for that module kind only.

If you are inside of a listing for a particular module kind, and want to get back to the screen where you can select another module kind to list, click the *back to manage modules > home* button as shown:



The screenshot displays the 'Manage Modules' interface. At the top, there are navigation tabs for 'Dashboard', 'Manage Modules', and 'Learning Module Plugins'. Below the tabs is a search bar with a 'Find' button. A red arrow points to a 'back to manage modules > home' button, which is highlighted with a red box. Below the search bar, the interface shows a list of module kinds, each with a 'more info' link and a set of action buttons: 'Edit', 'Republish', 'Access', 'Print', and 'Delete'. The module kinds listed are 'A Presentation', 'Embedded Docs', and 'Embedded Powerpoint'. The 'A Presentation' module has a last published date of 03-29-2012, 11:04am. The 'Embedded Docs' module has a last published date of 04-27-2012, 2:25pm. The 'Embedded Powerpoint' module has a last published date of 04-27-2012, 1:08pm.

Each module kind has its own series of buttons that can be used to edit, delete, republish and more. For information on each button and how it works, please consult the *user guide* for that module kind (*each module type has its own user guide, freely available from our website*).

Learning Modules Tab > Dashboard > Templates

You can manage templates for each kind of module by clicking the *templates* icon:

The screenshot shows a web interface for managing templates. At the top, there are four navigation tabs: 'Dashboard', 'Manage Modules', 'Manage Templates' (which is highlighted), and 'Learning Module Plugins'. Below the tabs, the heading 'Select a Template to Configure' is displayed, followed by the instruction: 'For each module type, you can set up a starting template which will be applied each time you create a new module of that type.' Below this instruction, there are nine template icons arranged in two rows. Each icon is accompanied by its name:

- Flash Cards Template (icon: notepad with question mark)
- Graded Quiz Template (icon: document with 'GRADED' and question mark)
- Practice Quiz Template (icon: document with 'PRACTICE' and question mark)
- Presentation (Non Graded Quiz) Template (icon: 'Learning Exercise' presentation slides)
- SCORM Template (icon: red folder)
- SlidePoint Template (icon: blue presentation slide)
- Study Mode Quiz Template (icon: document with 'STUDY' and question mark)
- Video Template (icon: video player)
- Web Object Template (icon: blue globe)

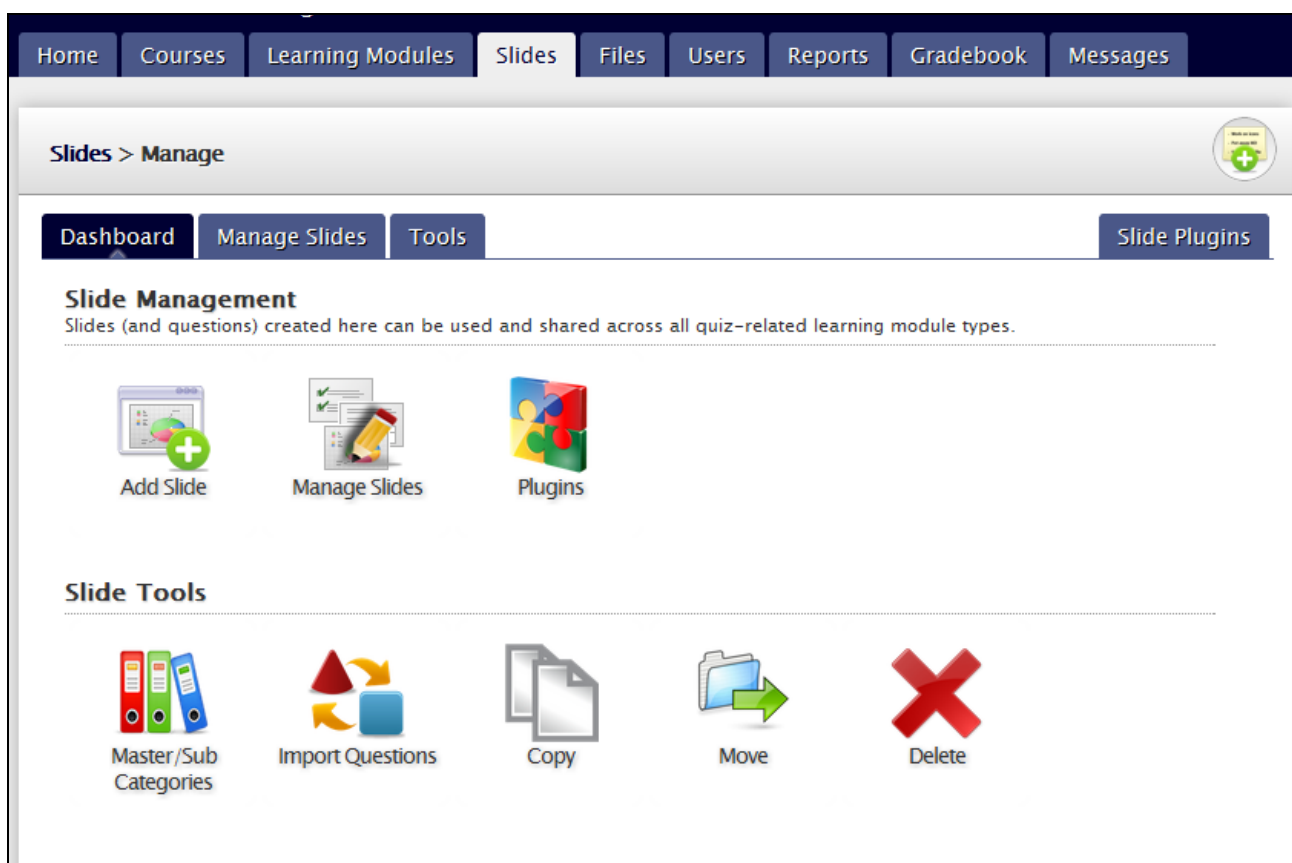
To manage a template for a particular kind of module, simply click on the appropriate icon, and the template screen will appear. For information on each template, please consult the *user guide* for that module kind (*each module type has its own user guide, freely available from our website*).

Slides Tab

The **Slides** tab is the area you use to create your online slide bank – which is typically mostly question slides, but can also be non-question slides as well.

The idea is that you can create questions, place them into categories and/or category/subcategory structures, and then use (*and re-use*) them across the quiz style learning modules (*which currently includes graded quizzes, non-graded quizzes/presentations, practice quizzes, study mode quizzes, and flashcard quizzes*).

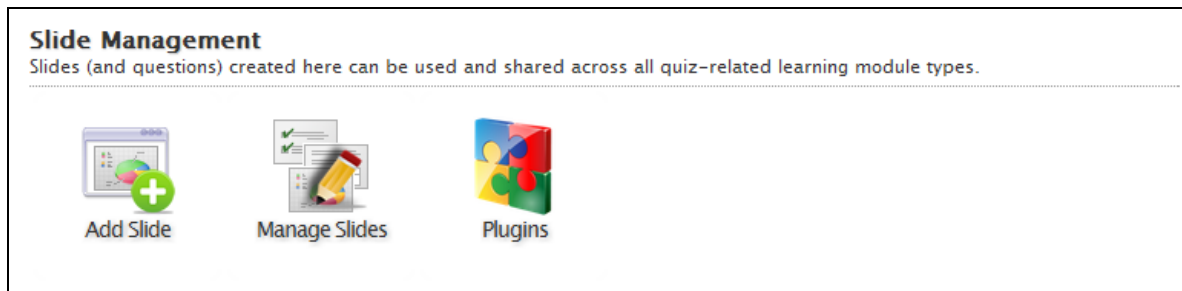
When you first come to this area you will be presented with the following screen:



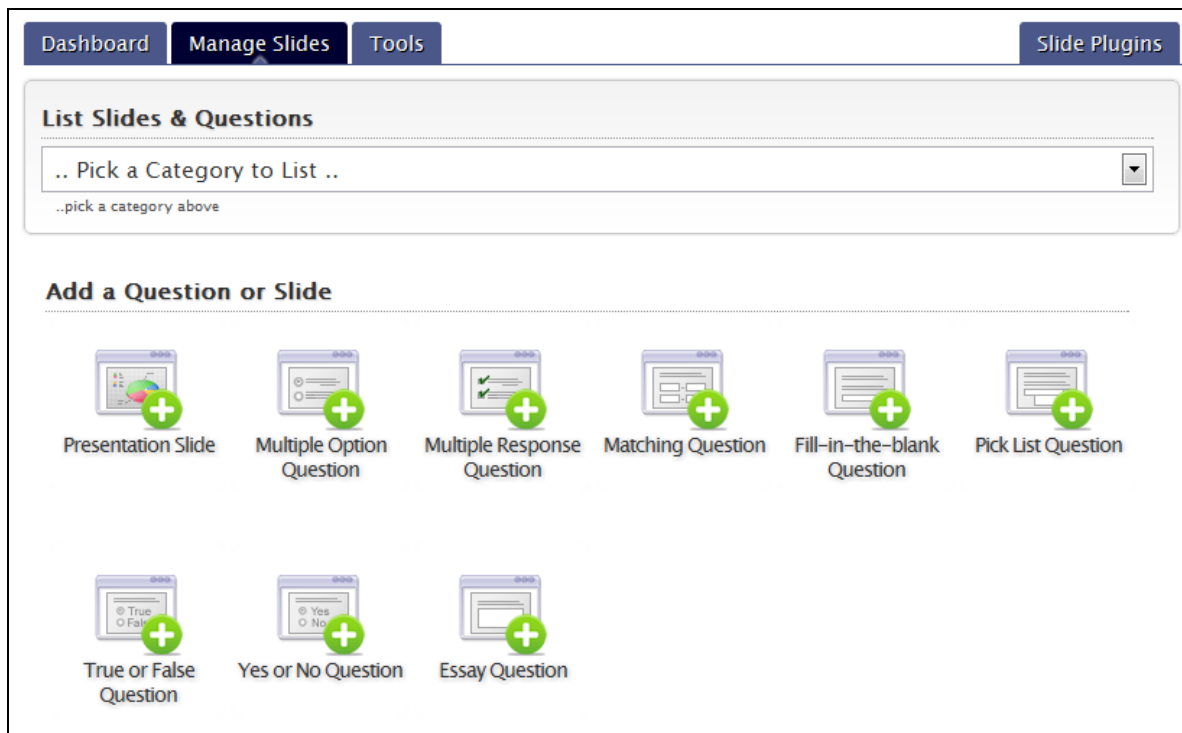
We start off on the dashboard sub-tab, which provides you access to add slides, manage slides, manage master/sub-category structures, import questions, and copy/move/delete functions (*all discussed next*).

Slides Tab > Dashboard > Add Slide

The first section on the **Slides tab > Dashboard** sub-tab is the *slide management* section, which contains 3 icons – *add slide*, *manage slides*, and *plugins*.

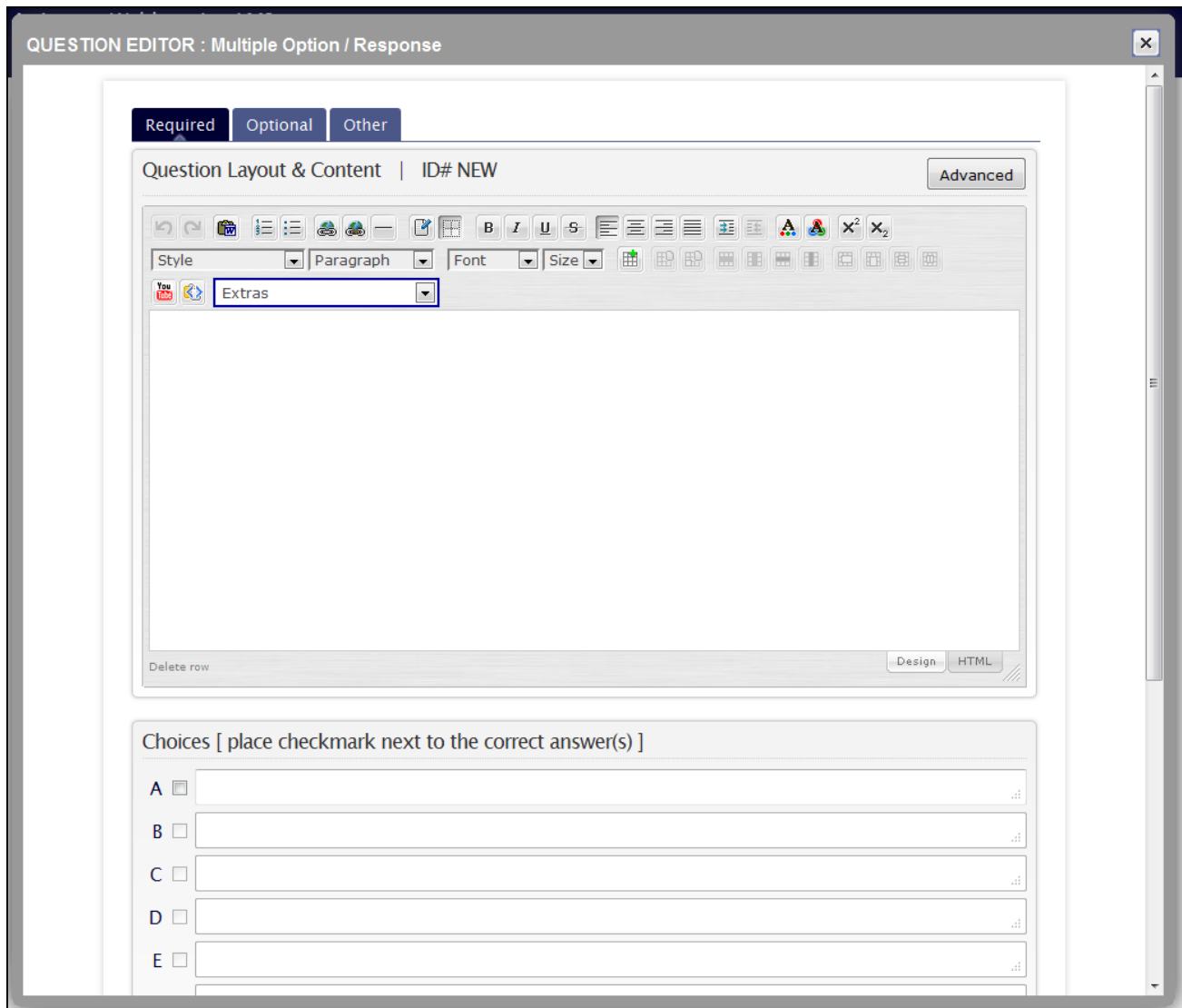


If you do not yet have any slides created, and have not created any *master/sub-category* structures, or, you want to add a new question or slide into a new category (*as opposed to an existing category*), click the **Add Slide** icon, which will bring you to the following screen:



To add a new question, click on the appropriate icon (*or choose presentation slide for a non-question slide*).

The editor for the kind of question/slide you picked will appear:



Each ‘kind’ of question/slide has slightly different data entry fields (*for example, a multiple option question lets you enter choices, whereas a fill-in-the-blank question lets you type in the correct answer*), but generally consist of the following areas:

1. **The Question (or Slide) Layout and Content section.** This is where you can enter in the question text, along with images, videos, table layouts, links, and much more. Also notice the **ADVANCED** button on the top right of the editor – which lets you assign simple entrance animations, and for presentation slides, lock out the next/back buttons for a specified number of minutes if desired.
2. **Choices/Items section.** This is where you enter in choices, matching grid, or the correct answer (*slightly different depending on the question type*). On Presentation Slides, this section does not exist.

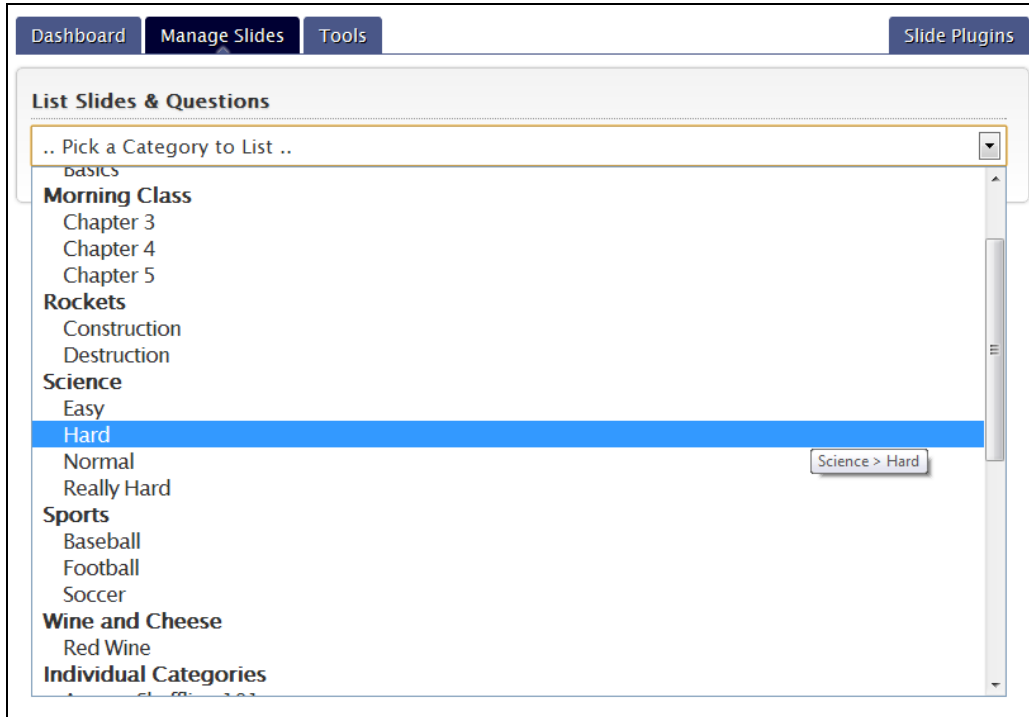
3. **Category/Question Group.** This lets you assign the question/slide to a group or category (*each question/slide must belong to a group or category*).
4. **Title.** This is usually the question/slide number, but you could also replace the placeholder for the number (*which is [[[QNUMBER]]]*) with text. This is useful in presentations where the slide number is less important than the slide title.
5. **Reference/Explanation.** Available on questions, this lets you assign feedback for a question (*to appear in the end-of-quiz report if you have configured it*). The feedback can consist of text, images, table layouts, videos, and more.
6. **Immediate Feedback Responses.** Available on certain question types, these are fields that let you specify the immediate feedback a user will receive depending on which choice they pick (*currently available on multiple-option, true/false, and yes/no questions*).
7. **Author Notes.** This lets you place notes (*for your eyes only*).
8. **Change Log.** This is a log of all changes to the question or slide (*view only*).
9. **JavaScript Code.** For advanced users, this section enables you to write code that will execute when the question/slide comes into view.
10. **Sharing.** This is only applicable if you are on a system that has multiple course admins sharing questions/slides, and in that kind of system, this setting lets you share/unshare the question/slide.

Slides Tab > Dashboard > Manage Slides

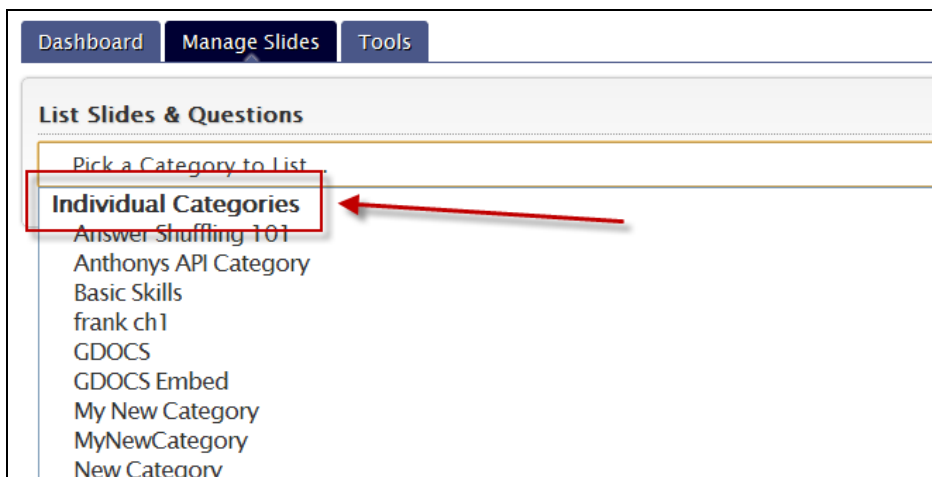
First, click the **Manage Slides** icon from the dashboard sub-tab, and you will be taken to the following screen:

The screenshot shows the 'Manage Slides' interface. At the top, there are four tabs: 'Dashboard', 'Manage Slides', 'Tools', and 'Slide Plugins'. Below the tabs is a section titled 'List Slides & Questions' with a dropdown menu that says '.. Pick a Category to List ..' and a note '..pick a category above'. Underneath is a section titled 'Add a Question or Slide' with nine icons representing different question types: Presentation Slide, Multiple Option Question, Multiple Response Question, Matching Question, Fill-in-the-blank Question, Pick List Question, True or False Question, Yes or No Question, and Essay Question.

Notice it looks just like the *add slide* screen – because it is. Both icons take you to the same place – the *manage slides sub-tab*. However, instead of clicking on a slide icon to add a slide, we are instead going to *pick a category* to list from the dropdown box:

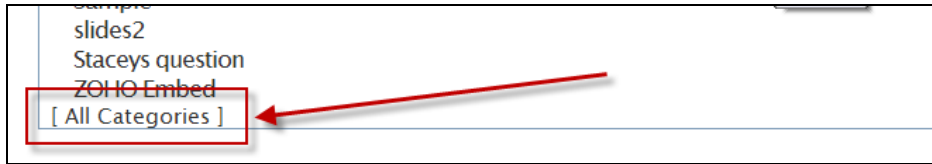


Notice in the exhibit above the bold selections and non-bold. The bold are the *master categories* we created, and the non-bold are the *sub-categories* for that master. A bit later on in this manual we discuss how to create the *master/sub-category* structures you see here – but know that they are optional (*you can just have flat categories as well, as shown here*):



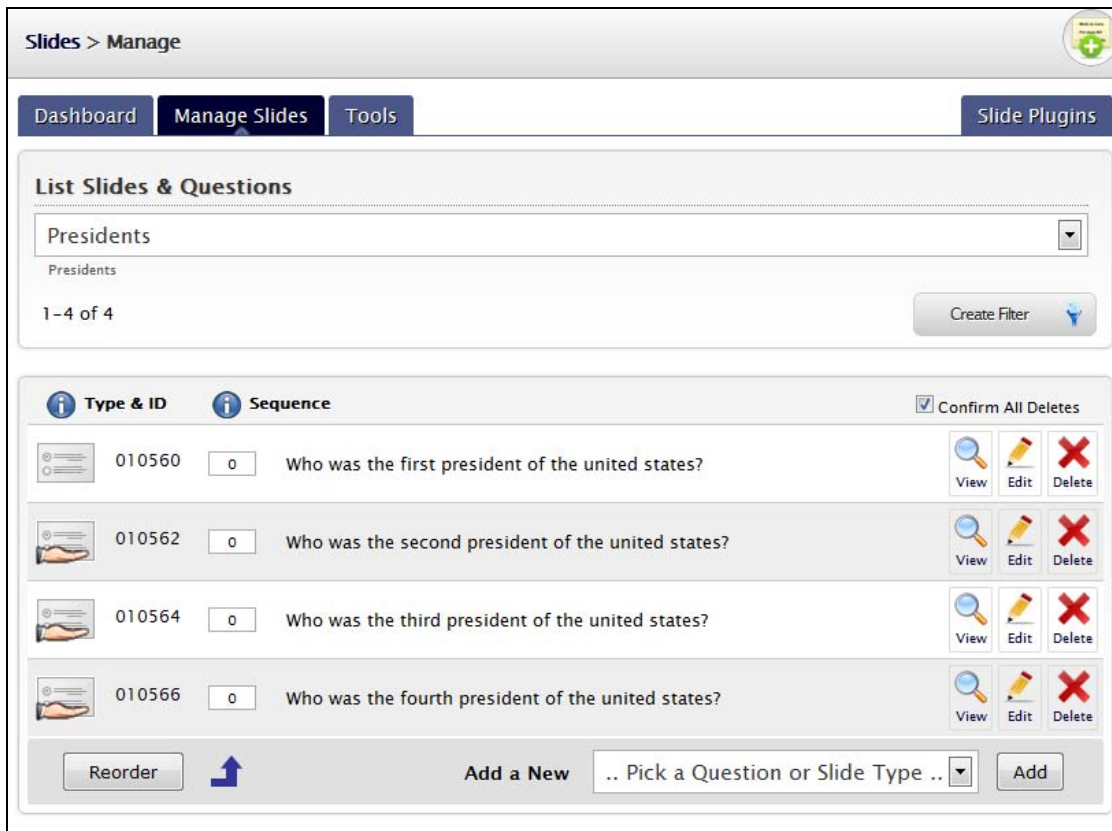
The categories show up under a bold section titled '*individual categories*'.

So back to the purpose of using this drop-down box – we want to choose the category of questions to list. So, you can either pick a category or sub-category, or you can choose *all categories* – which is the final option in the dropdown:



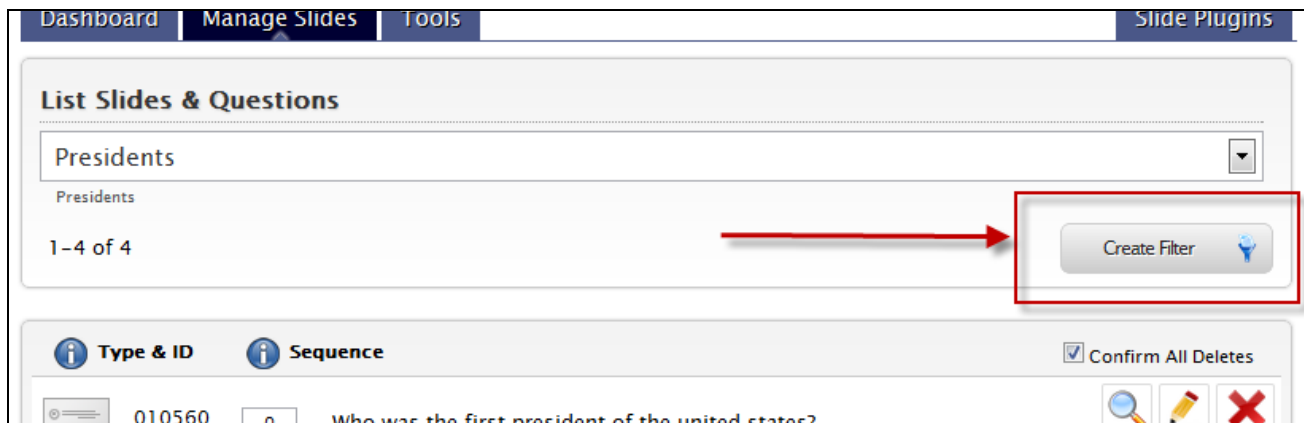
The main difference is, if you pick *all categories*, you will still be able to *edit* your questions/slides, you will not be given the option to *add* any questions/slides (*but as long as you are listing just a single category, you will be able to add questions/slides to that category*).

So here is an example of a listing:

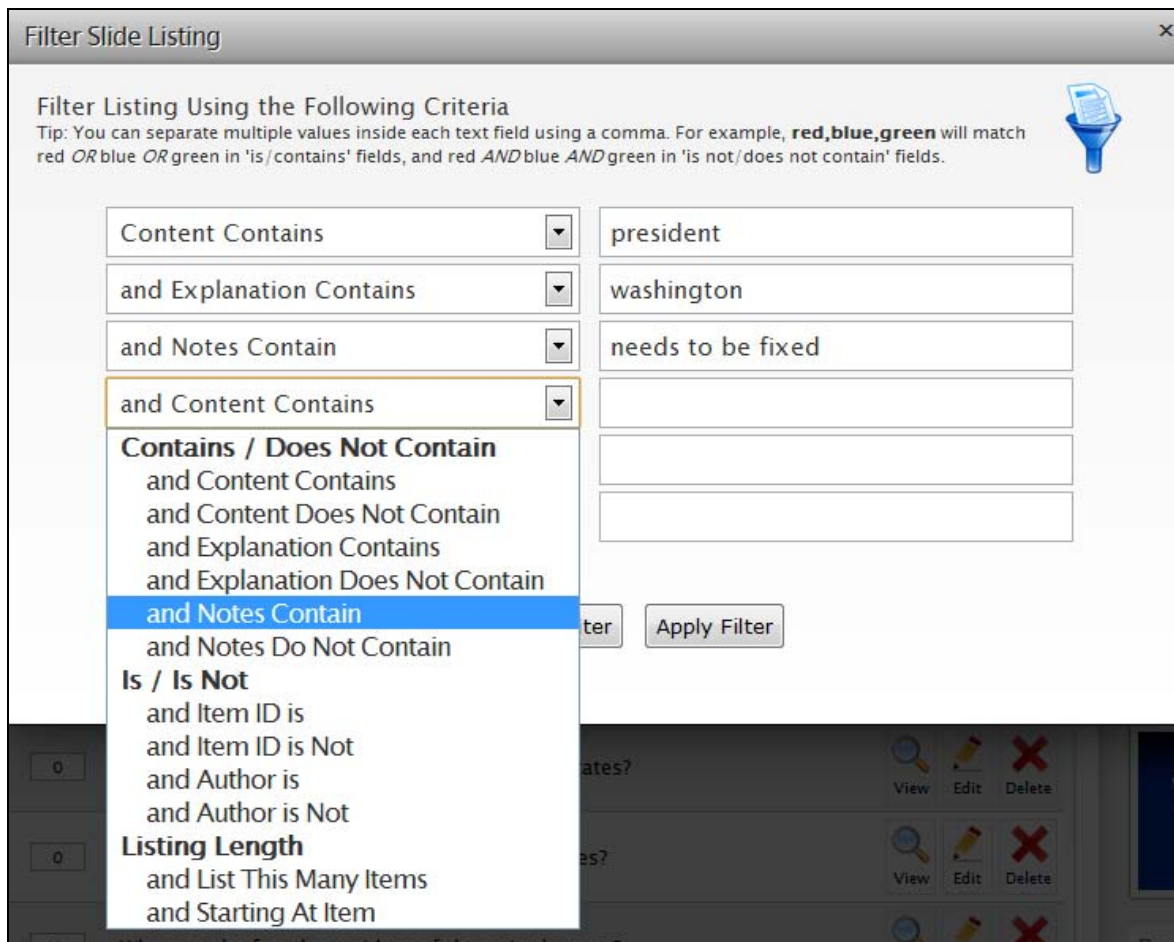


Tip: the icon next to each slide will be different based on question/slide type, and will also have a hand beneath it if it is shared. You can hover over the icon to learn who owns the item, and what kind it is.

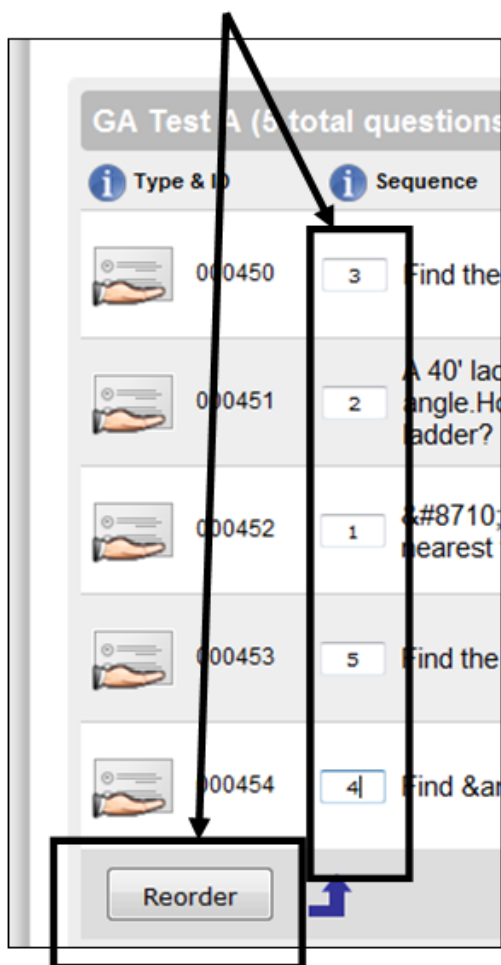
Before discussing the list, notice the **Create Filter** button:



Once you have a category (or *all categories*) selected from the dropdown box, you can filter the results further by clicking the **create filter** button – think of it as a sophisticated search or find mechanism enabling you to work with specific questions/slides based on what they contain or do not contain, their item id, their owner/author, what’s in the explanation and/or notes, etc:

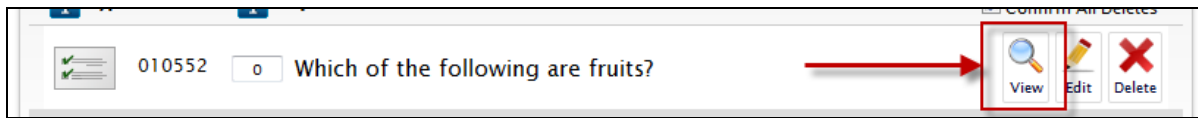


You can reorder (*place into a specific sequence*) the questions/slides by typing in the sequence number next to each question/slide in the listing, and then click the **REORDER** button.

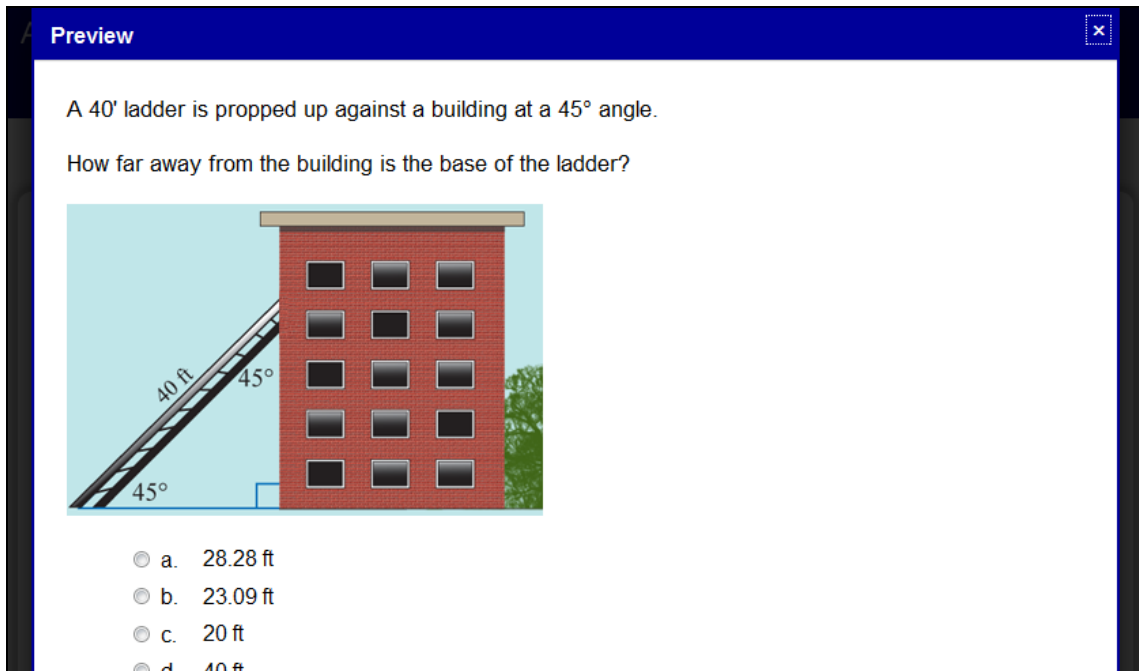


Many of the publish mechanism of the quizzes you create have an **insert wizard block** function, and on that function, choosing the **'in sequence'** (as opposed to **'randomly'**) option will use the sequence you define here.

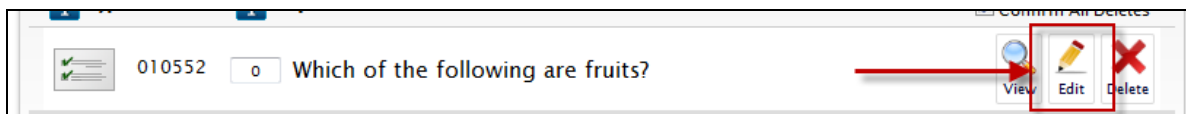
You can **VIEW** a question/slide by clicking the corresponding **VIEW** button:



The preview will be a very close approximation of what your user(s) will see (*minus any skin styling*):



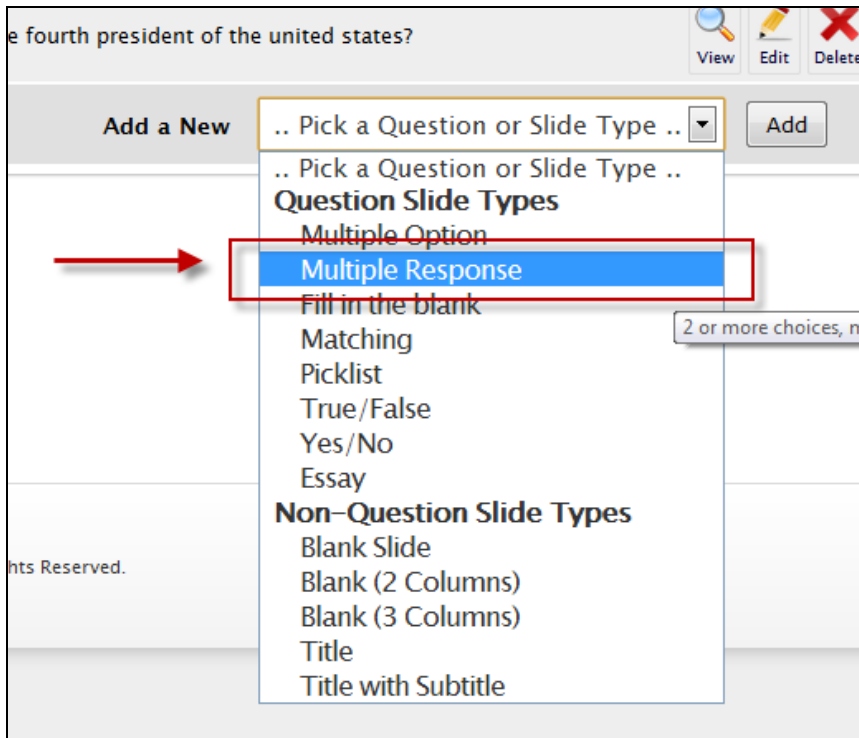
You can **EDIT** a question/slide by clicking the corresponding **EDIT** button (*may not be available if you do not have edit rights to the item*).



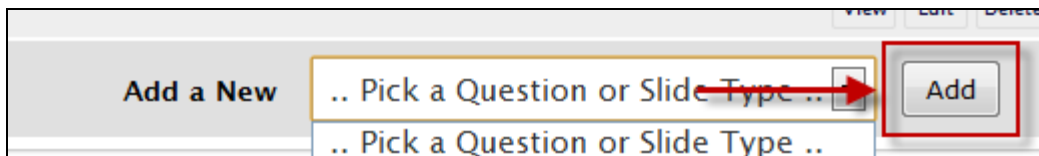
You can **DELETE** a question/slide by clicking the corresponding **DELETE** button (*may not be available if you do not have delete rights to the item*).

A few notes on deleting questions/slides. First, you can uncheck the 'confirm deletes' checkbox if you want to more rapidly delete questions/slides. Second, and most importantly, **you should never delete questions if they exist inside quizzes**. Even though you will not remove the questions from the quizzes themselves when you delete them here, if you ever republish those quizzes, and you have the quizzes picking individual questions, when the quizzes are republished, they will no longer have the questions (*because they are gone from the slide bank here*).

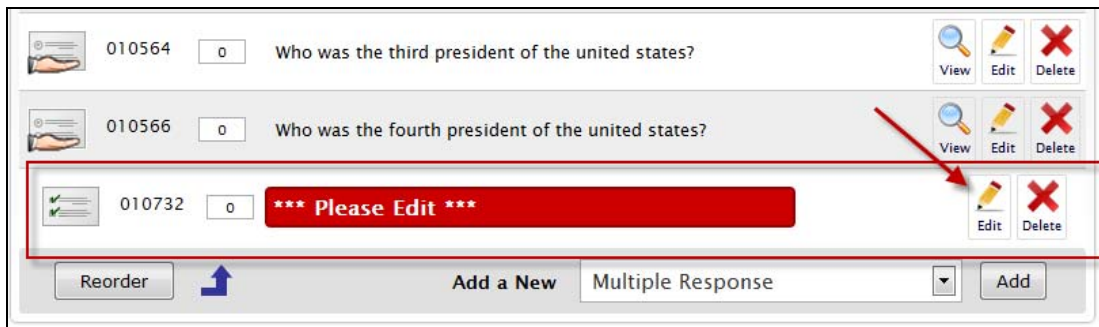
You can **ADD** a new question or slide to the category by (along the bottom of the list) **picking** the kind of question/slide you want to add ...



... click the **ADD** button ...

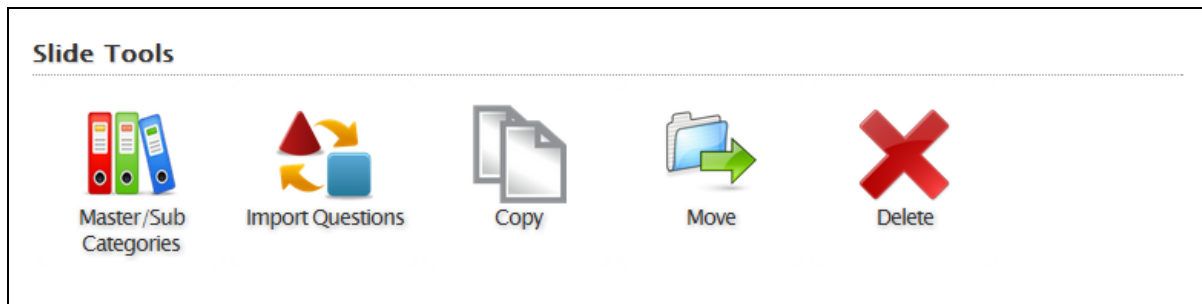


... and then click the **EDIT** button next to the new question/slide in the list marked in red.

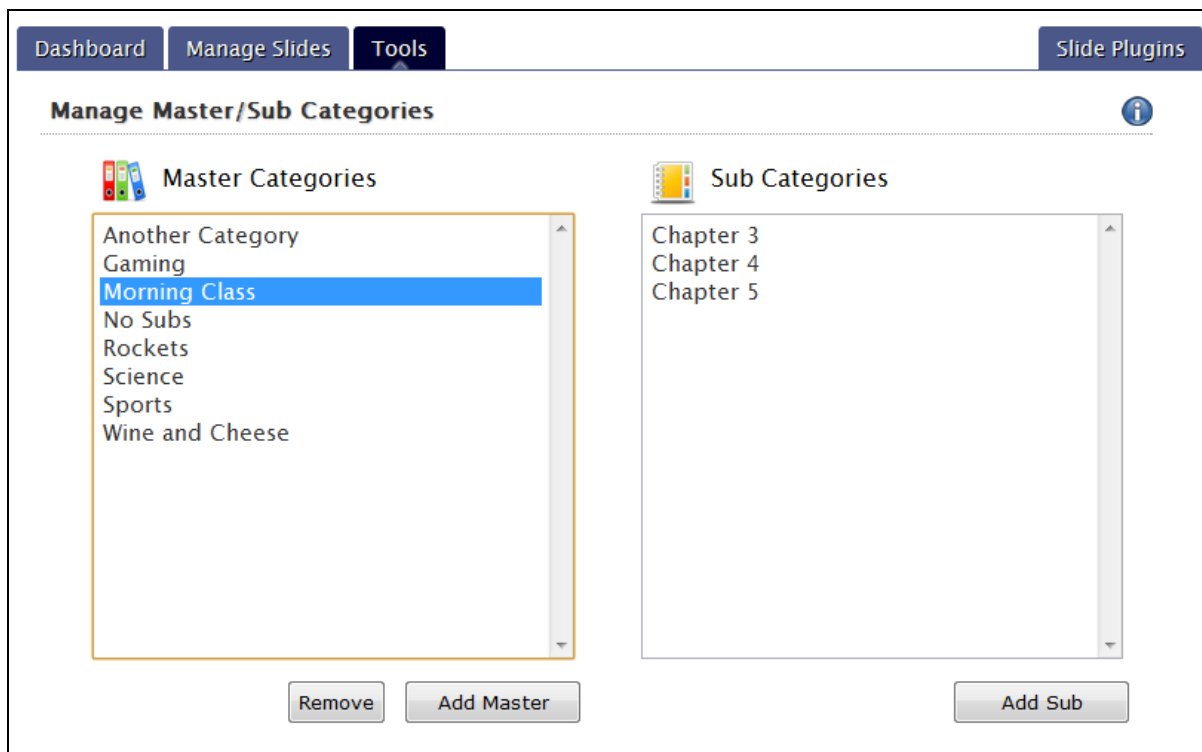


Slides Tab > Dashboard > Master/Sub Categories

The second section on the **Slides** tab > **Dashboard** sub-tab is the *slide tools* section, which is essentially a copy of everything on the **Slides** tab > **Tools** sub-tab (*but just one less click away*):



The *master/sub categories* icon takes you to the following screen which enables you build *master/sub category* structures:



Everything here is relatively straightforward. You add and remove *master* categories to the left list, and then add *sub-categories* by clicking on a *master* category in the left list, then adding *sub-categories* in the right list.

Once you have created your structures, you will be able to add questions/slides into the *sub-categories* simply by choosing them from the available *categories* list on each editor.

Slides Tab > Dashboard > Copy

Click the **Copy** icon. To copy questions from an existing category to a NEW category, **pick** an existing category from the drop-down list, then **type** in a new category to copy them to, and click the **COPY** button.

You can also copy them into an EXISTING category as long as you type in the existing category name exactly (including using the proper upper/lowercase letters).

Slides Tab > Dashboard > Move

Click the **Move** icon. To move questions from one category to another, **pick** the *from* category from the first drop-down list, then **pick** the *to* category from the second drop-down list, and click the **MOVE** button.

Slides Tab > Dashboard > Share

If you are on a system with multiple course admins, and question/slide sharing is enabled, this function will enable you to share/unshare all questions/slides in a specified *category (this performs the share/unshare on current questions/slides, and does not apply to any questions/slides added after this)*.

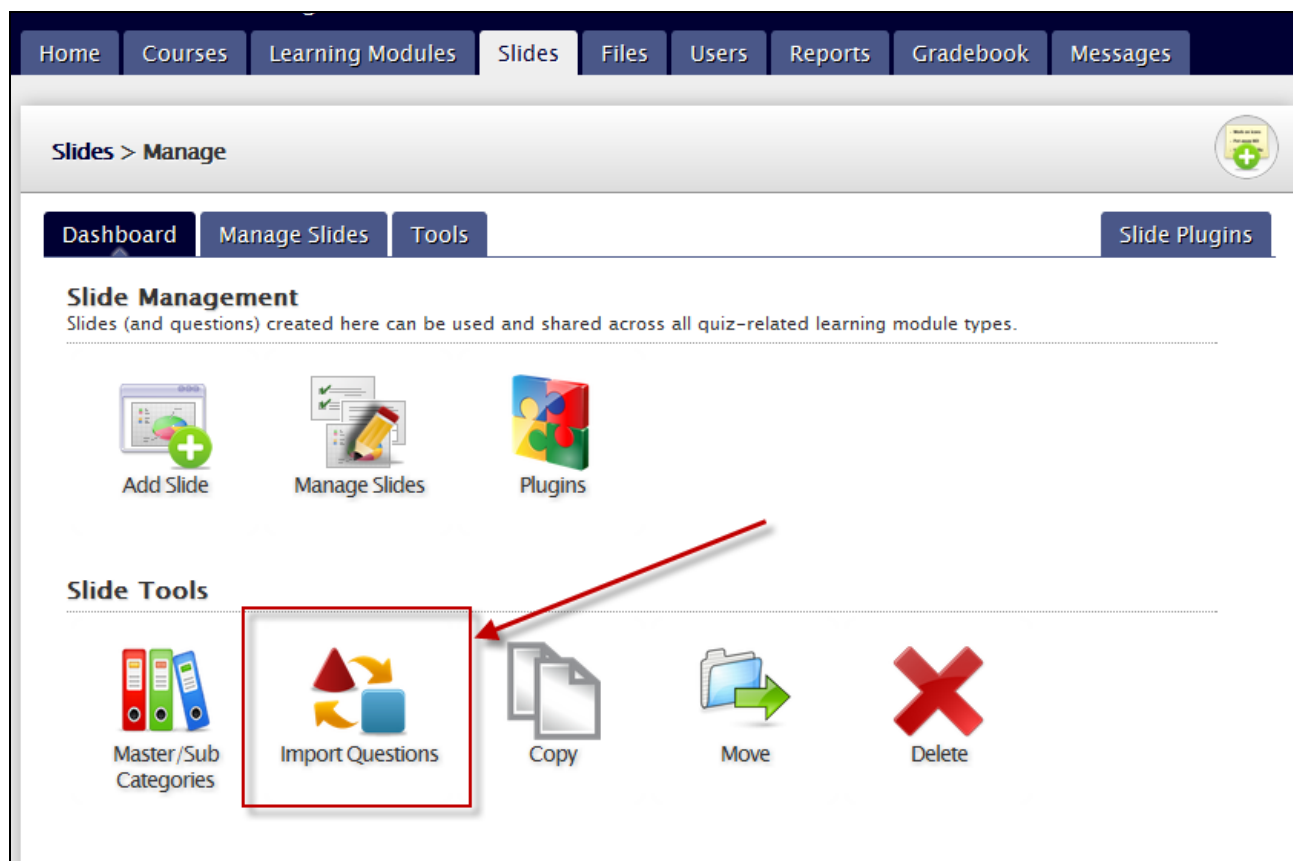
Slides Tab > Dashboard > Delete

To delete questions from a category, pick the category from the drop-down list and then click **DELETE**.

Note: You should never delete questions if they exist inside quizzes. Even though you will not remove the questions from the quizzes themselves when you delete them here, if you ever republish those quizzes, they will no longer have the questions (*because they are gone from the slide bank here*).

Slides Tab > Dashboard > Import

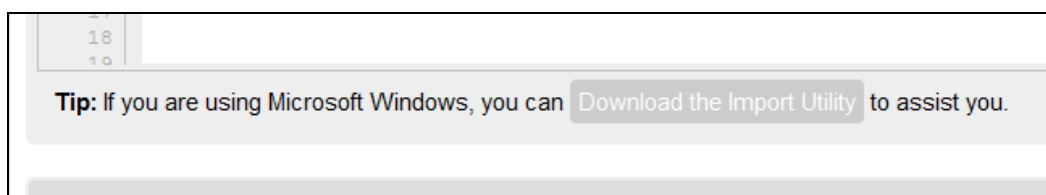
Click the **Import** icon. The pack-in import function enables you to import single-correct-answer *multiple-choice* questions.



The screenshot shows the 'Slides > Manage' interface. At the top, there is a navigation bar with tabs for Home, Courses, Learning Modules, Slides, Files, Users, Reports, Gradebook, and Messages. Below this, there is a sub-navigation bar with tabs for Dashboard, Manage Slides, Tools, and Slide Plugins. The main content area is titled 'Slide Management' and contains a description: 'Slides (and questions) created here can be used and shared across all quiz-related learning module types.' Below the description, there are three icons: 'Add Slide' (a slide with a plus sign), 'Manage Slides' (a slide with a pencil), and 'Plugins' (a colorful cube). Underneath, there is a section titled 'Slide Tools' with five icons: 'Master/Sub Categories' (three binders), 'Import Questions' (a red triangle, a yellow arrow, and a blue square), 'Copy' (two overlapping documents), 'Move' (a folder with a green arrow), and 'Delete' (a red X). The 'Import Questions' icon is highlighted with a red box, and a red arrow points to it from the right.

This will bring up the **Import Questions** screen.

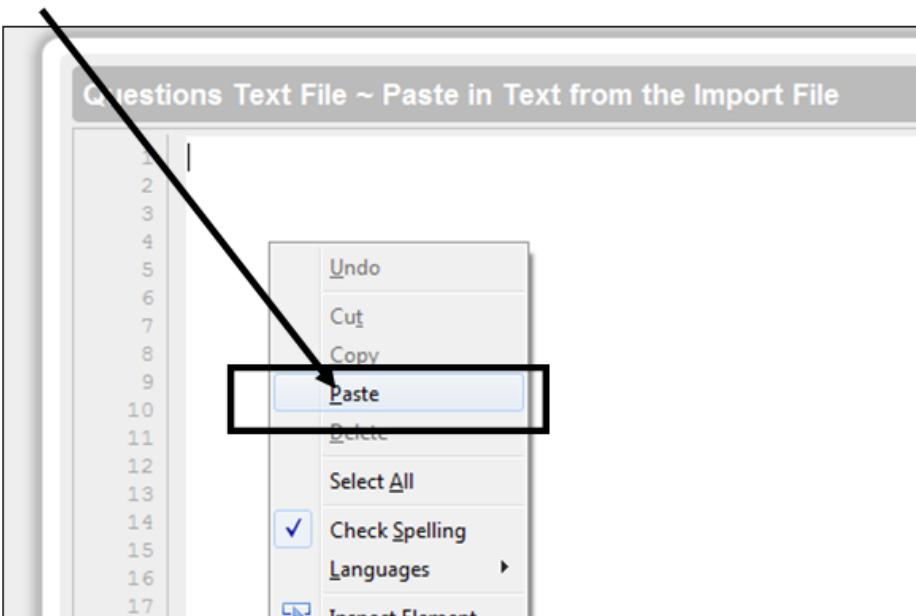
Tip: If you are using Microsoft Windows, you can **download the import utility** to assist you in formatting your questions and preparing them to be imported.



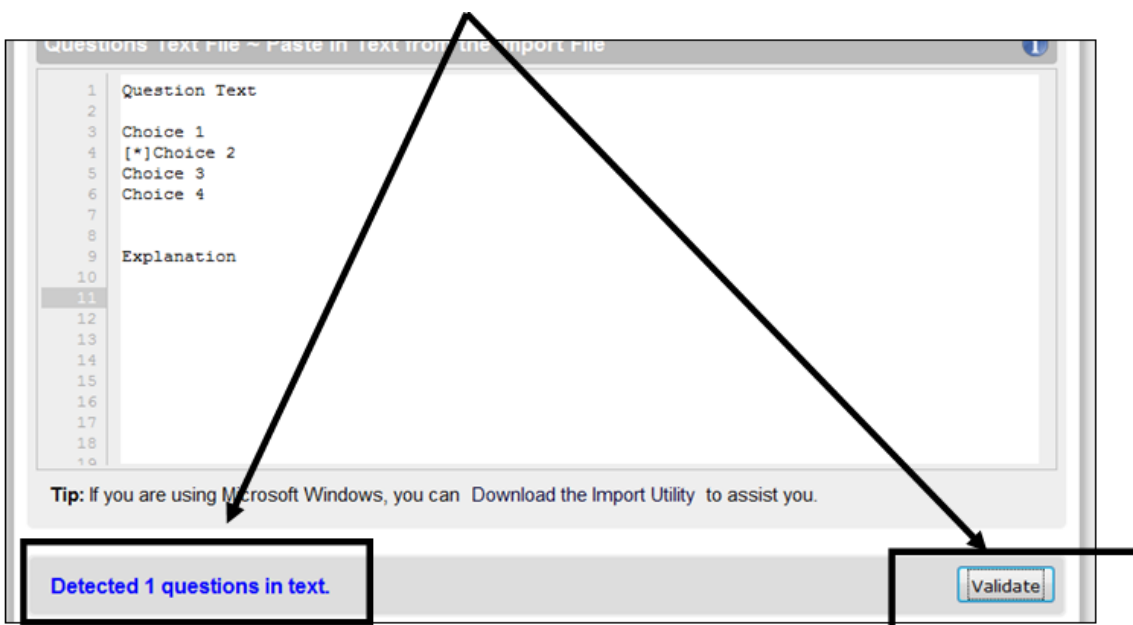
The screenshot shows a tip box with a light gray background. At the top left, there are two small icons: a document with the number 18 and a document with the number 10. Below the icons, the text reads: 'Tip: If you are using Microsoft Windows, you can [Download the Import Utility](#) to assist you.' The 'Download the Import Utility' link is highlighted with a gray button.

You can either type in questions, or, paste them in from another source (*the pasted text should be plain-text, and not formatted text such as directly from Microsoft Word*).

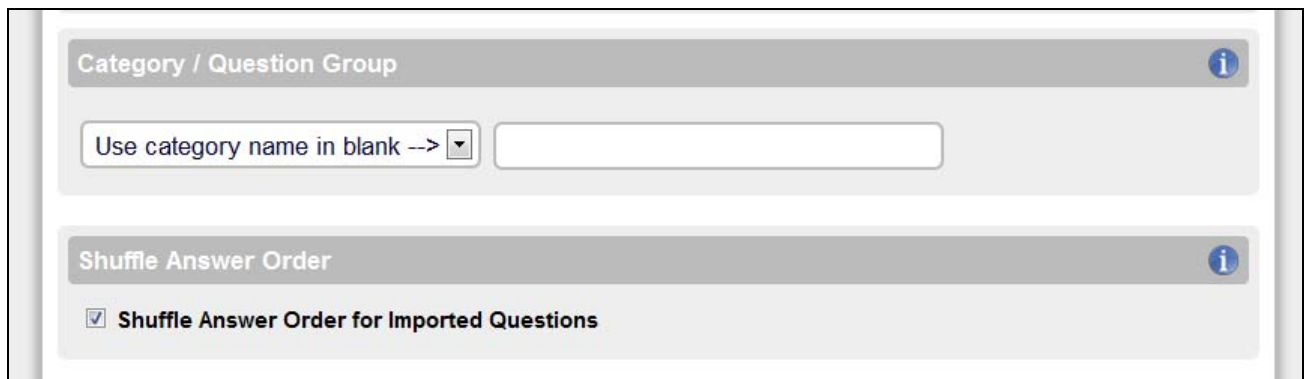
To paste in text, right-click in the white area of the Weblearning “**Question Text File**” area and select **PASTE**.



14. Click the **VALIDATE** button. Confirming “Detected ...questions in text.” Message should appear.



Next, either *pick* an existing category or type in a new one where the imported questions should be placed.



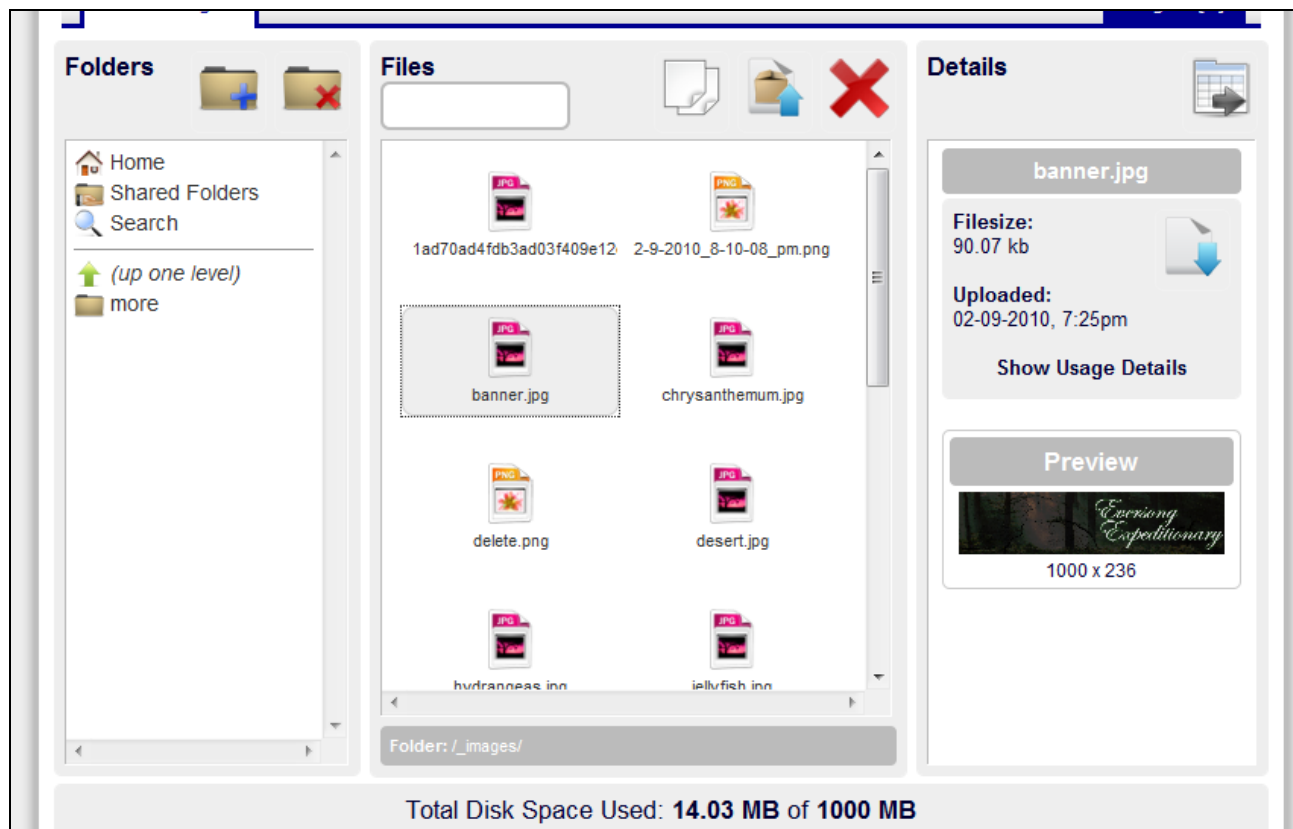
The screenshot shows two sections of a web interface. The top section is titled 'Category / Question Group' and contains a dropdown menu with the text 'Use category name in blank -->' and an empty text input field. The bottom section is titled 'Shuffle Answer Order' and contains a checked checkbox labeled 'Shuffle Answer Order for Imported Questions'. Both sections have an information icon (i) in the top right corner.

Finally, check the shuffle answer order box if you want the imported questions to be configured to shuffle the answer order each time they are delivered to a user (*you can change this setting after the questions are imported if you desire*).

Click the **IMPORT QUESTIONS** button.

Files Tab

The **files** tab is where you can upload and manage external content (*such as images, videos, PowerPoint presentations, office documents, and more*). It is designed to operate similarly to what you are used to already on your operating system, but there are some differences:



Files > File Manager > Overview

The **file manager** is the application that runs inside the **files** tab (*shown here*). It is divided into three sections (*columns*): the *folders* column, the *files* column and the *details* column.

In general, here is what each column is for.

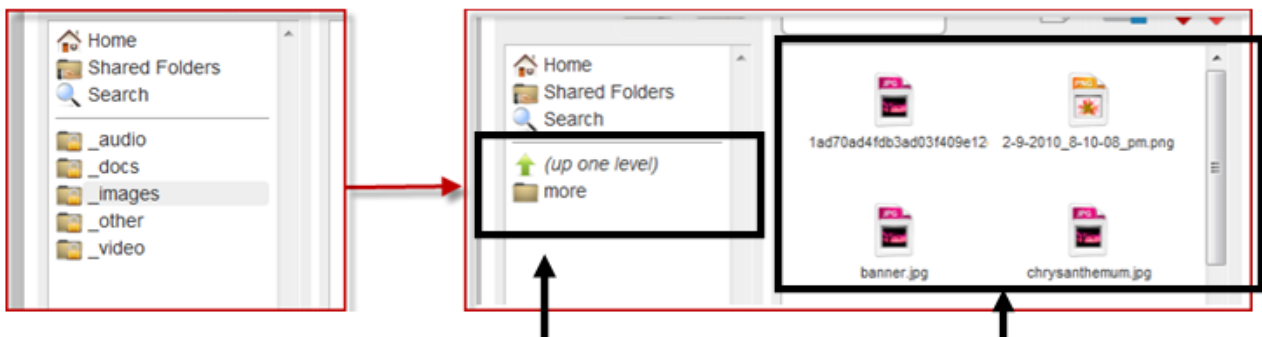
The **folders column** is where you navigate up and down folders, initiate a search for files, as well as add and remove folders.

The **files column** is where the files contained in the folder you chose are listed, and then you can pick a file to view (*or download*), delete, or copy.

The *details column* is where the information about the file you pick (*in the files column*) is displayed. Some contextual items (*like preview*) are available depending on the kind of file you have picked. *This column is collapsible.*

Files > File Manager > Navigate into a Folder

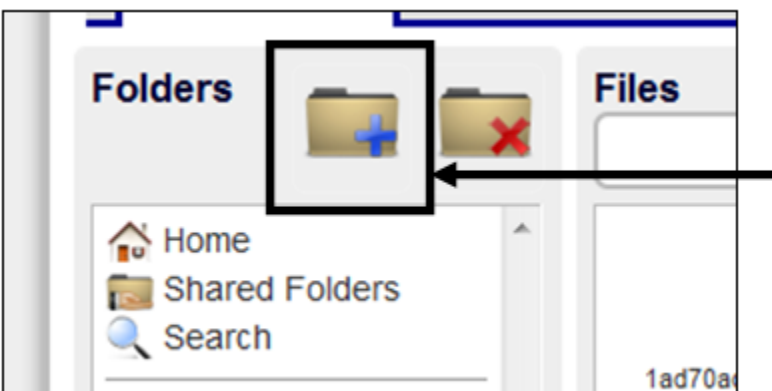
Click on a folder where you like to navigate to from inside the *folders* section.



Any folders that are located inside that folder will appear in the *folders* section, and all files in the folder will appear in the *files* section.

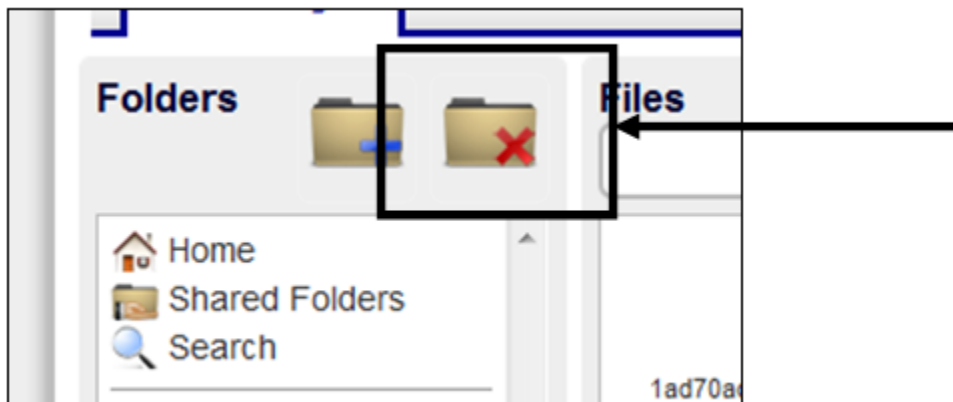
Files > File Manager > Add a Folder

First *navigate* into the folder where you would like to create the new folder, and then click the **ADD FOLDER** button, *enter a name* for the new folder, and click **CREATE**:

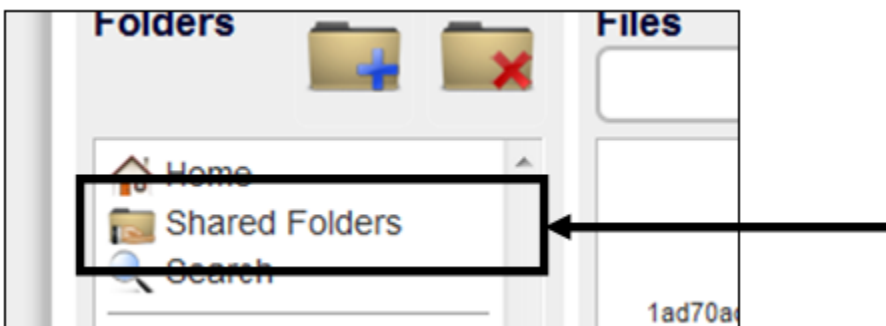


Files > File Manager > Delete a Folder

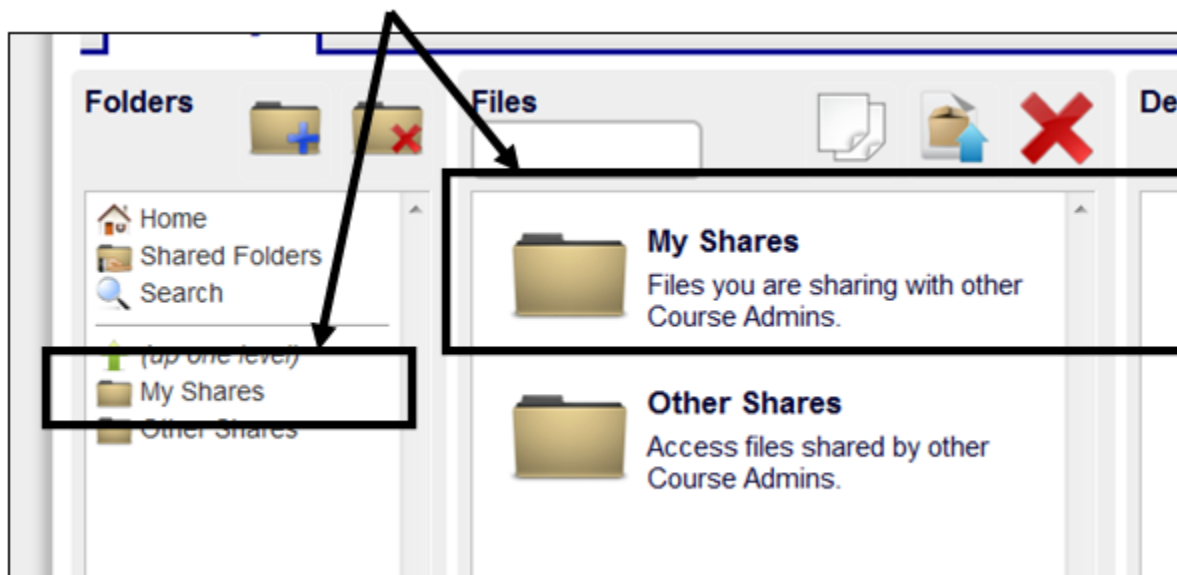
First *navigate* into the folder that you would like to delete, and make sure all files and folders are removed (*the system will not allow you delete a folder unless it is empty*). Next, click the **DELETE FOLDER** button, and *confirm*:

**Files > File Manager > Share Your Files**

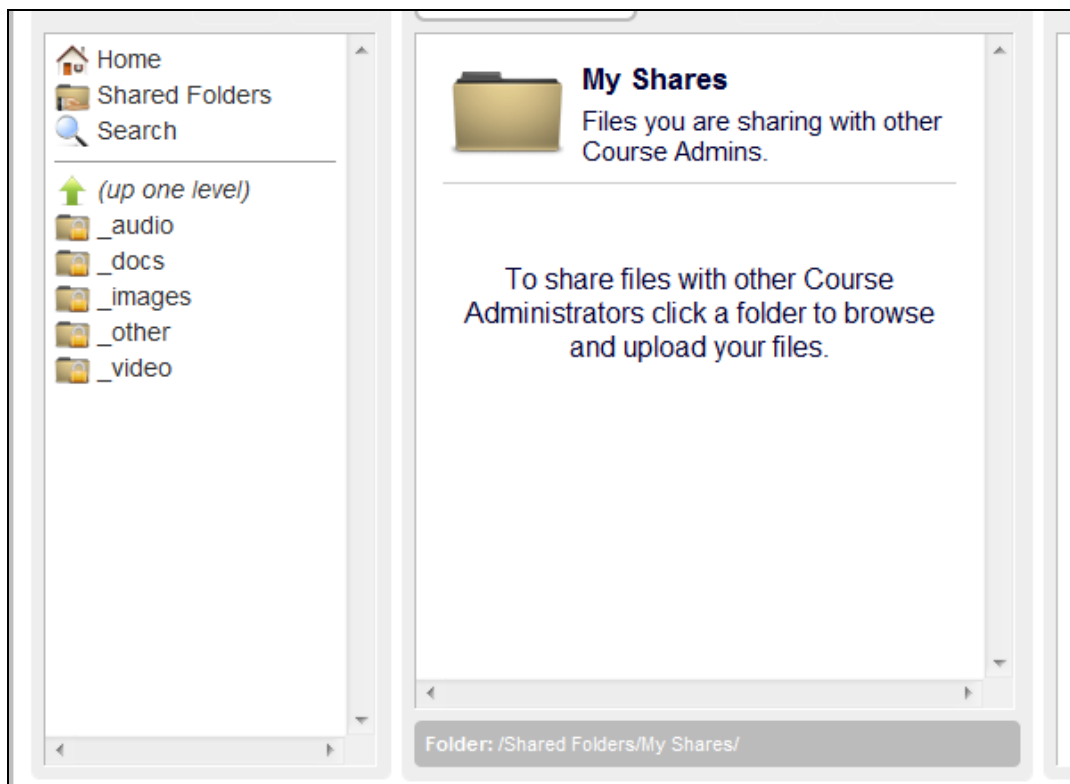
If your system is set up to allow file sharing across multiple course admin accounts, you can participate and share some of your files by navigating to the 'shared folders' area:



Once there, pick the 'my shares' folder from either the *folders* section or the *files* section:

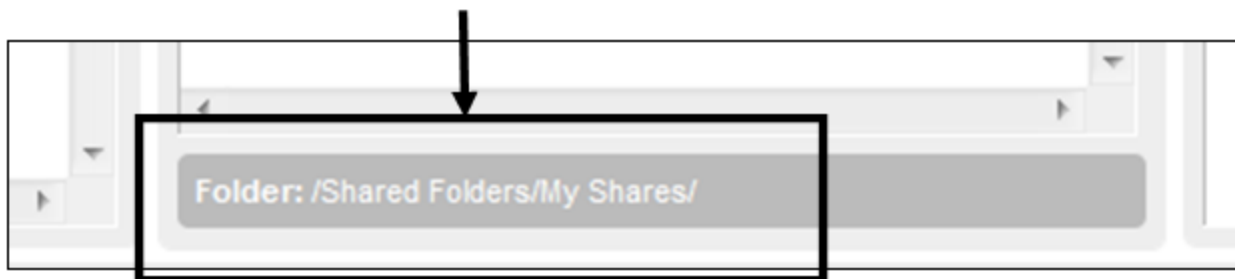


This will take you to the section of your account where anything you upload will be shared:



There are a few ways you can tell if you are in your shared files area:

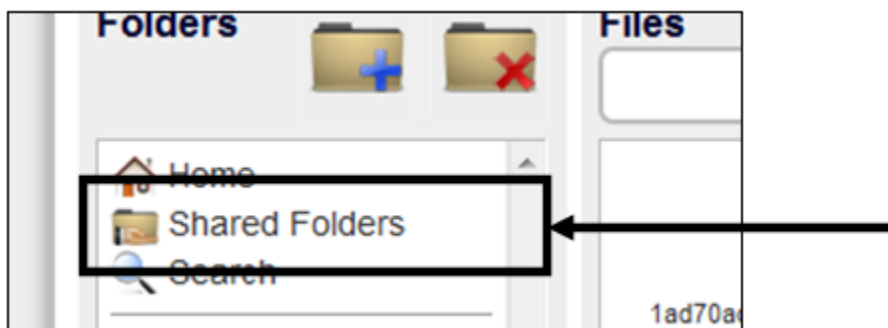
1. Along the bottom of the *files* area, the location will be identified – if it starts with **/Shared Folders/My Shares/** then you know you are in the shares area:



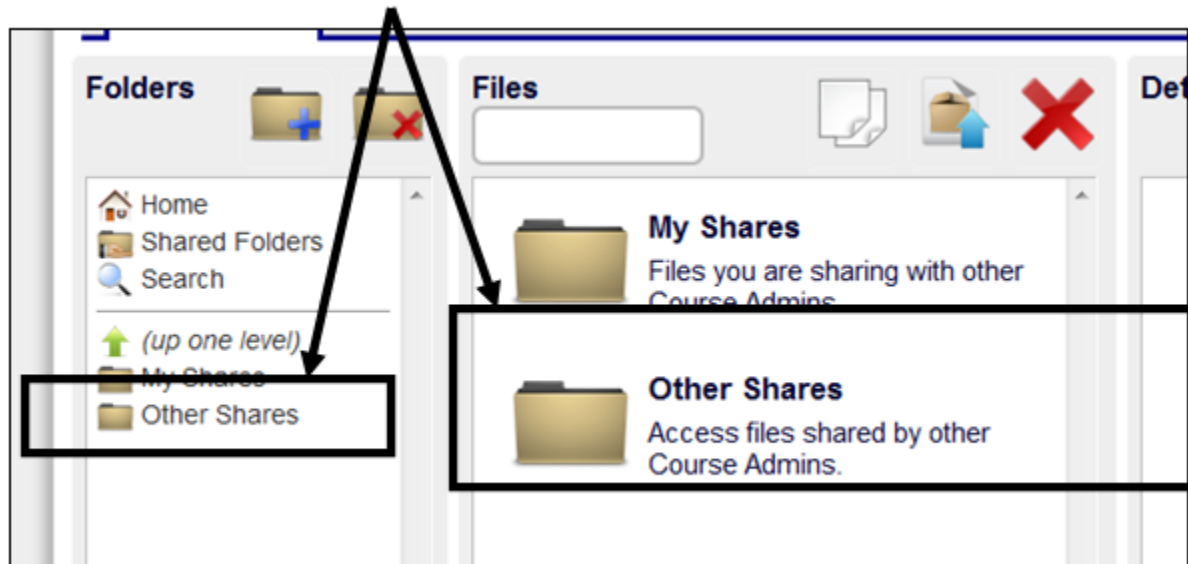
2. The icons representing your uploaded files will have a shared indicator on them.

Files > File Manager > Access Other Shared Files

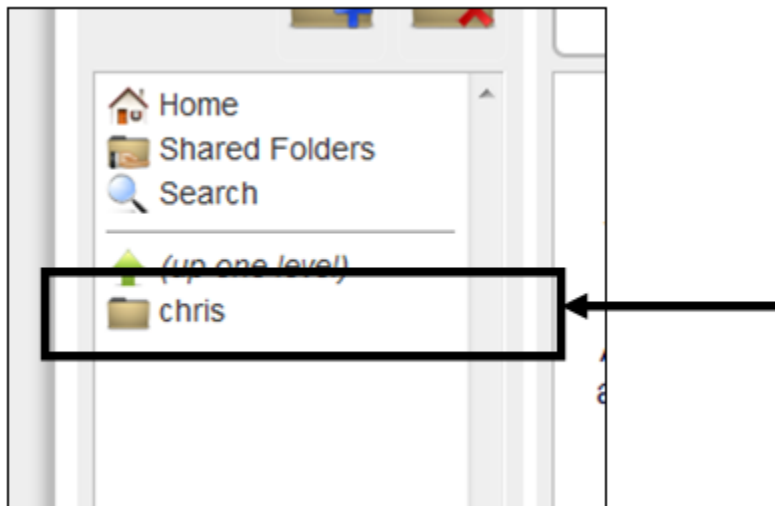
If your system is set up to allow file sharing across multiple course admin accounts, you can participate and use files other course admins on the system are sharing by navigating to the 'shared folders' area:



Once there, pick the 'other shares' folder from either the *folders* section or the *files* section:



Each course admin that has shared files will be listed in the *folders* section:

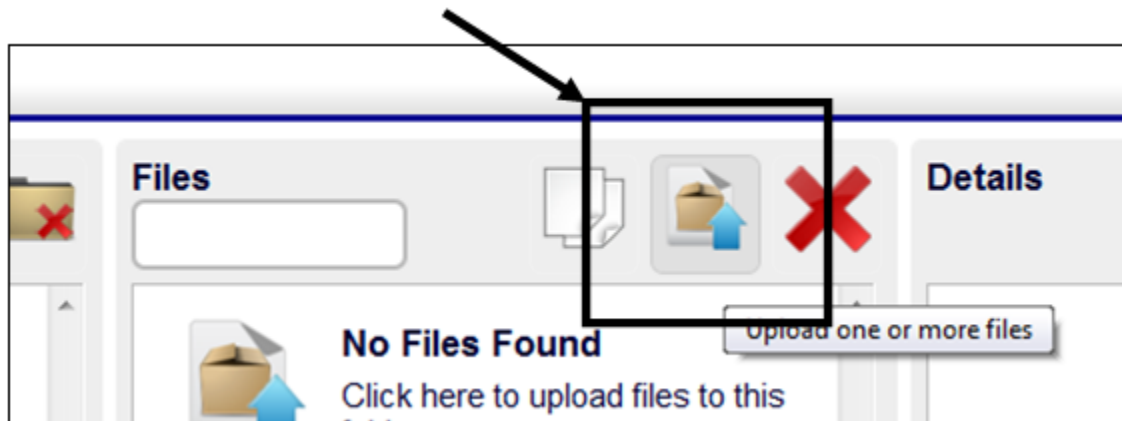


Click on the folder of the course admin that has files you would like to access to bring up their files and folders they are sharing.

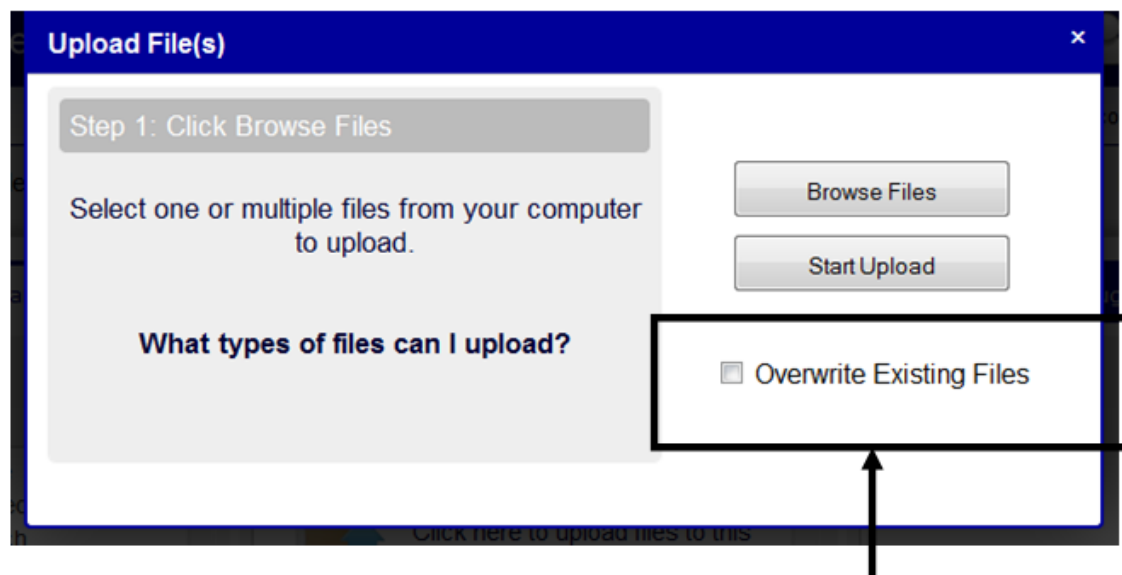
Files > File Manager > Upload Files

First, navigate into the folder where you would like to upload your file(s) since anything you upload will go into the folder you are currently located.

Next, click the **UPLOAD FILES** button:

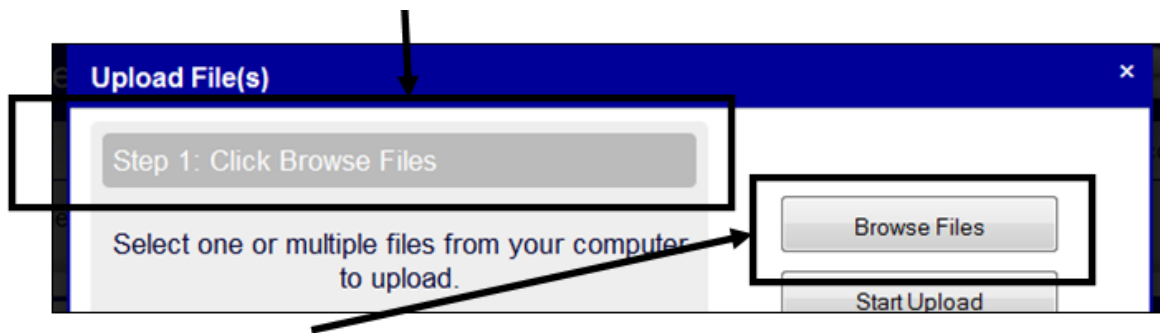


This will bring up the *upload files* form:

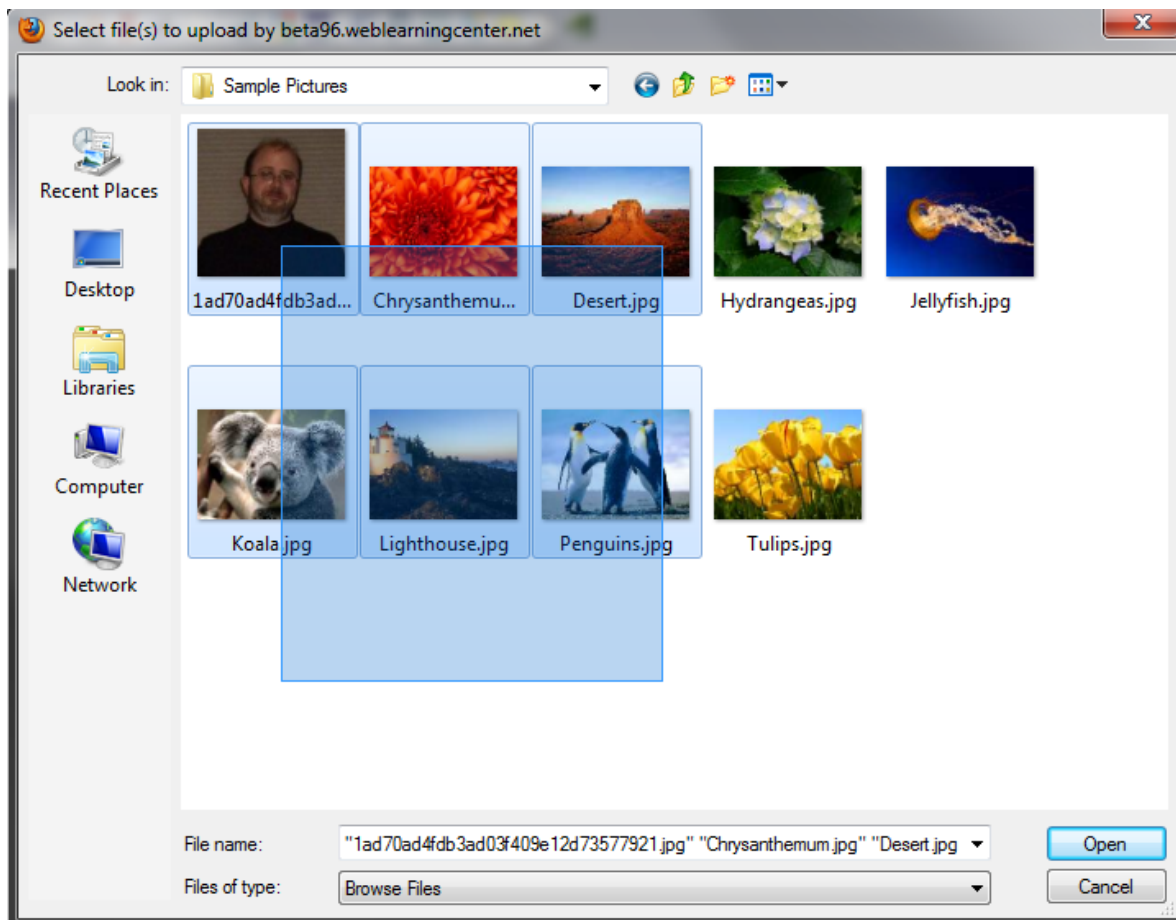


First, if you are uploading one or more files that have the same name as a file already in the folder, and you want to *overwrite/replace the existing file* with your uploaded one, check ***the overwrite existing files*** checkbox.

Now you can begin. The *'next step'* is always indicated along the top of the status section of the upload files form:

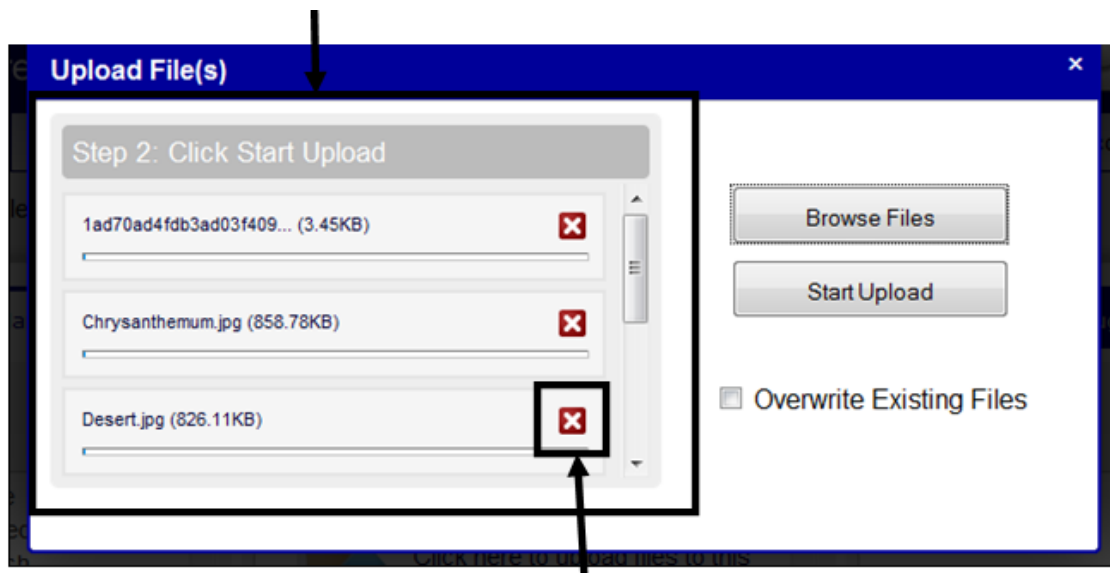


Click the *'browse files'* button to open up the file browser on your computer – this will let you browse for and select one or more files to upload (*note: if you are using an older browser or operating system, you may only be able to pick one file at a time*):



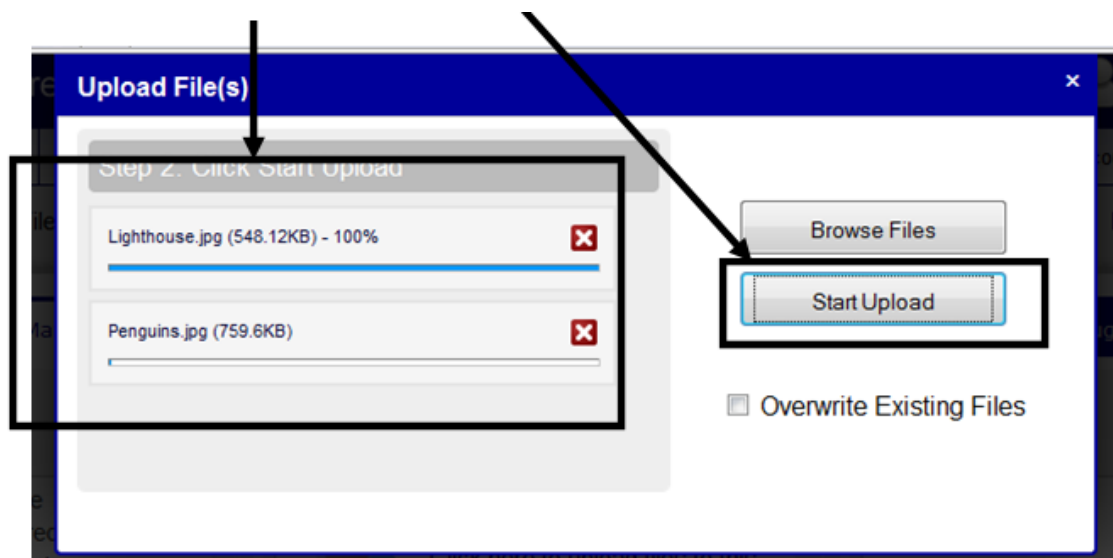
You can select as many files as you would like – shown above is *Windows 7*, but your operating system may look slightly different, however, you should already be familiar with how to select a single file, or multiple files from your operating system.

Once you have selected the files you want to upload, they will appear in the status area of the *upload files* form:



Before starting the upload, you can click the *red X* button next to any particular file if you would like to remove it from the upload list.

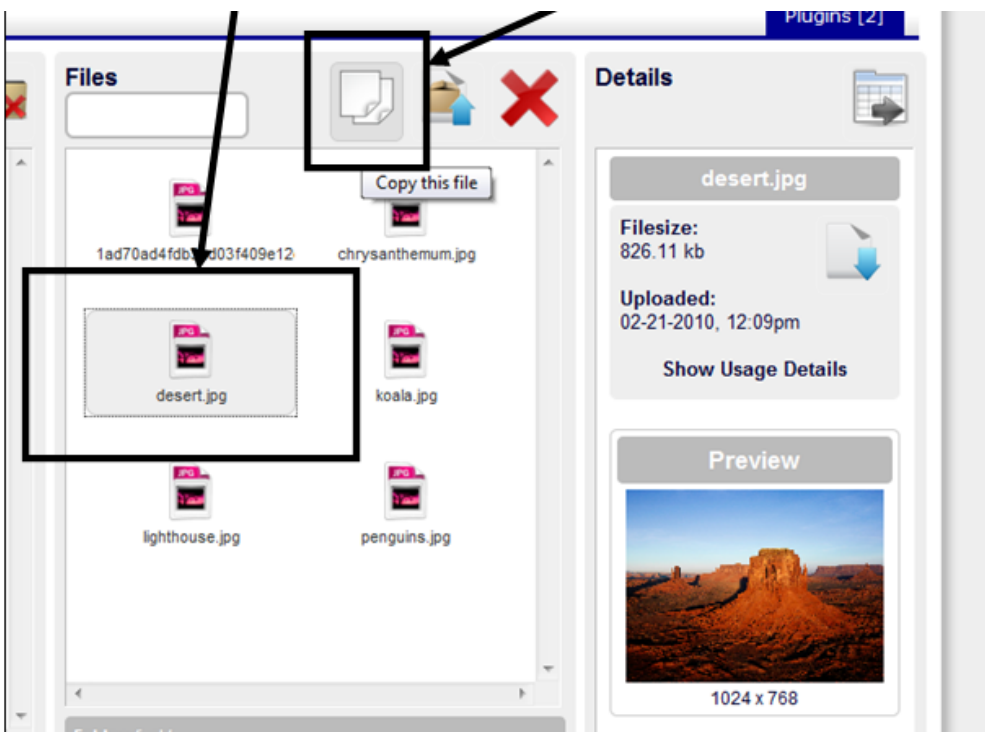
Now click the **START UPLOAD** button, and each file will be uploaded one by one, along with a status bar as they upload:



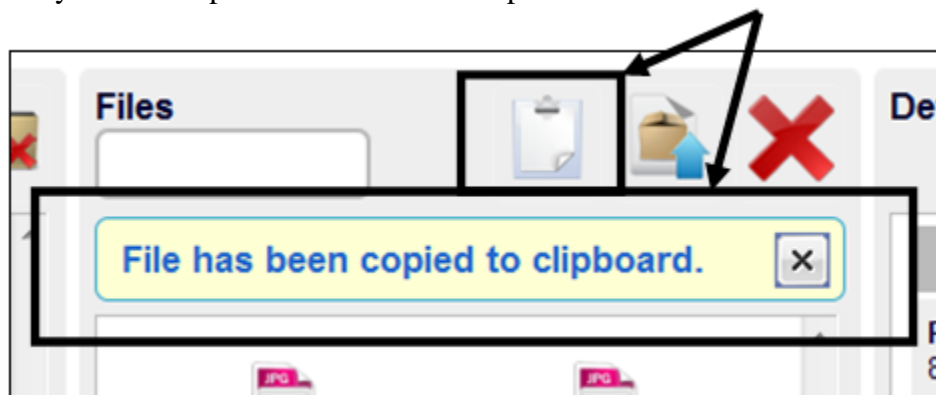
Once complete, the status area will indicate if there were any issues.

Files > File Manager > Copy/Paste Files

To copy a file, first click on a file to select it, and then click the **COPY** button:



The **COPY** button will be changed to a **PASTE** button, and a message will be displayed verifying that you have copied the file into the clipboard:



Now navigate to the folder location you would like to paste the file, and then click the **PASTE** button.

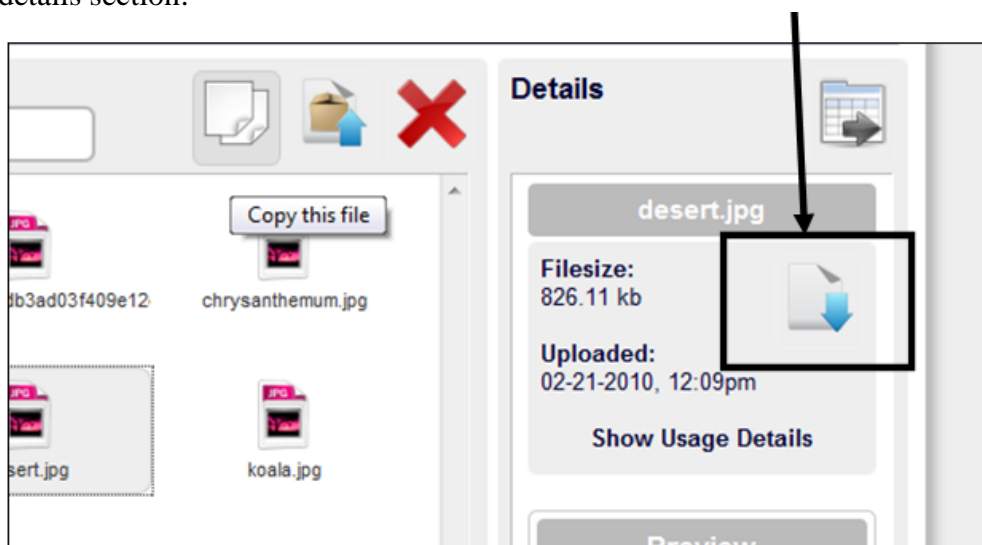
Files > File Manager > Preview a File

If you have clicked on an image file or flash video file, the details section will render a thumbnail preview of your file, along with pixel size:

**Files > File Manager > Download a File**

You can download a file two ways:

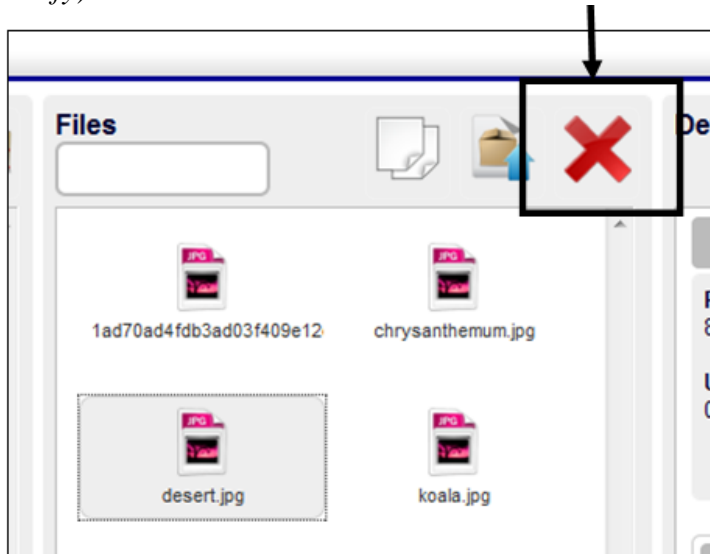
1. Once you click on a file, you can download it by clicking the **DOWNLOAD** button in the details section:



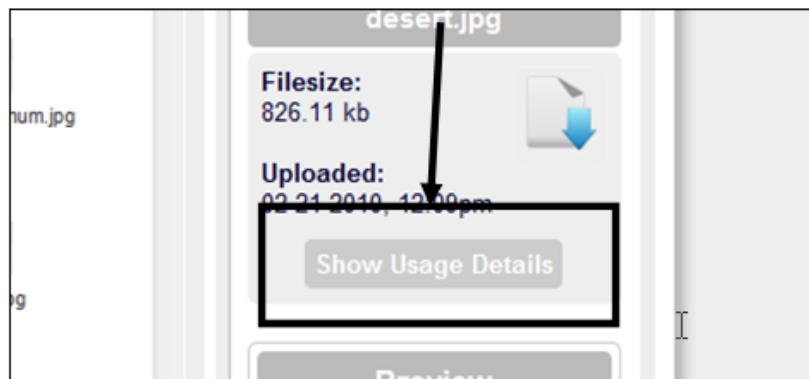
2. You can double-click on a file to download it.

Files > File Manager > Delete a File

Click a file you would like to delete, and then click the **DELETE** button (*you will be asked to verify*).

**Files > File Manager > Check if a File is Being Uses/Referenced**

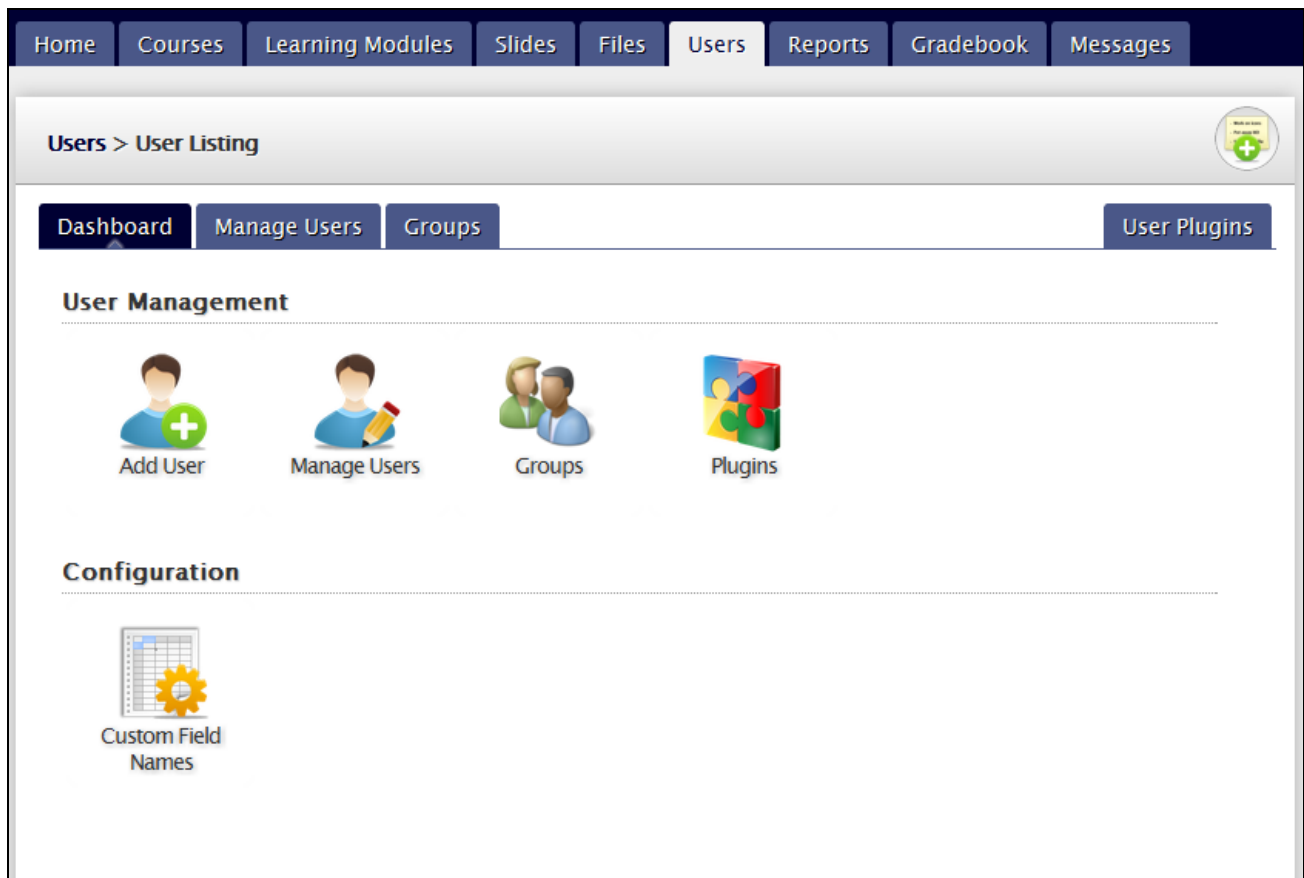
Before deleting a file, you may want to check and see if it is being used or referenced by any courses, learning modules, slides, etc. To find out, *click* on the file, and then in the *details* section, click the **show usage details** button:



Users Tab

The **USERS** tab is where you manage user accounts and user groups. From this tab, you can do the following:

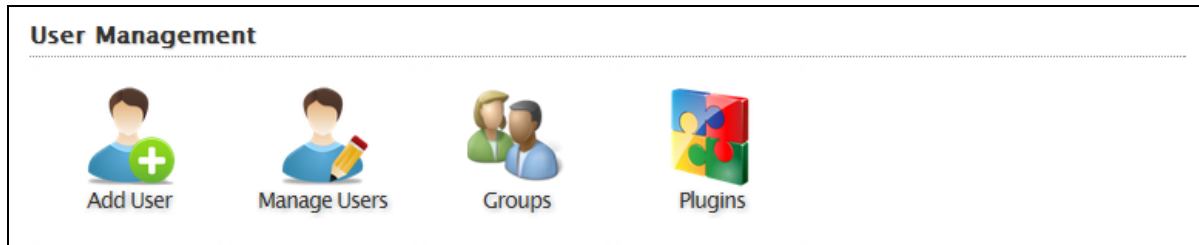
1. Add users into the system
2. Manage users
3. Manage groups
4. Configure custom fields



The screenshot displays the 'Users' tab interface. At the top, a navigation bar includes tabs for Home, Courses, Learning Modules, Slides, Files, Users (selected), Reports, Gradebook, and Messages. Below this, the breadcrumb 'Users > User Listing' is shown next to a green plus icon. A secondary navigation bar contains 'Dashboard', 'Manage Users', 'Groups', and 'User Plugins'. The main content area is divided into two sections: 'User Management' and 'Configuration'. Under 'User Management', there are four icons: 'Add User' (person with plus), 'Manage Users' (person with pencil), 'Groups' (two people), and 'Plugins' (puzzle pieces). Under 'Configuration', there is one icon: 'Custom Field Names' (calendar with gear).

Users Tab > Add User

The first section in the **Users** tab > **Dashboard** sub-tab is the *user management* section:



To add a new user into your account, click the **Add User** icon, and minimally fill out the **Login Name** and **Password** (the two minimum fields required to add a new user):

The screenshot shows the 'Add User > Basic Information' form. It has a navigation bar with 'Dashboard', 'Manage Users', 'Groups', 'Add', and 'User Plugins'. The form fields are:

- Login Name:
- Password:
- Email:

 There is an 'Add User' button and a user icon with a plus sign on the right.

Optionally enter in an **email address** (it is strongly recommended that you enter an email address so they can retrieve a forgotten password). Next, optionally enter in any/all of the 'Additional Information' on the form:

The screenshot shows the 'Additional Information' form with the following fields:

- First Name:
- Last Name:
- Active Dates (system): (start) (expire)
- Company:
- Address:
- City / State / Zip:
- Phone:

Optionally enter in any/all of the ‘User-Defined’ information on the form (*these fields, labeled custom-1 through custom-15 by default, can be modified on your system to be labeled whatever you desire using the **custom field names** icon on the dashboard – discussed in a bit*):

User-Defined Information

Custom 1	<input type="text"/>
Custom 2	<input type="text"/>
Custom 3	<input type="text"/>
Custom 4	<input type="text"/>
Custom 5	<input type="text"/>

If you have one or more *Usergroups* created, you will be able to place the new user into any or all of those groups:

Click the **ADD USER** button once you have filled everything out.

Users Tab > Manage Users

First click the **Manage Users** icon on the *dashboard* sub-tab, then either (1) click a letter tab or the *all* sub-tab or (2) type in a search phrase in the text area and click the *search (magnifying glass icon)* button, and users matching your search or tab click will be listed.

Dashboard
Manage Users
Groups
User Plugins

i

🔍

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📄
✎
👤
💻

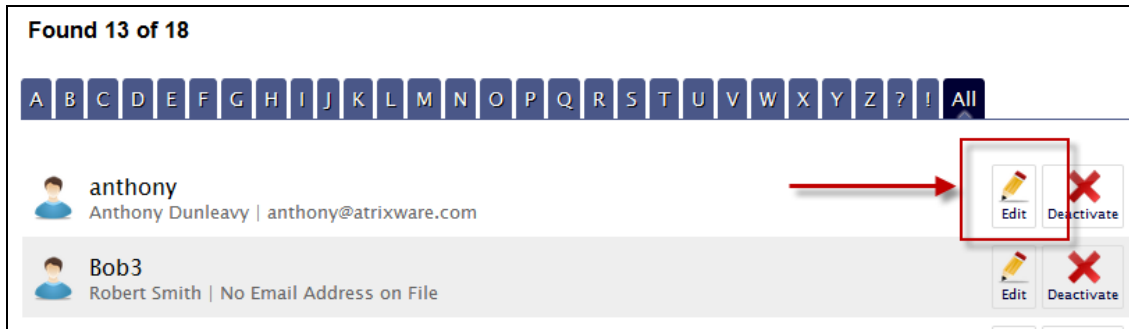
Found 13 of 18

A
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All

	anthony Anthony Dunleavy anthony@atrixware.com	✎ ✖ <div style="font-size: 10px; display: flex; justify-content: space-between; width: 60px;"> Edit Deactivate </div>
	Bob3 Robert Smith No Email Address on File	✎ ✖ <div style="font-size: 10px; display: flex; justify-content: space-between; width: 60px;"> Edit Deactivate </div>
	bubba Full Name Unknown No Email Address on File	✎ ✖ <div style="font-size: 10px; display: flex; justify-content: space-between; width: 60px;"> Edit Deactivate </div>
	bubba1 Full Name Unknown No Email Address on File	✎ ✖ <div style="font-size: 10px; display: flex; justify-content: space-between; width: 60px;"> Edit Deactivate </div>

Edit a User

To *edit* a user, click the *edit* button next to the user you would like to edit:

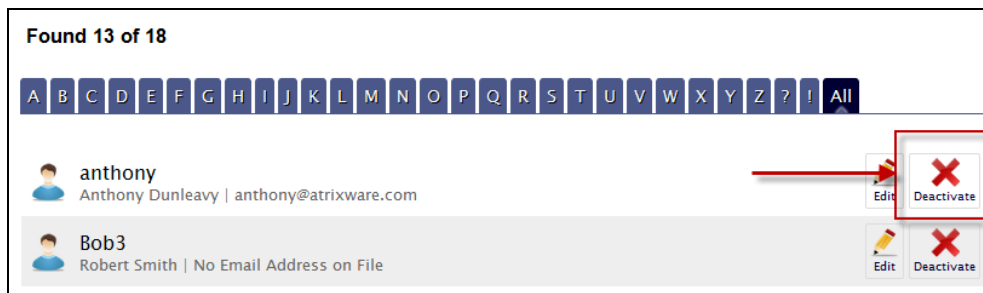


The *edit user* form is nearly identical to the *add user* form, but also adds the *courses* tab (so you can enroll the

Deactivate a Single User

Deactivating users will prevent them from accessing any content online, but you will still be able to pull up any score and activity data for inactive users. *It is also a good way to stay within your limits if you are subscribed to a Weblearning hosted plan – inactive users do not count towards your max users limitation.*

To deactivate a single user from the system, click the **deactivate** button next to the user you would like to deactivate from the system (you will be asked to verify):

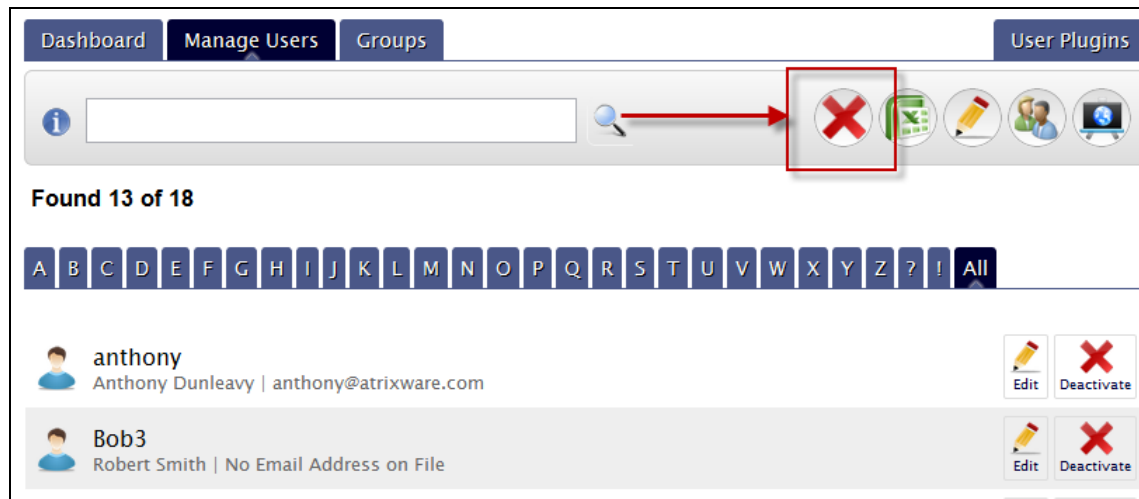


Note: Once a user is deactivated, they will not appear in your listings or searches, but you can still access them by clicking the ! tab, and *reactive* them from there if desired:



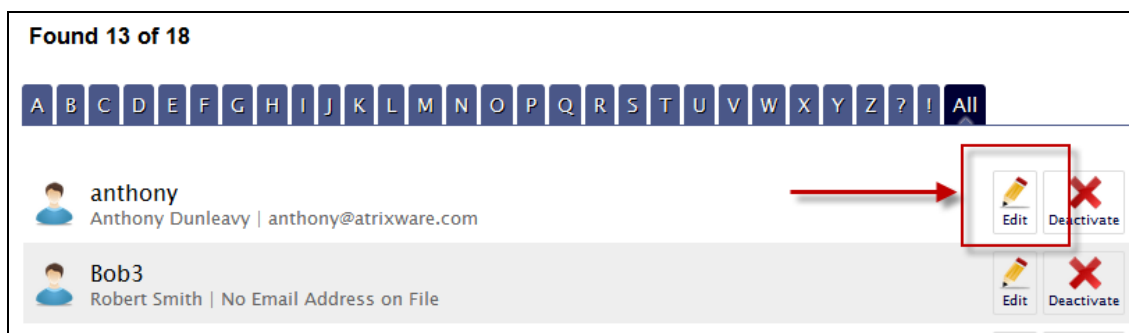
Deactive Multiple Users

To deactivate multiple users, click the **deactivate** button on the toolbar (*this will deactivate all users in view based on the letter tab you have clicked or the search you have executed*):

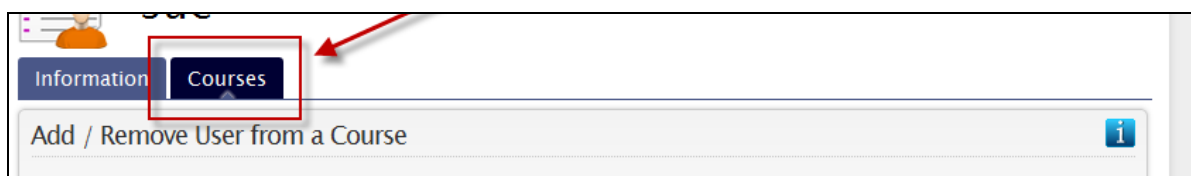


Enroll and Disenroll a User Into a Course or Courses

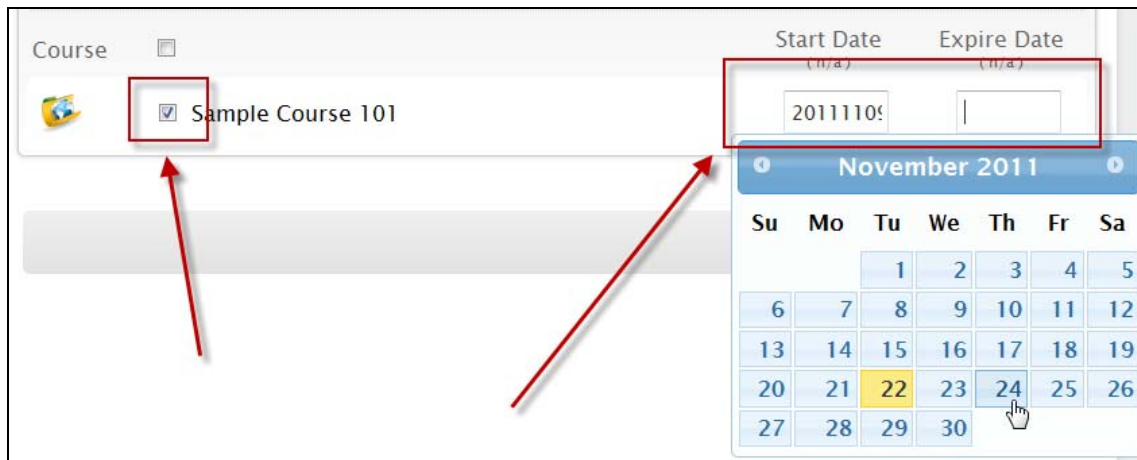
To enroll an individual user into a course, first click the *edit* button next to the user you would like to enroll into a course:



Next, click the *course* subtab:



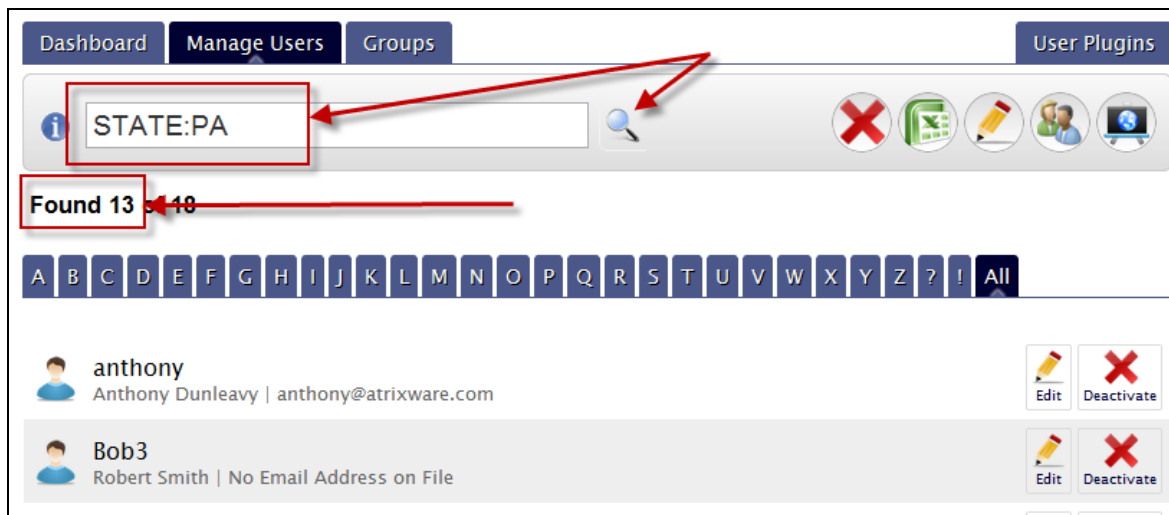
Check the checkbox next to each course you would like to enroll the user into (*or uncheck to disenroll*), and optionally enter in start and expiration dates for the course to limit their access to a specific date range:



Finally, click the **SUBMIT CHANGES** button to save your enrollment changes.

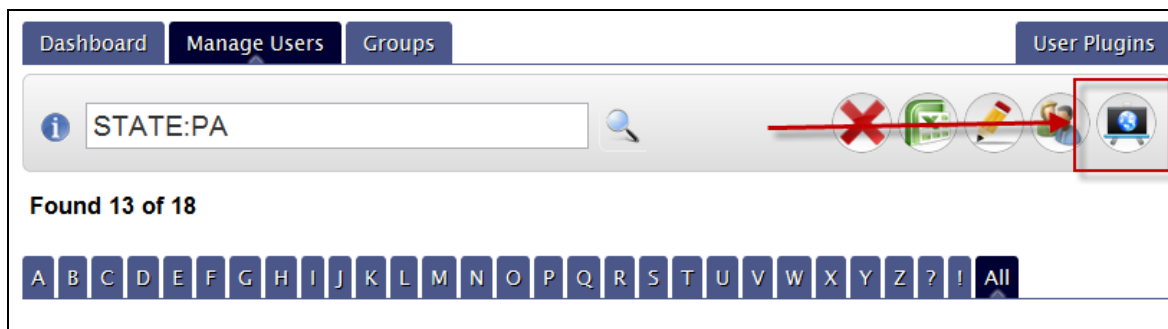
Enroll Multiple Users into a Course

To enroll multiple users into a course, perform a *search* using the search box in order to list the users you would like to enroll:

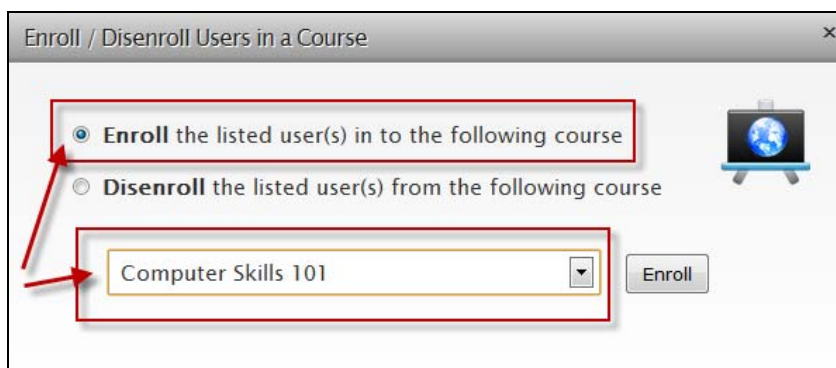


The *'found'* number indicates the number of users that will be enrolled (*note that the actual listing may contain less since displays are paginated*).

Click the *enroll/disenroll users* button:



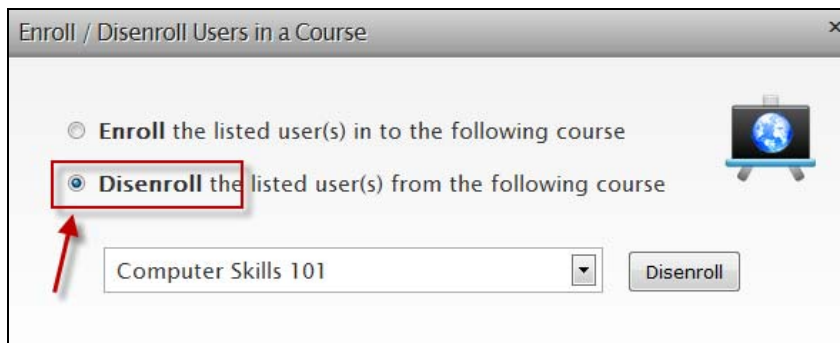
Make sure the *enroll* option is selected, then choose a course from the dropdown list and click the *enroll* button:



Note: there are also ways to quickly enroll users from the *courses* tab – see the section on the *courses* tab elsewhere in this documentation.

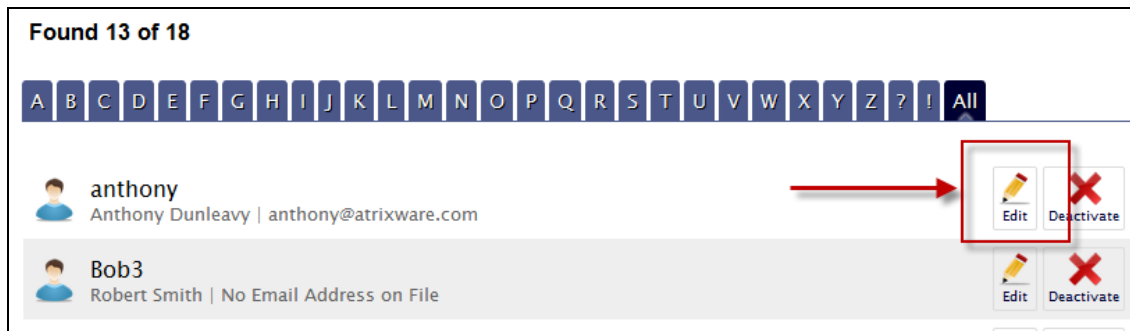
Disenroll Multiple Users from a Course

Follow the same steps as for enrolling a user, except tick the *disenroll* option instead of *enroll* option on the dialog box:



Add a User into a Usergroup

First click the *edit* button next to the use:



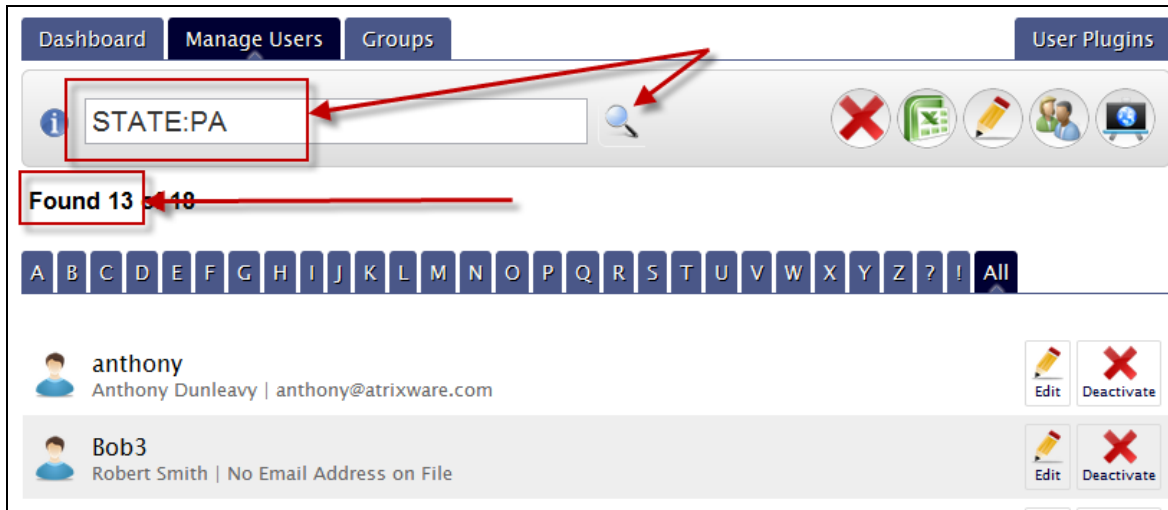
Next, scroll down to the *Usergroups* section and check the checkbox(es) next to the *Usergroup(s)* you would like to add the user into:



Click the **SUBMIT CHANGES** button.

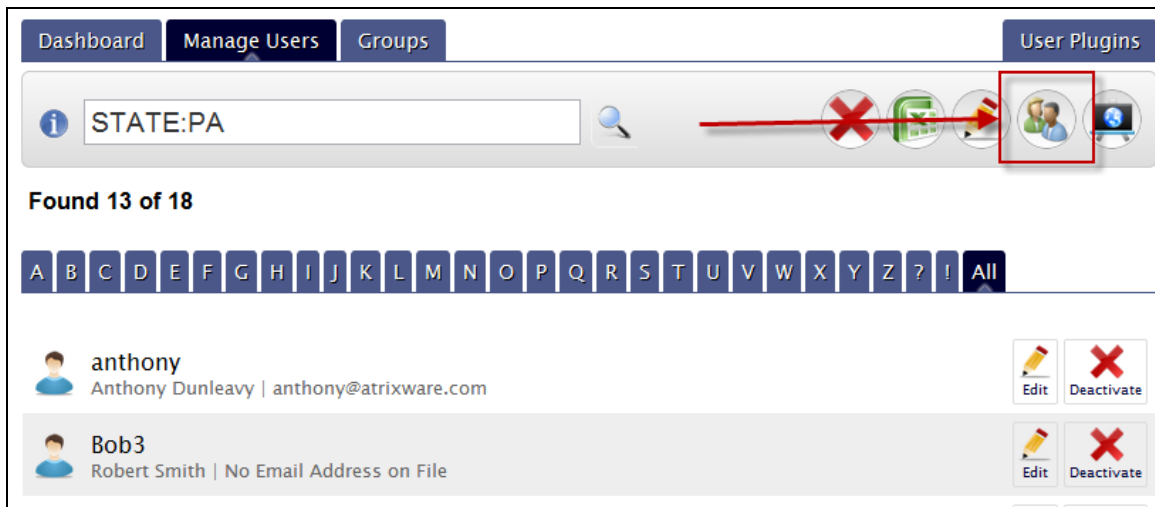
Add Multiple Users into a Usergroup

Perform a *search* using the search box in order to list the users you would like to add:

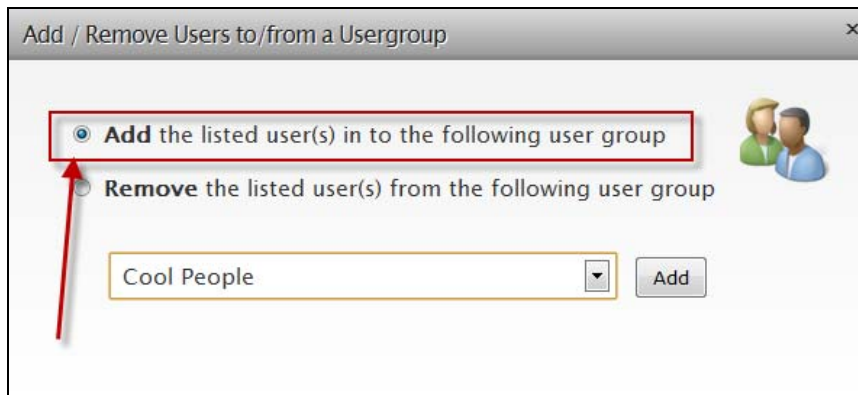


The 'found' number indicates the number of users that will be affected (*note that the actual listing may contain less since displays are paginated*).

Click the *usergroups* button:

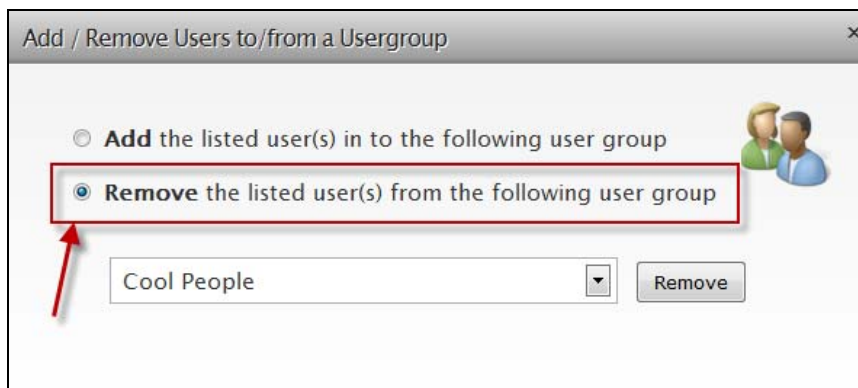


Make sure the **add** option is chosen, then select a *usergroup* from the dropdown list and click the **add** button:



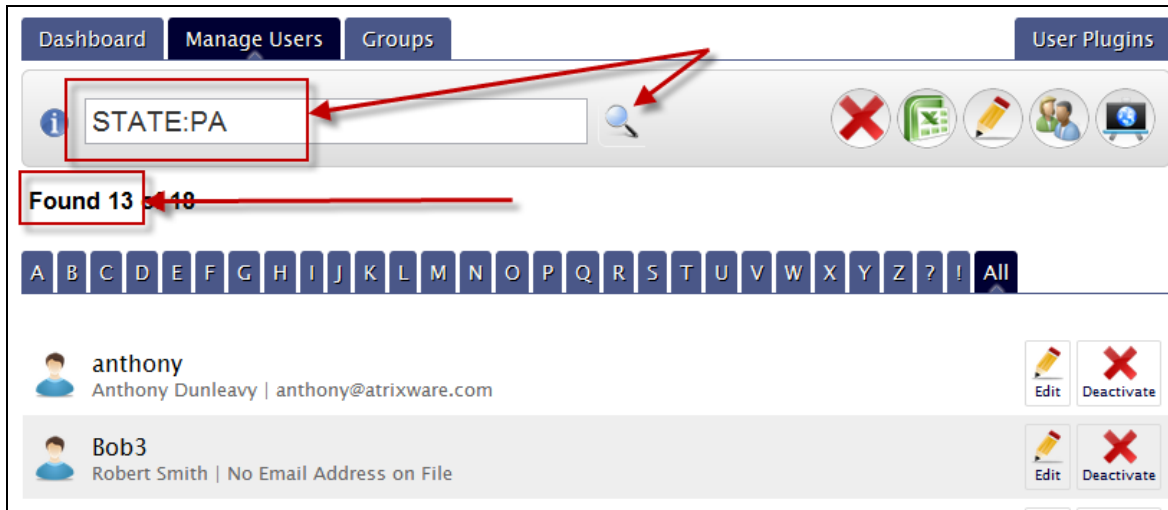
Remove Multiple Users into a Usergroup

Follow similar steps as adding users, except choose the *remove* option instead of the *add* option on the dialog:



Export Users into Excel Spreadsheet

Perform a *search* using the search box in order to list the users you would like to export:



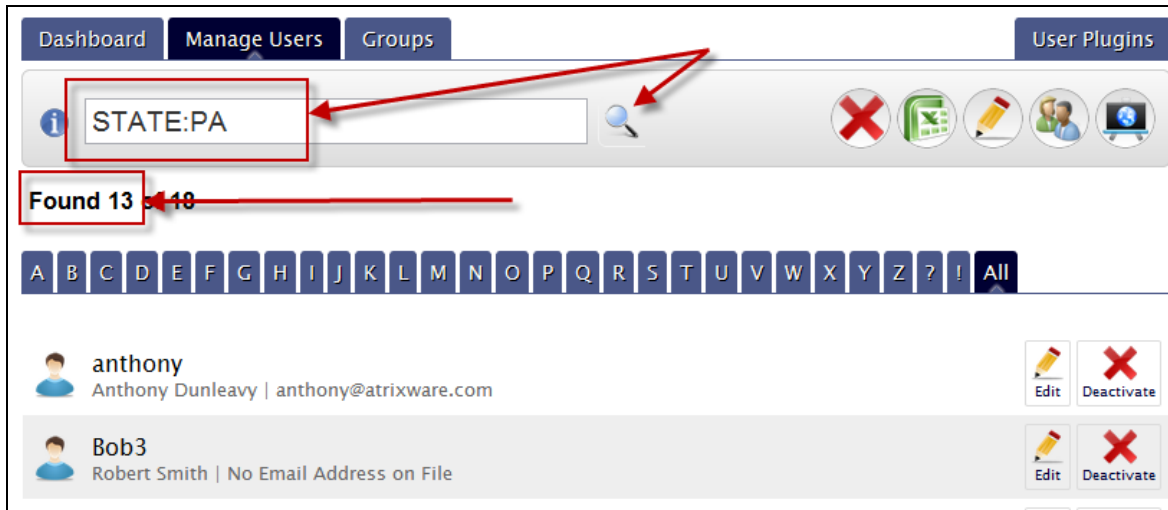
The 'found' number indicates the number of users that will be exported (*note that the actual listing may contain less since displays are paginated*).

Click the *export to excel* button:



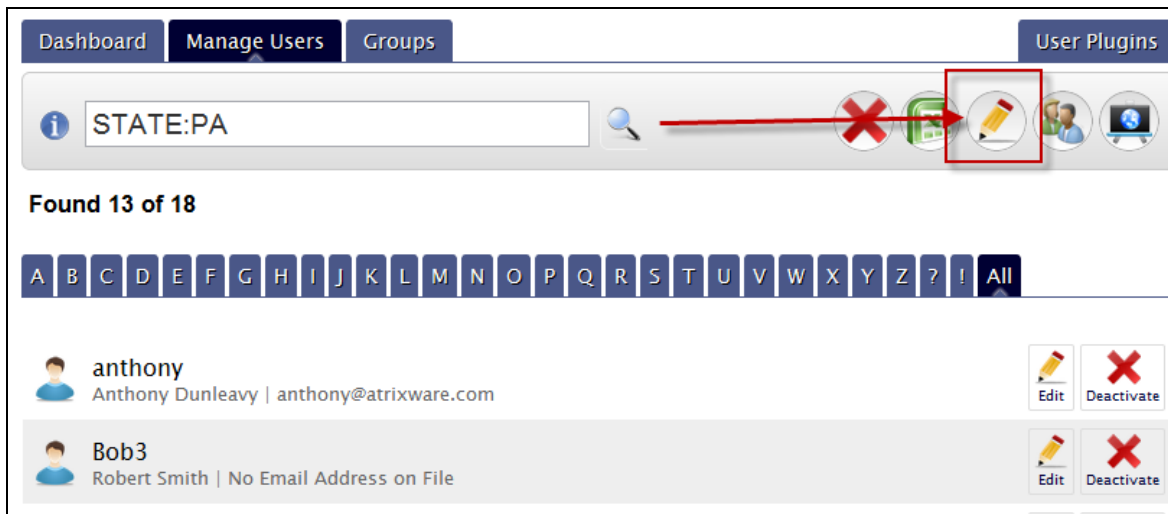
Edit Multiple Users into Excel Spreadsheet

Perform a *search* using the search box in order to list the users you would like to export:

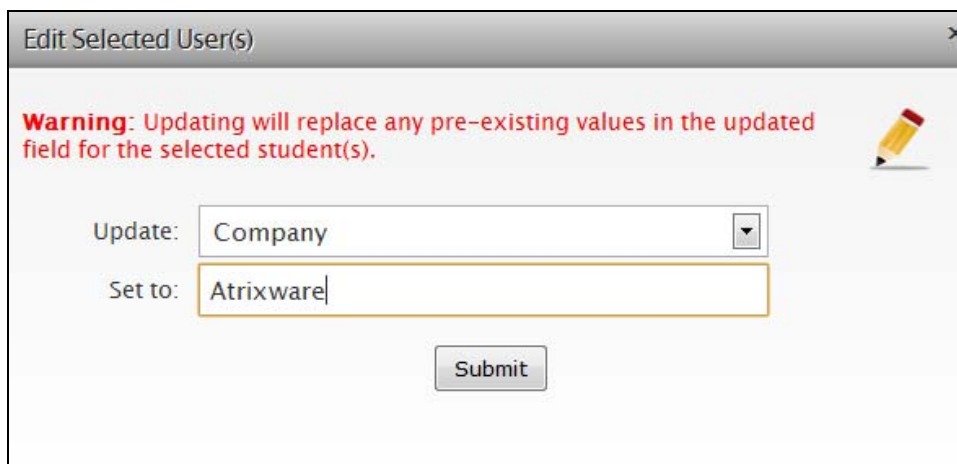


The 'found' number indicates the number of users that will be affected (*note that the actual listing may contain less since displays are paginated*).

Click the *edit* button:



Choose the field you would like to edit, and the new value you would like to assign to that field across all users you are editing, and then click the *submit* button:



Warning: Updating will replace any pre-existing values in the updated field for the selected student(s).

Update: Company

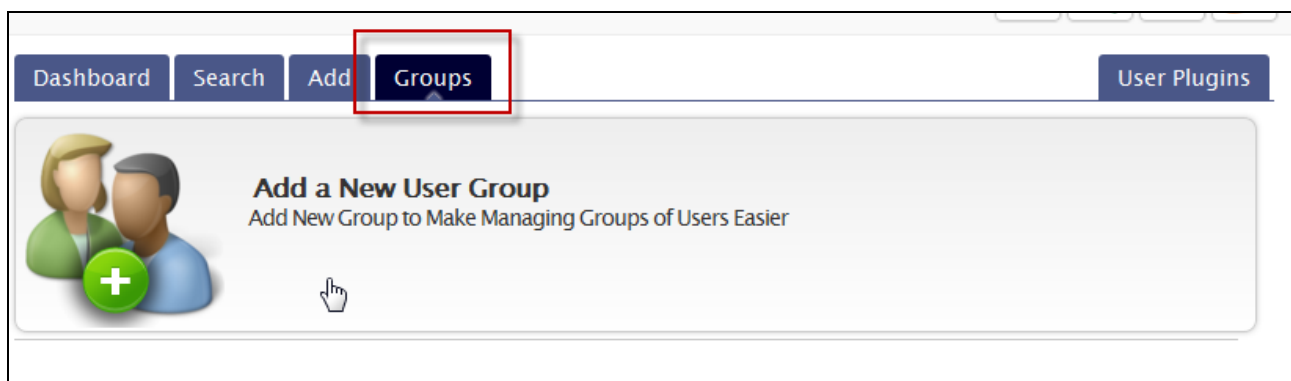
Set to: Atrixware

Submit

Users Tab > Groups

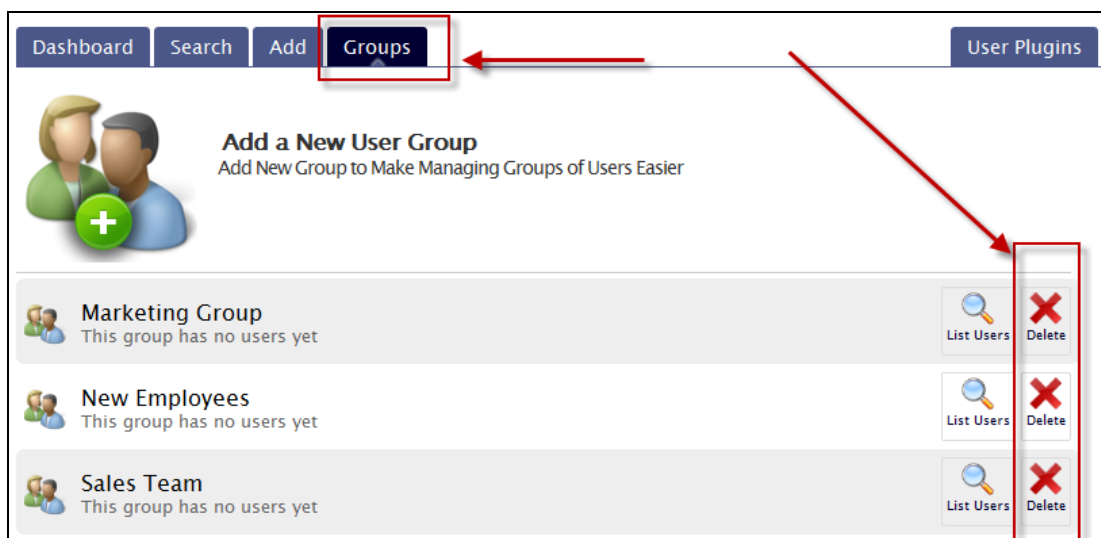
Groups (also referred to as *usergroups*) are a way to organize users. Several functions throughout the system enable you to select a *usergroup* in addition to selecting a single user (*like messages, reports, etc*).

To work with groups, click the *groups* icon on the *dashboard* sub-tab (or the *groups* sub-tab):



You can add a new group by clicking the *Add a New User Group* button and then entering in a name for your new group.

You remove groups by clicking the *delete* button next to each group in the list:



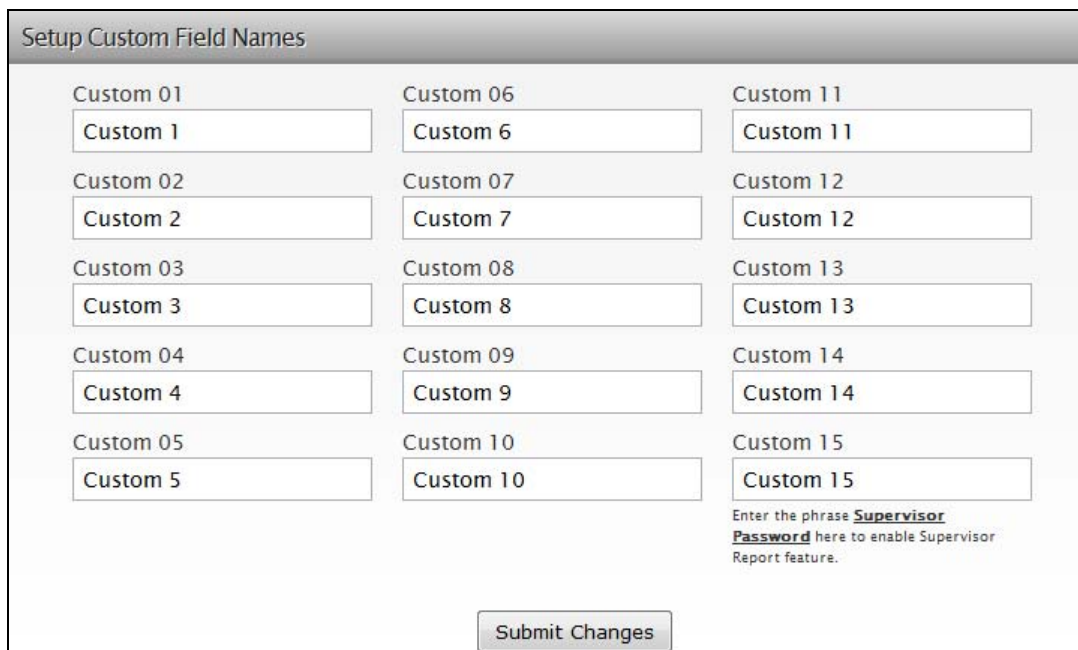
*Note this **does not delete the users**, but instead just the usergroup itself. If you want to remove all users in the usergroup from the system, click the VIEW button next to the usergroup to list all users in the usergroup, and then click the DELETE button on the toolbar to delete all of the users, and then come back here to remove the usergroup.*

Users Tab > Custom Field Names

The second section in the **Users** tab > **Dashboard** sub-tab is the *configuration* section – with a single icon for *custom field names*:



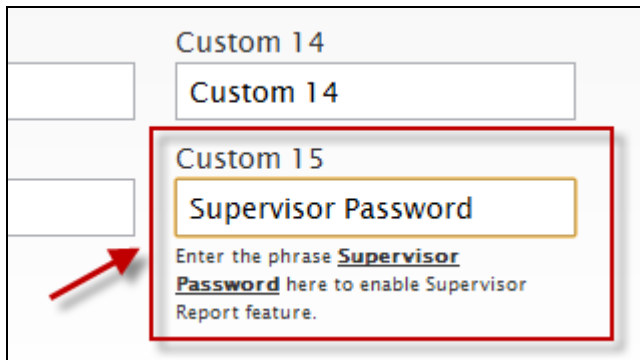
Click the icon to set up the custom field names for the user record table:

A screenshot of a web application form titled "Setup Custom Field Names". The form is organized into a grid of 15 input fields, arranged in three columns and five rows. Each input field is labeled with a "Custom" number (e.g., Custom 01, Custom 02, etc.) and contains the same text as the label. The labels are: Custom 01, Custom 02, Custom 03, Custom 04, Custom 05 in the first column; Custom 06, Custom 07, Custom 08, Custom 09, Custom 10 in the second column; and Custom 11, Custom 12, Custom 13, Custom 14, Custom 15 in the third column. At the bottom right of the form, there is a small text box with the instruction: "Enter the phrase **Supervisor Password** here to enable Supervisor Report feature." Below the text box is a "Submit Changes" button.

These field labels correspond to the custom fields available on the *add-a-user* and *edit-user* forms discussed previously.

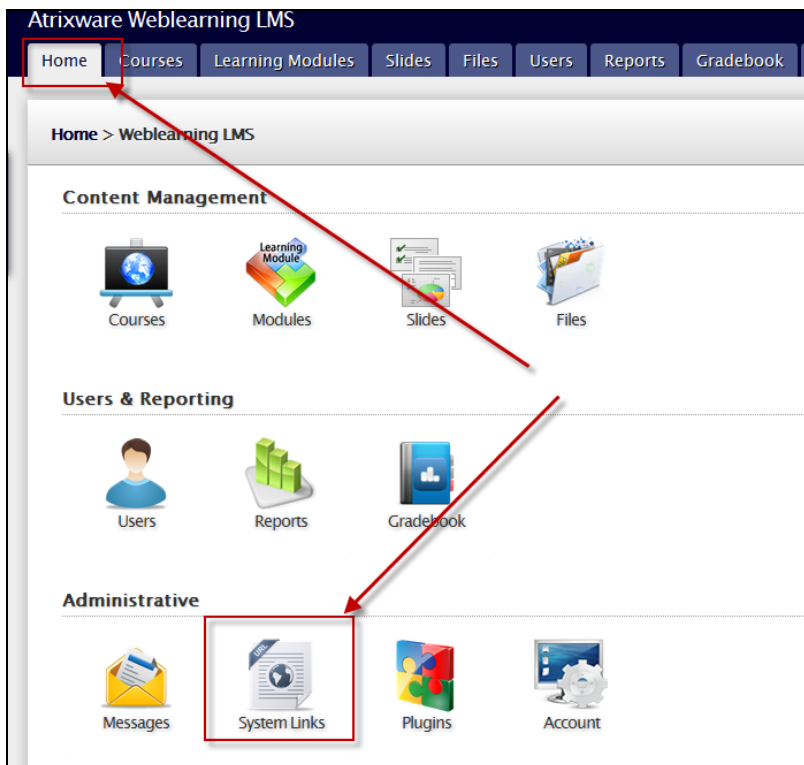
Enable the Supervisor Report Feature

Of special note is the *custom 15* field. If you enter the phrase ‘**Supervisor Password**’ into that field label, it turns on the *Supervisor Report* feature for your account, which we will discuss in a brief minute:

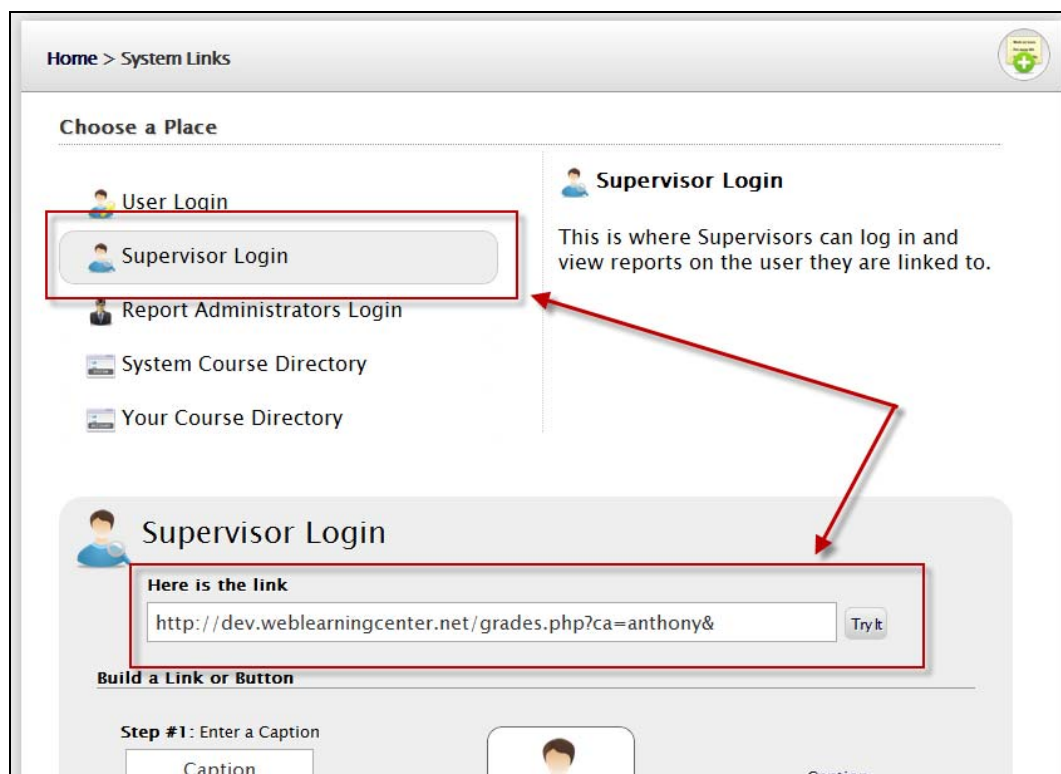


The phrase itself (*Supervisor Password*) can be changed by your server admin. For example, maybe you want the phrase to be ‘*Parent Password*’ instead. For purposes of the rest of the explanation, we will use ‘*supervisor*’, but just know that it can be changed.

So once this feature is turned on, supervisors can view how their user/student/employee is doing by going to the *supervisor login*. You can get that login URL by going to the **Home** tab > **System Links** icon:



Once there, click the *Supervisor Login* option, then click the *try it* button:



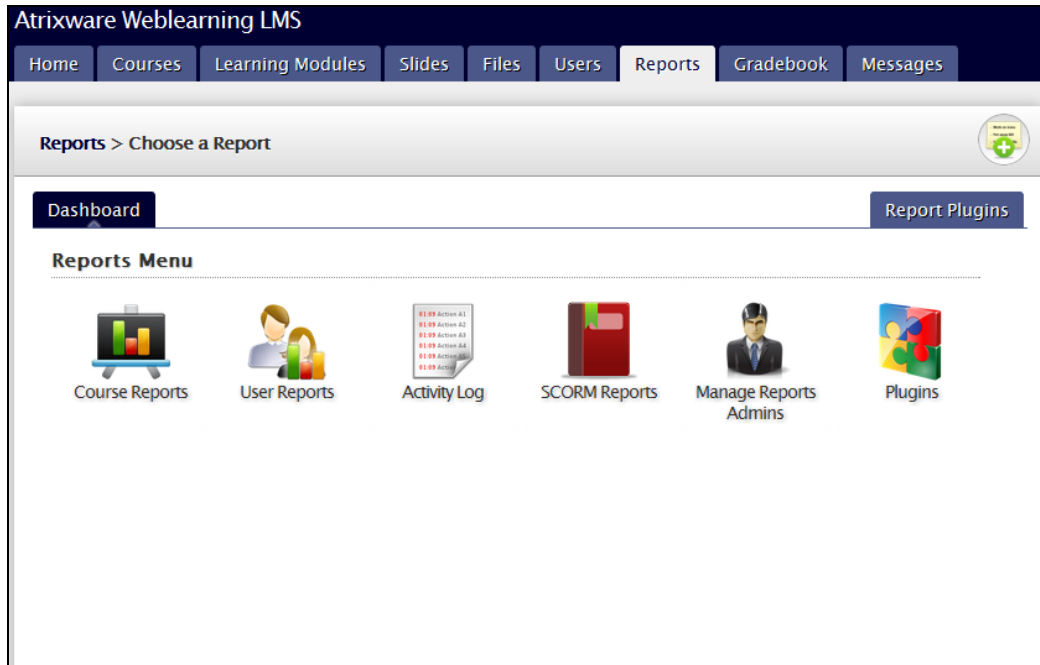
Ok, so now you have turned on the feature. So, here is how it works:

1. The *supervisor* will enter in the *username* of the user/student/employee to log in.
2. If no password has been set up for a specific user (*in the custom 15 filed – which is now the supervisor password field*), then the supervisor password is the same as the user password.
3. If a password has been set up for a specific user (*in the custom 15 filed – which is now the supervisor password field*), then the supervisor password is that password.

For the ability to assign multiple users to a single reports login, use the *Reports Admin* feature, which is discussed in the *Reports Tab* section of this manual (*next*).

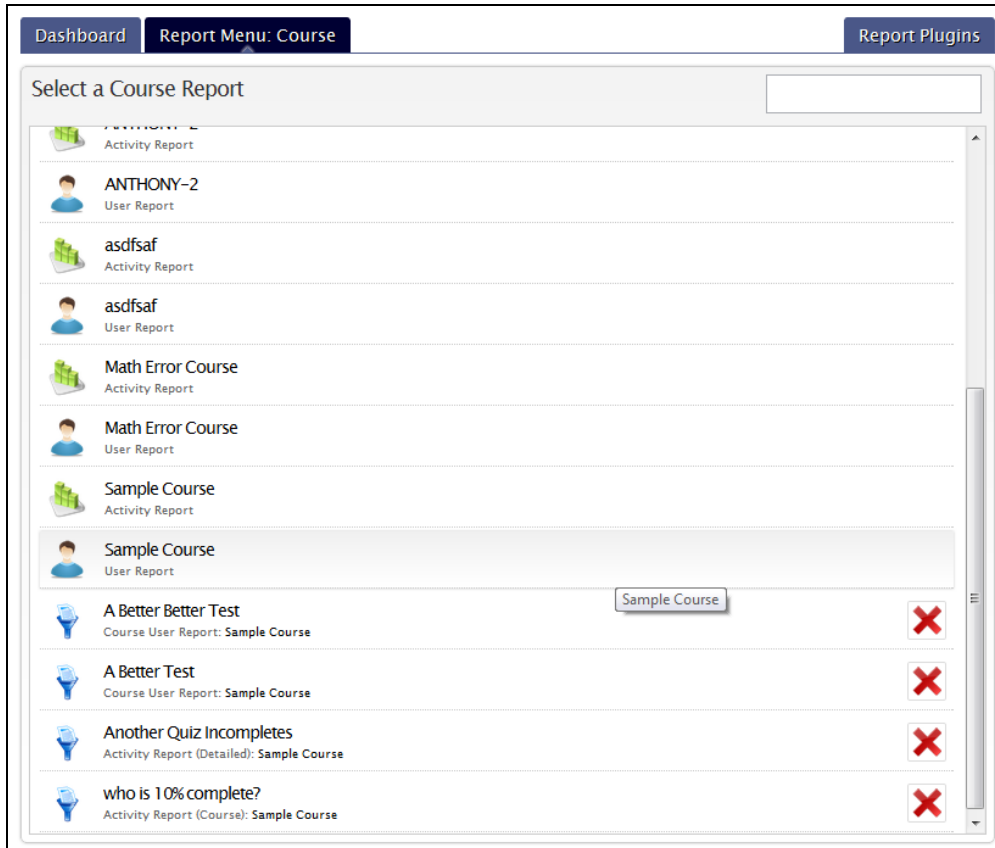
Reports Tab

From the reports tab, you manage, view, and export a variety of score reports and activity logs, and set up and manage *report administrators*.

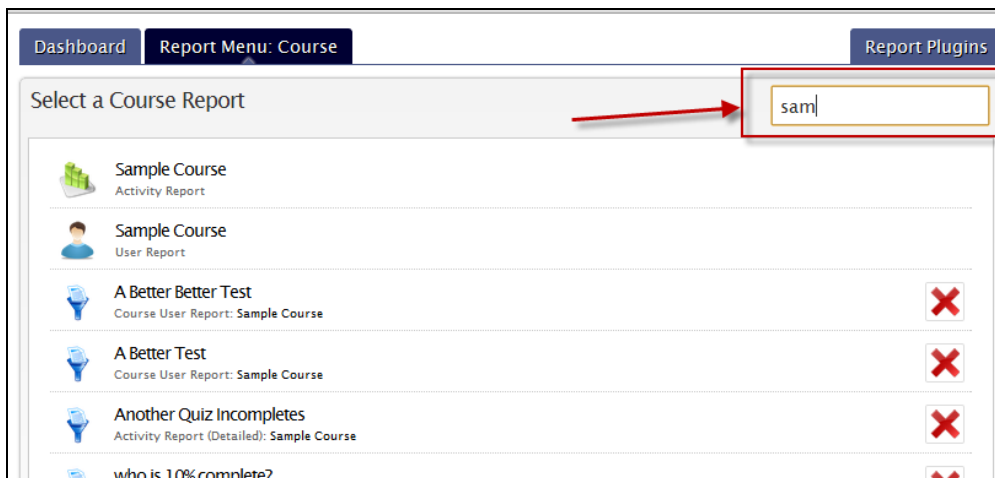


Reports Tab > Course Reports

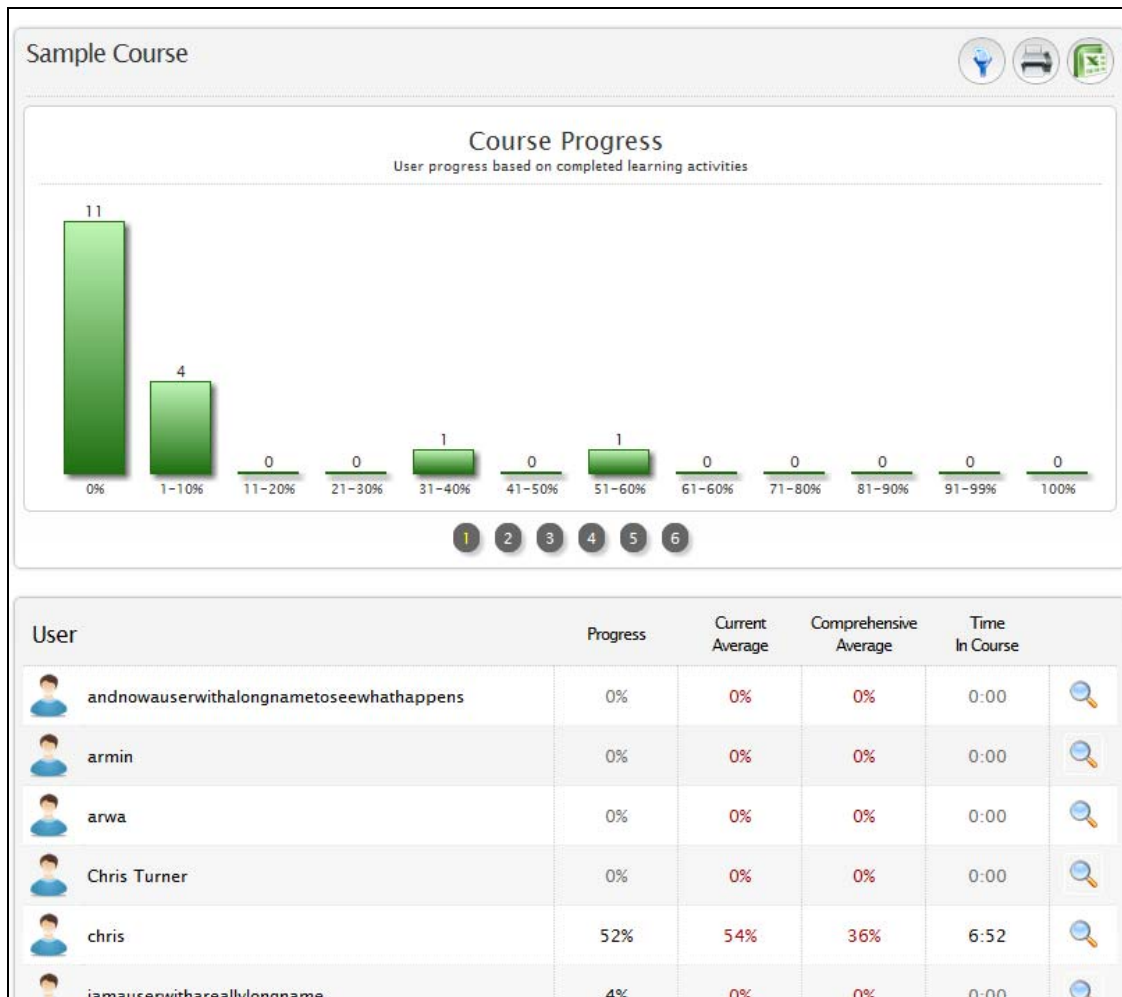
Click the *course reports* icon, then choose a report from the list (which will consist of an activity report and a user report for each course, and any custom reports you have created for each course):



You can also filter the list by typing in a phrase in the search box along the top right:



Clicking on a report will bring up the report – here is an example of a *course user* report:

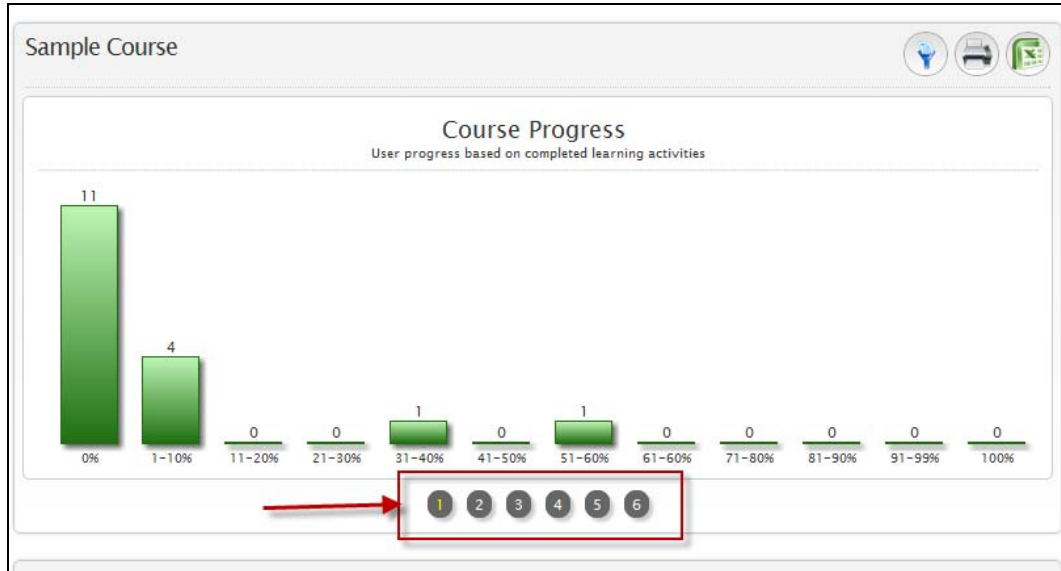


Course Reports Overview

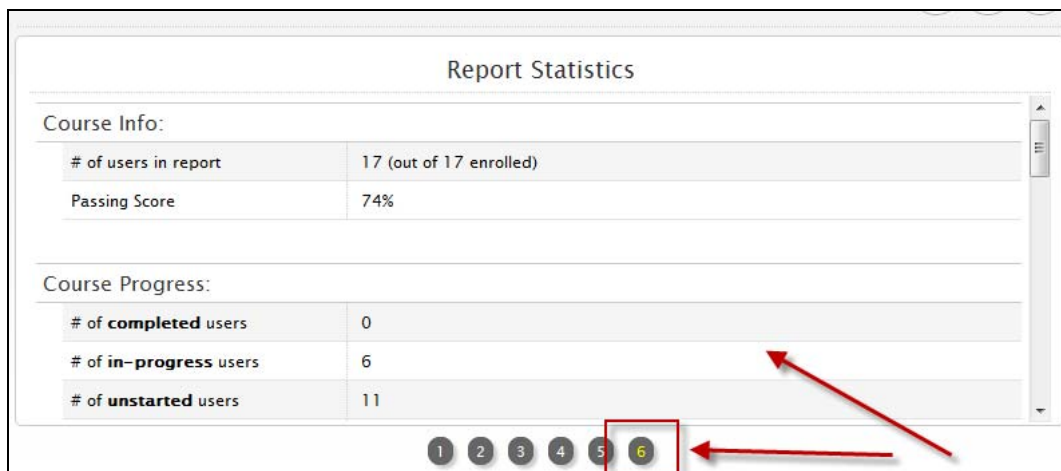
Each *course report* has slightly different data, but the overall concepts are the same, so we will discuss the *course user* report and use it as an example.

Parts of a Course Report







First, the section along the top which start off showing bar graphs – notice the circles with numbers in them. If you click on any of those circles, it will show a different chart or data view:



The last circle (in this example, #6) will always show the statistics (which are contextual to the report you are viewing):







When you look at the section below that, it will consist of a list (or users, or items depending on the report).



















User	Progress	Current Average	Comprehensive Average	Time In Course	
 andnowauserwithalongnametoseewhathappens	0%	0%	0%	0:00	
 armin	0%	0%	0%	0:00	
 arwa	0%	0%	0%	0:00	
 Chris Turner	0%	0%	0%	0:00	
 chris	52%	54%	36%	6:52	
 iamauruswithareallylongname	4%	0%	0%	0:00	

Drilling Down into a Course Report

In most circumstances, each item (in this example, each user) will have a button that enables you to drill down further into the data to get more information – represented by the magnifying glass icon:

Current Average	Comprehensive Average	Time In Course	
0%	0%	0:00	
0%	0%	0:00	
0%	0%	0:00	
0%	0%	0:00	

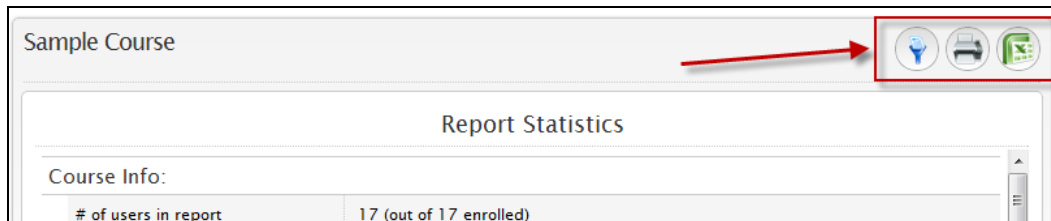
On the course activity report, there are actually two buttons, a drill-down, and a question analysis button which shows you details on each question and answers chosen:

Learning Activity	Completed Users	Current Average	Comprehensive Average	
 Extra Credit Offline: Extra Credit	6% (1/17)	75%	4%	 
 Graded Quiz Graded Quiz	29% (5/17)	47%	14%	 
 new quiz Graded Quiz	6% (1/17)	33%	2%	 
 New Quiz Graded Quiz	6% (1/17)	33%	2%	 
 Sample Activity Offline: Classroom Assignment	12% (2/17)	99%	12%	 
 Ungraded Offline: Written Exam	0% (0/17)	0%	0%	 
	10%	48%	6%	

A special note regarding *graded quizzes* – if you enabled multiple attempts for a quiz, the score you are seeing is (*by default*) the score of the users' highest score attempt. This is a server-level configuration which can be changed to '*most recent attempt*' if desired.

Export a Course Report to Excel

Along the top are a row of buttons (*icons*) that let you *export*, *print*, and *filter* the report:



The *export to excel* button does just that – exports the data into an excel spreadsheet.

Print a Course Report

The *print* button will generate a printed report. The top section in the printout will be whatever section you currently have in view when you click the *print* button.

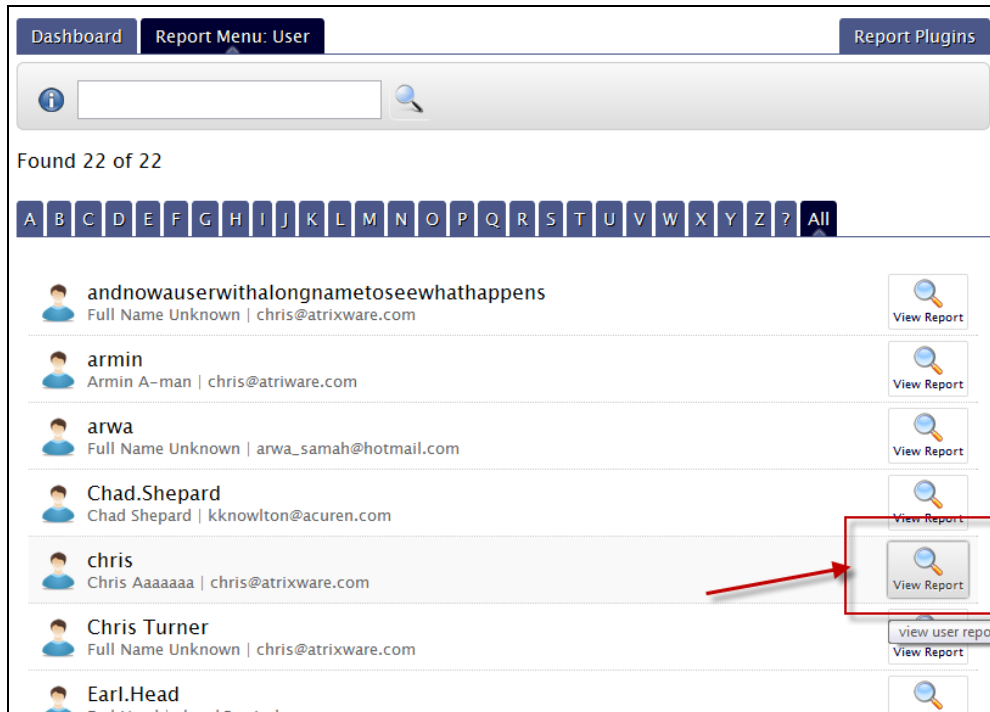
Filter a Course Report

Click the *filter* button (*funnel icon*) to filter the report. Using this mechanism, you can either create a one-off filtered report (*click run button*), save the filtered settings as a named report you can view anytime (*click save & run button*), or assign the filtered report to a *reports administrator* (*click assign button*):

Of course each report has its own set of items in the filter you can use. The exhibit above is the filter dialog for the *course user* report.

Reports Tab > User Reports

Click the *user reports* icon, and then choose a user to view a report for:




The screenshot shows the 'User Reports' interface. At the top, there are tabs for 'Dashboard', 'Report Menu: User', and 'Report Plugins'. Below the tabs is a search bar with an information icon on the left and a search icon on the right. The text 'Found 22 of 22' is displayed below the search bar. A navigation bar contains letters A through Z, a question mark, and 'All'. The main content area lists several users, each with a profile picture, name, and email address. To the right of each user entry is a 'View Report' button with a magnifying glass icon. The 'View Report' button for the user 'chris' (Chris Aaaaaa | chris@atrixware.com) is highlighted with a red box, and a red arrow points to it from the left.

User Name	Email Address	Action
andnowauserwithalongnametoseewhathappens	Full Name Unknown chris@atrixware.com	View Report
armin	Armin A-man chris@atriware.com	View Report
arwa	Full Name Unknown arwa_samah@hotmail.com	View Report
Chad.Shepard	Chad Shepard kknowlton@acuren.com	View Report
chris	Chris Aaaaaa chris@atrixware.com	View Report
Chris Turner	Full Name Unknown chris@atrixware.com	View Report
Earl.Head	Earl Head ehead@atriware.com	View Report




Similar to the *course reports*, the report is broken into multiple sections. Refer to the summary information regarding *course reports* for information on the sections here.

Reports Tab > Activity Log

Click the **Activity Log** icon to go to the activity report. For this report, fill in the custom report form and then click **Run Report**:



Activity Log

Custom Reports

Show

in

accessed and

and login contains

and IP address equals

AA_DEFAULT		
anthony		
Course Login 11-11-2011, 1:53pm	68.44.157.86	
AA_SIMPLE		
anthony		
Course Login 11-11-2011, 1:57pm	68.44.157.86	
AA_WIDE_LEFT		
anthony		
Course Login 11-11-2011, 1:53pm	68.44.157.86	
Course Login 11-11-2011, 1:53pm	68.44.157.86	
Failed Login 11-11-2011, 1:58pm	68.44.157.86	PW: anthony
Failed Login 11-11-2011, 1:58pm	68.44.157.86	PW: anthony
Course Login 11-11-2011, 1:59pm	68.44.157.86	

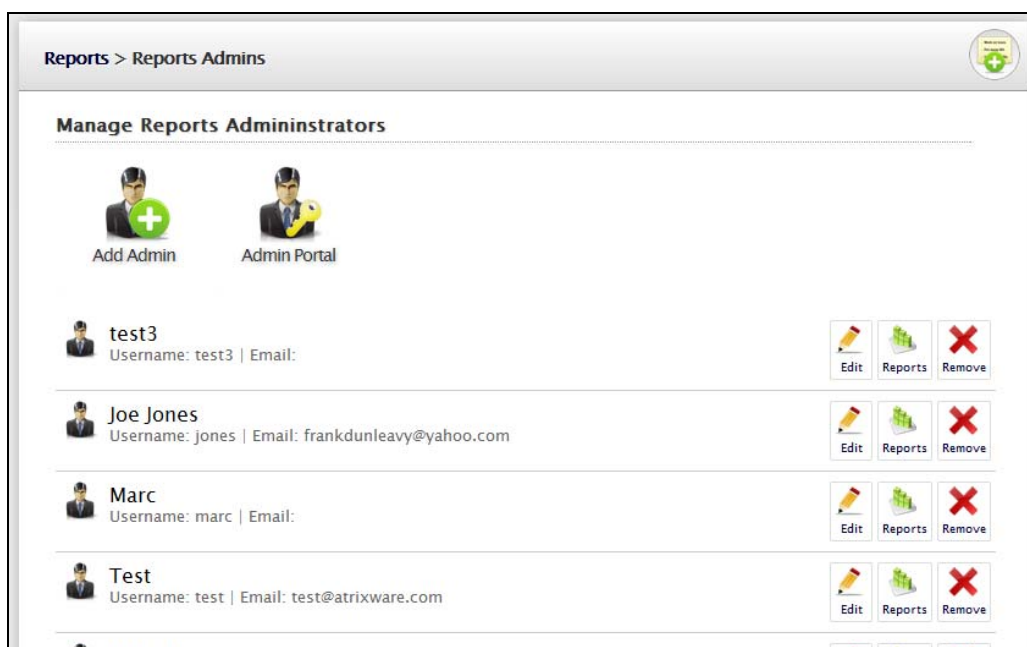
This report will show each and every access (*including failed attempts in red*).

As with other reports, this one can also be printed and exported to Excel.

Reports tab > Manage Reports Admins

Report Administrators are a special kind of user which can have reports assigned to them. For example, you may want to designate each manager in your organization access to reports on all employees that are in their group, or each teacher in your school access to reports for all students in their class.

To manage *report administrators*, click the *manage report admins* icon:



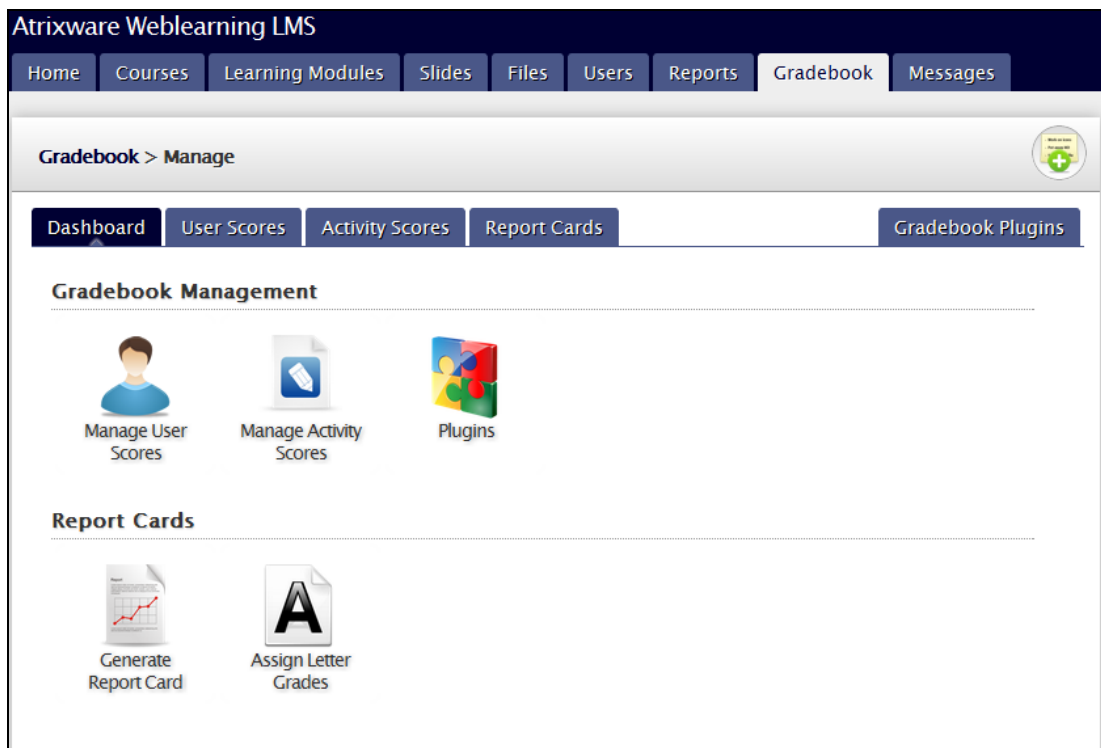
From this screen, you can **add** (click the add admin icon) and **remove** (click the remove button) report admins, **edit** (click the edit button) existing report admins, and **view the reports** (click the reports button) which have been assigned to each report admin.

To assign reports to a report admin, you first go into the report you want to assign (for example, a specific course user report). Next, you click the filter button (funnel icon), then click the assign button on that dialog box and select the report admin you want to assign the report to, and finally type in a name for the report.

Report administrators have a login page they go to in order to log in. While you can get that link from the Home tab > System Links icon, you can also get it here by clicking the admin portal icon.

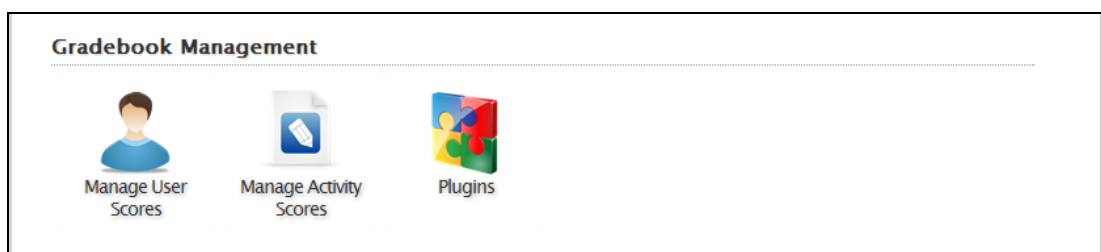
Gradebook Tab

The *gradebook* tab is all about managing grades for the online graded quizzes and also any graded offline activities you have created and assigned to your courses.



The screenshot shows the Atrixware Weblearning LMS interface. At the top, there is a navigation bar with tabs for Home, Courses, Learning Modules, Slides, Files, Users, Reports, Gradebook, and Messages. The Gradebook tab is selected. Below the navigation bar, there is a breadcrumb trail: Gradebook > Manage. A secondary navigation bar contains tabs for Dashboard, User Scores, Activity Scores, Report Cards, and Gradebook Plugins. The main content area is titled "Gradebook Management" and contains three icons: "Manage User Scores" (a person icon), "Manage Activity Scores" (a document icon with a pencil), and "Plugins" (a puzzle piece icon). Below this section is another section titled "Report Cards" which contains two icons: "Generate Report Card" (a document icon with a red line graph) and "Assign Letter Grades" (a document icon with a large letter 'A').

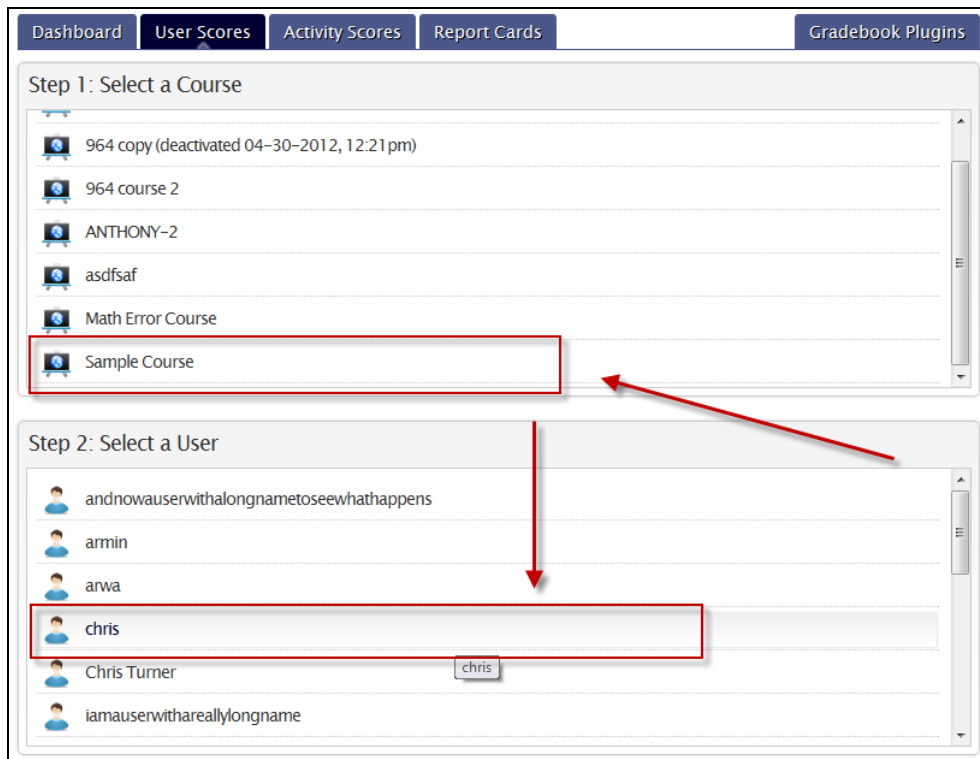
The first section on the *gradebook* tab is the *gradebook management* section, which has 3 icons – *manage user scores*, *manage activity scores*, and *plugins*:



This is a close-up screenshot of the "Gradebook Management" section. It features three icons arranged horizontally: "Manage User Scores" (a person icon), "Manage Activity Scores" (a document icon with a pencil), and "Plugins" (a puzzle piece icon). Each icon is accompanied by its respective text label below it.

Gradebook tab > Manage User Scores

Click on the *manage user scores* icon to work with users. On this screen, you first select a *course*, and then a *user*:



This will bring up a screen similar to the following:

Manage User Scores

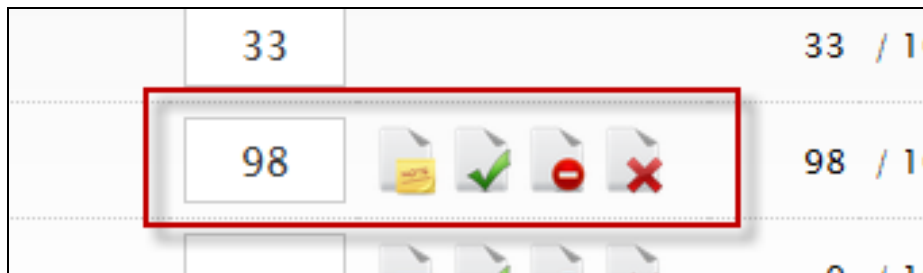
← chris →

Sample Course		Score (0 - 100)	Score Points
	Extra Credit Offline: Extra Credit	<input type="text"/>	0 / 100
	Graded Quiz Graded Quiz	50	50 / 100
	new quiz Graded Quiz	33	33 / 100
	New Quiz Graded Quiz	33	33 / 100
	Sample Activity Offline: Classroom Assignment	98	98 / 100
	Ungraded Offline: Written Exam	<input type="text"/>	0 / 100
Course Score Points			214 / 600

Each item in the view has minimally the item name, item type, score box (*where you can enter in the score, or modify an existing score*), and the # points / # possible points.

For graded quizzes, the user must have first completed the quiz before you can modify it (*otherwise it will indicate it is incomplete*). Also related to *graded quizzes* – if you enabled multiple attempts for a quiz, the score you are modifying is (*by default*) the score of the users' highest score attempt. This is a server-level configuration which can be changed to '*most recent attempt*' if desired.

If the item is an *offline activity*, there will also be one or more buttons next to the score box:



The *note icon* enables you to enter in notes for the item, which will be viewable by your user if you have inserted the *offline activity* into your online course.

The next two buttons are file related. Using the buttons you can upload (*or view existing*) file attachment, or remove the file attachment (*which removes the link to the file, not the file itself*). If you have inserted the *offline activity* into your online course, when your user uploads their work to this assignment, you will be able to view it using this button.

The last button is a remove score button. Clicking this button will remove the users score, and also any file they submitted for this assignment (*so they can submit it again*).

Note that the buttons that appear are contextual – so for example, if there is no file attachment, the button to remove the attachment will not be shown, and so forth.

Once you are finished working with a user, you can either click the *submit changes* button along the bottom, or, use the *next/back arrows* along the top to save then move to the next/previous user.

Gradebook tab > Manage Activity Scores

Click on the *manage activity scores* icon to work with activities. On this screen, you first select a *course*, and then an *activity*:

The screenshot displays the 'Manage Activity Scores' interface with the following elements:

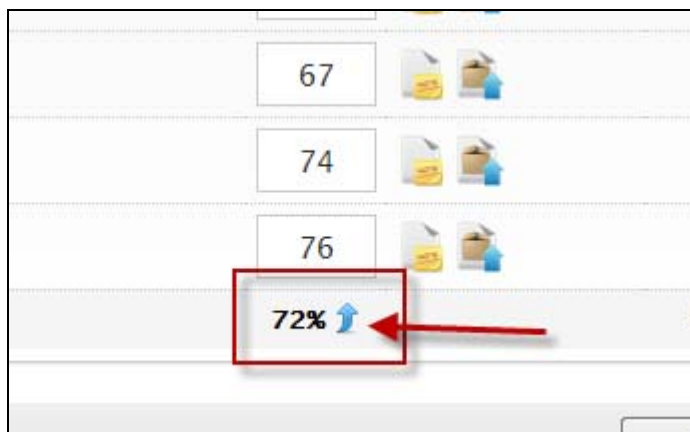
- Navigation Tabs:** Dashboard, User Scores, Activity Scores, Report Cards, Gradebook Plugins.
- Step 1: Select a Course:** A list of courses including '964 copy (deactivated 04-30-2012, 12:21 pm)', '964 course 2', 'ANTHONY-2', 'asdfsaf', 'Math Error Course', and 'Sample Course'. The 'Sample Course' is highlighted with a red box.
- Step 2: Select a User:** A list of users including 'andnowauserwithalongnametoseewhathappens', 'armin', 'arwa', 'chris', 'Chris Turner', and 'iamauserwithareallylongname'. The 'chris' user is highlighted with a red box.
- Selection Indicators:** Red arrows point from the 'Sample Course' box to the 'chris' box, and another red arrow points from the 'chris' box to the right, indicating the selection process.

This will bring up a screen similar to the following:

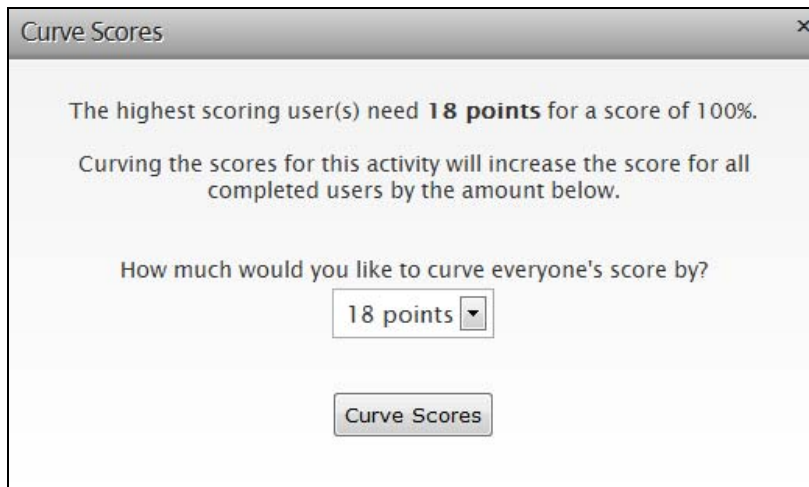
Manage Activity Scores			
← Extra Credit →			
Sample Course	Score (0 - 100)		Score Points
armin <small>(armin)</small>	80		80 / 100
arwa <small>(arwa)</small>	82		82 / 100
Chris Turner <small>(Chris Turner)</small>	77		77 / 100
chris <small>(chris)</small>	58		58 / 100
sample <small>(sample)</small>	63		63 / 100
test <small>(test)</small>	67		67 / 100
user1 <small>(user1)</small>	74		74 / 100
user2 <small>(user2)</small>	76		76 / 100
Activity Average	72%		577 / 800

The screen is similar to the manage user scores screen, but this time, we are working with all users across a specific activity (*instead of all activities assigned to a user*).

The one additional thing you can do here is curve scores. In order to do so, all users will have to have a score for the activity. If so, you can click the curve scores icon (*it's the up-arrow icon*):



The curving function is contextual to the highest score achieved. In the example here, the highest score was an 82, so the maximum curve will be 18 percentage points (*you are always curving percentage points – which will then adjust the actual points*):



Curve Scores

The highest scoring user(s) need **18 points** for a score of 100%.

Curving the scores for this activity will increase the score for all completed users by the amount below.

How much would you like to curve everyone's score by?

18 points ▼

Curve Scores

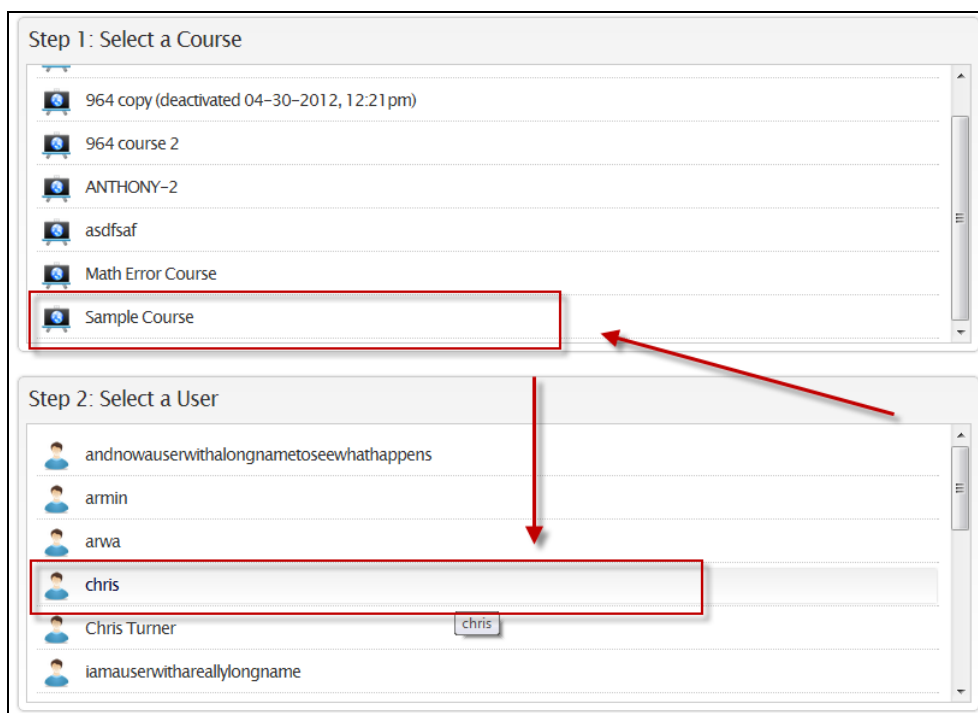
So using this example, if you wanted the highest-scoring user to get a 100%, then you would curve the scores by 18%, and then everyone's score would go up by 18 percentage points.

Gradebook tab > Generate Report Card

The second section on the *gradebook* tab is the *report cards* section, which has 2 icons – *generate report card* and *assign letter grades*:



To view a report card for a user, click the *generate report card* icon, and then choose a *course* and then a *user*:



This will bring up a report card for that user – a view of all activities in the course, and the users score and status for the activity:

Show Course Description
 Show Learning Activity Descriptions (if entered)
 Show Learning Activity Notes (offline content only)

Report Card

Name	chris		
Date	05-28-2012, 1:52pm		
Course	Sample Course		

Learning Activity	Score	Status	Date
Extra Credit <small>Offline: Extra Credit</small>	- (0/100)	Incomplete	-
Graded Quiz <small>Graded Quiz</small>	50% (50/100)	Fail	11-17-2011, 1:33pm
new quiz <small>Graded Quiz</small>	33% (33/100)	Fail	12-19-2011, 9:18am
New Quiz <small>Graded Quiz</small>	33% (33/100)	Fail	12-19-2011, 9:18am
Sample Activity <small>Offline: Classroom Assignment</small>	98% (98/100)	Pass	05-23-2012, 1:10pm
Ungraded <small>Offline: Written Exam</small>	- (0/100)	Incomplete	-
Current Score <small>Score/Status based on completed Learning Activities only</small>	54% (214/400)	Fail	
Comprehensive Score <small>Score/Status based on all Learning Activities</small>	36% (214/600)	Incomplete	

You can toggle the view of *course description*, *activity descriptions*, and *activity notes*, and also print the report card. This report card is essentially what users see when they access their courses (*unless you have removed it from your courses and/or course templates*), and also what supervisors see when they log into the supervisor report view (*discussed earlier in this manual*).

Gradebook tab > Assign Letter Grades

You can also create letter grades for each score range – which will appear on report cards if they are configured.

To do so, click the *assign letter grades* icon:

Assign Letter Grades ×

Set the minimal score needed for each letter grade below.

To disable letter grades, set each value below to 0.

Letter Grade	(+)		(-)
A	0 ▾	0 ▾	0 ▾
B	0 ▾	0 ▾	0 ▾
C	0 ▾	0 ▾	0 ▾
D	0 ▾	0 ▾	0 ▾
F		-	

[Use Recommended Values](#)
[Disable Letter Grades \(reset all to 0\)](#)

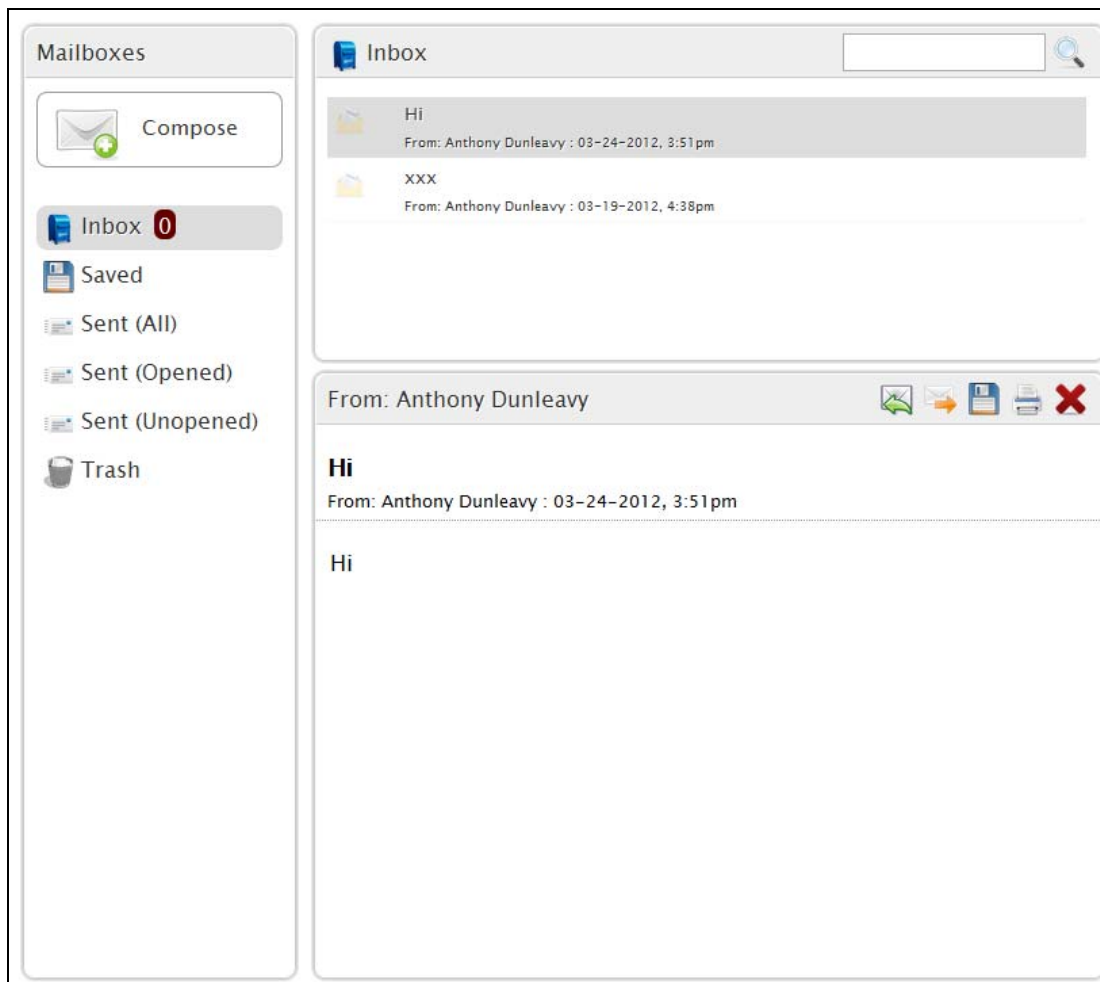
Save Letter Grades

Here you can assign the range for each letter, including the + and – ranges as well.

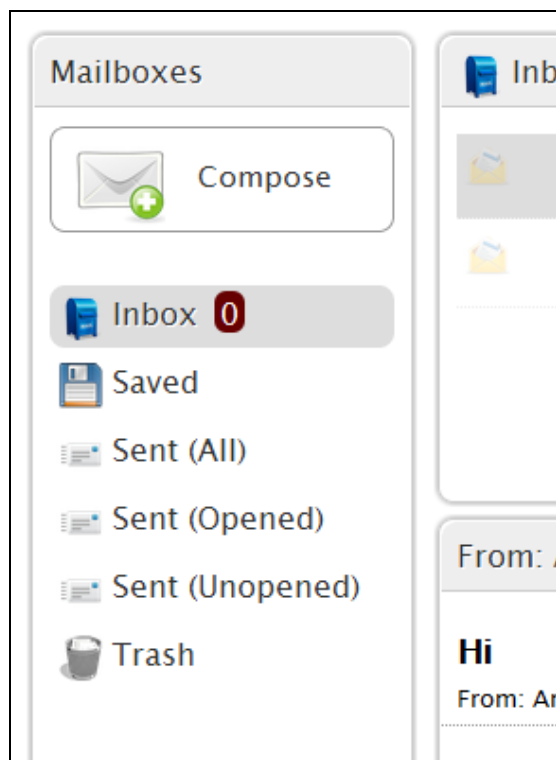
Messages Tab

The messages tab is similar to using a basic email application. You are able to communicate with users in your courses (*your users also have the ability to send and receive messages to you, as well as anyone else in the courses they are in*).

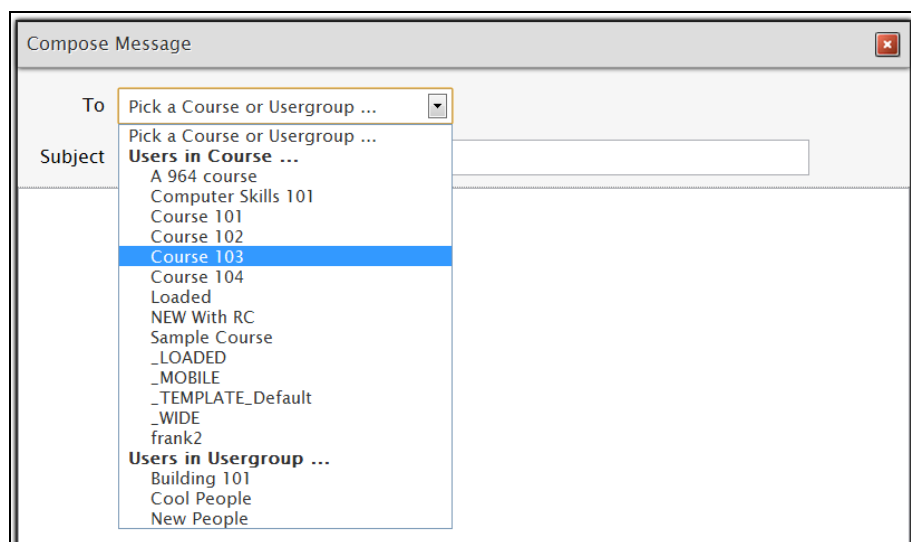
The messages screen should feel familiar to you since as mentioned, it works similar to a basic email application:



The left panel contains a *compose* button (so you can write new messages), and a list of message locations (sort of like folders).



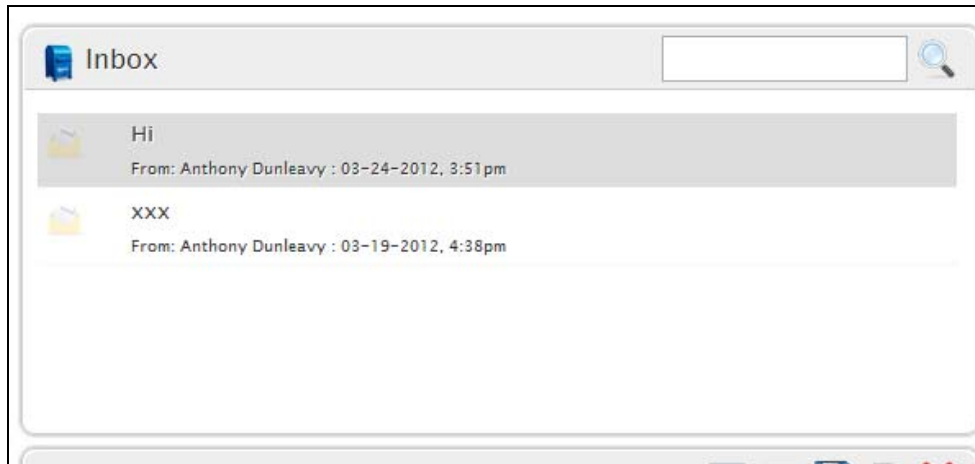
When you click the *compose* button, you will be able to send to users per *course* or per *usergroup*, and once you pick one of those, you will be able to send to everyone from that course and/or usergroup, or to a specific user:



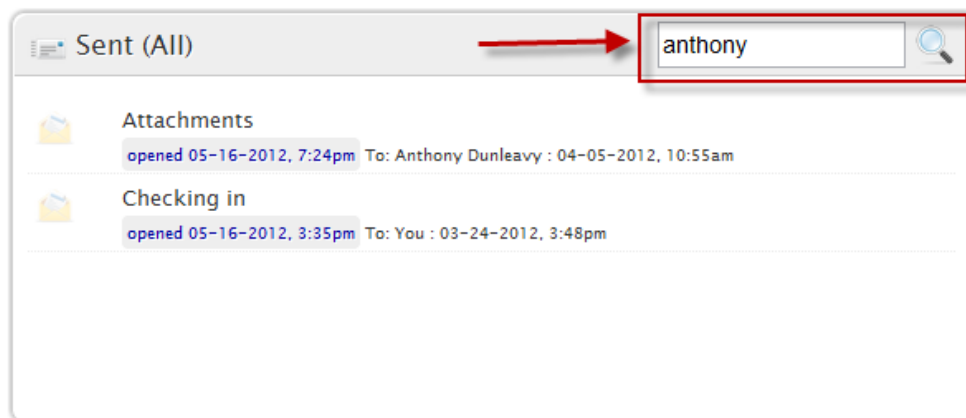
Notice the way the sent items are broken down – there is a *sent-all* folder, and also a *sent-opened* and *sent-unopened* folder. This is nice since you can easily go into the *sent-unopened* folder and see who has not read your message.

On the right are 2 panels.

The top panel is the message list for the selected message location (*ie: inbox, saves, sent, etc*).

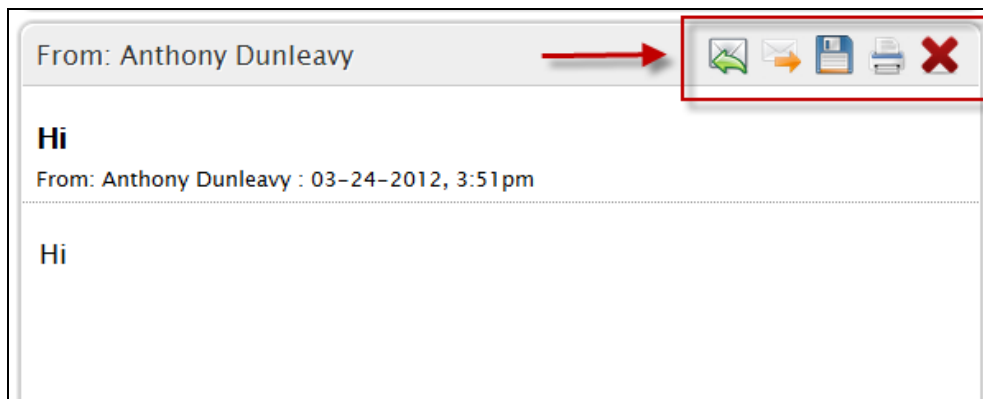


You can filter the listing by typing in a phrase and clicking the find (*magnifying glass icon*) button.



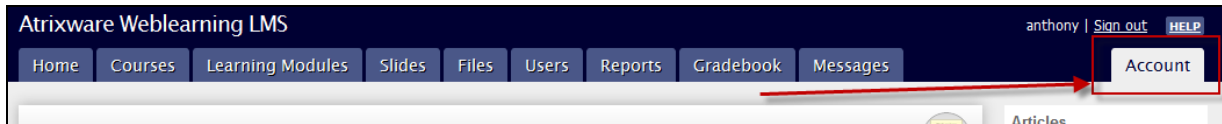
To view a message, click on it, and it will appear in the bottom panel.

The bottom panel is the selected message (along with button-bar to forward, save, reply, print or delete – all contextual).



Account Tab

The **ACCOUNT** tab is primarily informational, but does have some account-level settings you can configure. This tab is located along the top tab-strip, but all the way to the right-hand-side:



Account Tab > Dashboard

This tab contains icons (which are shortcuts to the sub-tabs), and also shows you at-a-glance your account features and limits (as well as how much of your account limits you have used):

Account > Settings

Dashboard Settings Passwords Installed Plugins Tasks Upgrade Account Plugins

Account Management

Settings

Admin Passwords

Tasks

Upgrade

Installed Plugins


Plugins

Account Overview

	Expiration Date	NEVER
	Uploaded Content	47.21 MB (out of 1000MB max) <input type="text"/>
	Active Users	13 (out of 1000 max) <input type="text"/>
	Max File Upload Size	20MB (out of 200MB max) <input type="text"/>

If you are approaching (or have exceeded) one of your limits, the bar graph will appear in red.

Account Tab > Settings

In this tab, you can configure various settings for your account. For each configurable item, move your mouse over the  information icon to get information on that item.

Account Tab > Passwords

In this tab, you set up the main account admin password, and (*if enabled on your account*) up to 4 sub-admin account passwords, along with what areas of the account they will have access to:

Account Tab > Installed Plugins

This tab lists all plugins (*if any*) you have installed and available on your account. You can also shop for plugins from this tab by clicking **the shop for plugins** button:

Account Tab > Tasks

This tab shows you the last time your daily tasks were executed (*time and date*), and also enables you to manually run the tasks. *Tasks need to be enabled and installed on your account.*

Account Tab > Upgrade

The upgrade tab gives you information on upgrading your account and/or limits.