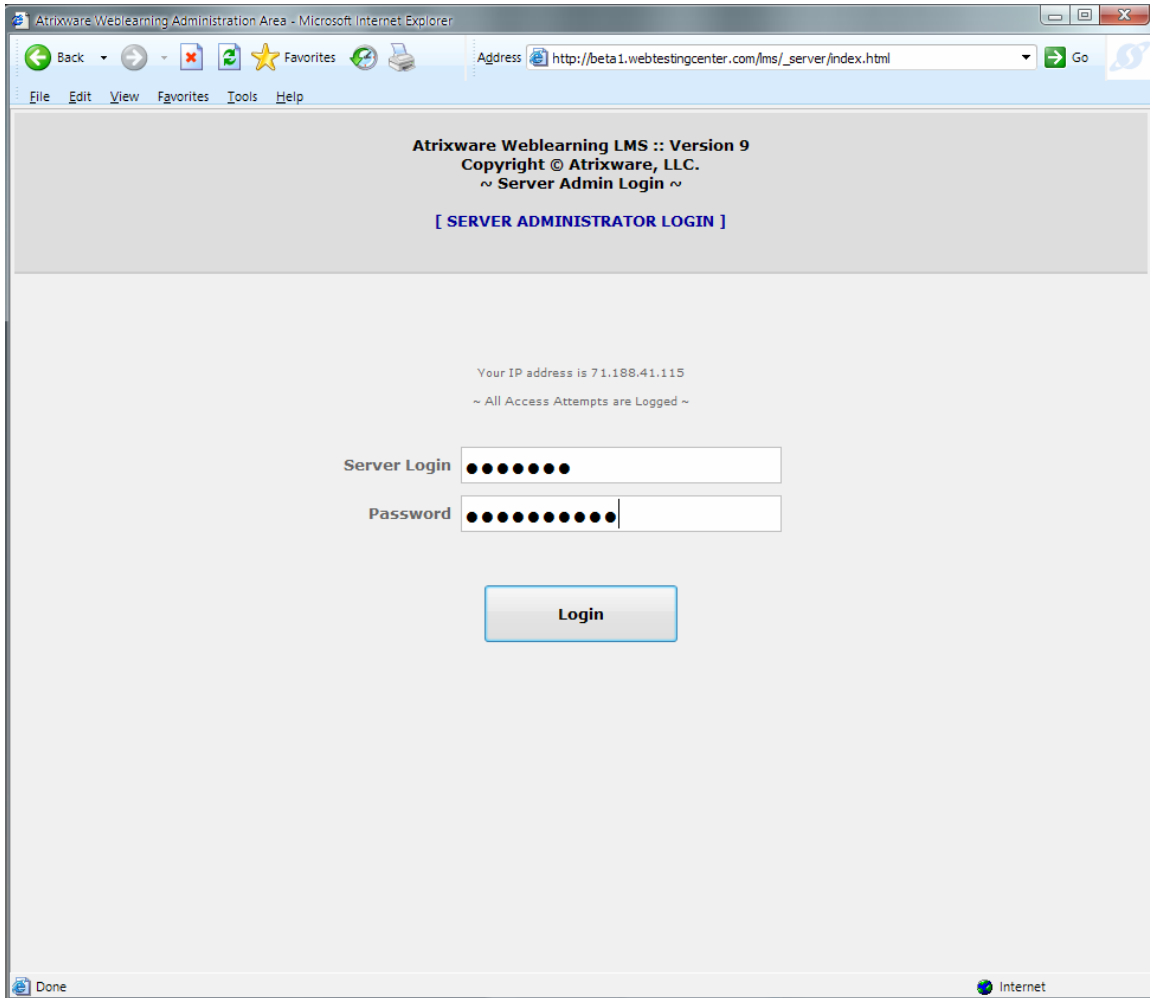


# ATRIXWARE

## Documentation



## Weblearning 9.0 Learning Management System Server Administrator Guide

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## Who this Manual is for

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If you are reading this manual, it is assumed that you are the administrator of the server, or at a minimum, the designated person that will act as the administrator of the Weblearning system.

The *Weblearning 9.0 LMS* has two different levels of administration.

A “*course administrator*” is a person that creates online learning content, including courses, quizzes, and presentations, and works with students, scores, etc. If this identifies you, then refer to the “*Weblearning Course Administrators Guide*”.

The “*server administrator*”, which this manual covers, 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 be only one Server Administrator (*one login for the server admin*) on a *Weblearning 9 LMS*.

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## Installing the Weblearning LMS 9

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This section discusses how to install the *Weblearning 9 LMS* onto your server. Setup should take anywhere from 15 minutes to several hours depending on your existing server setup and knowledge of your server operating system. If you get stuck, please feel free to contact Atrixware for assistance.

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### System Requirements

In order to use the *Weblearning 9 LMS*, your server will need to meet the following *minimum* requirements:

1. Linux, Unix, Windows 2000 (*server*), or Windows 2003 (*server*)
2. Apache (1.3 or 2.x)
3. PHP 5.2.0 + (*with 'mysql' library*)
4. MySQL 4.1.2 +
5. ZEND Optimizer (*available free from [www.zend.com](http://www.zend.com) if not already installed*)
6. 512 MB Ram (*or minimum required by your server operating system*)
7. 100mb drive space (*or more depending on your usage*)

#### **Note for Microsoft Windows 2000/2003 Server Installations:**

*Although you can configure IIS to recognize PHP and MySQL, in order for Atrixware to support the installation, you will need to use the Apache web server software. Also, while Linux and Unix distributions already have Apache, PHP, and MySQL installed, you will need to install these packages on Windows. We do not install those components, but for extremely easy setup, check out the XAMPP installer for Windows (available here at the time of this writing: <http://www.apachefriends.org/en/xampp.html>), which installs everything you need via a standard Windows installer.*

---

### Provide Server information to Atrixware

Atrixware compiles the *Weblearning 9 LMS* specifically for your server. Therefore, they will request a minimum of the following information from you:

1. Name of your server (*example: [www.yoursite.com](http://www.yoursite.com)*)
2. Unix/Linux filesystem path (*or Windows path*) to your web server (*example: `/home/apache/website1/` or `c:/inetpub/`*)

After you provide this information, you will receive your *Weblearning 9 LMS* files either on CD-Rom, or, inside a *.zip* file. Place them somewhere on your computer (*and extract them from the ZIP file if needed*). You will need access to the files for the next steps.

---

## Setting up your Database

This section discusses setting up the database using either a visual GUI (*example: PhpMyAdmin*) or the MySQL command-line tool.

### ***If you are using PHPMYADMIN or similar GUI***

Most servers now have the *PhpMyAdmin* web-based database software installed. If this applies to your server, simply use *PhpMyAdmin* to create a new database, making sure you remember the name of the database as well as the username and password needed to access the database (*which you will need later to put into a configuration file*).

There is no need to create the tables (*this will be done automatically by the setup script*).

### ***If you are using the MySQL command line tool***

1. From a command prompt, type in the following to log into the MySQL command-line utility (*replace {username} and {password} with the appropriate values*). Note that the username will need to have rights to create a database.

```
[~/home]# mysql -u{username} -p{password}
```

2. Create a database by issuing the following command (*replace {database\_name} with the name of the database – such as “weblearn9” minus the quotes*).

```
mysql> create database {database_name};
```

If everything was done correctly, your database is now ready. There is no need to create the tables (*this will be done automatically by the setup script*). Remember the name of the database as well as the username and password needed to access the database (*which you will need later to put into a configuration file*).

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## Copy the Weblearning LMS Files

*It is important that you follow these steps in order, and complete each step in full.*

1. Remove any *index.htm* or *index.html* files from the web root folder for this server so they don't interfere with the *Weblearning 9 LMS* system.
2. From the Weblearning 9 LMS files you received from Atrixware, locate all files and folders in the */server\_files/* folder.
3. Copy all files and folders from inside the */server/* folder directly into your server's web root folder (*the /server/ folder represents your server web root folder*).

**\*\*\* IMPORTANT \*\*\***

*If you are using FTP, you will need to use BINARY transfer for the **/lms/\_library/** folder and files since the .php files are not actually text files (but instead compiled binary files).*

4. **If you are using a Linux or Unix server**, you will need to issue a *chmod 777* on the */lms/* folder. This is required in order to allow the *server administrator* application to create the directories that will hold the course administrator accounts, and to allow each *course administrator* to upload files and to export *Microsoft Excel* reports.
5. In a plain-text editor (*such as notepad.exe*), open up the file (*on your server*) named */lms/\_library/\_\_\_config.php*, and modify at least the following settings (*all settings are discussed in detail later in this manual*):
  - a. *The server admin password (your desired server admin password)*
  - b. *The name of the Database (you set up previously)*
  - c. *The database username and password*

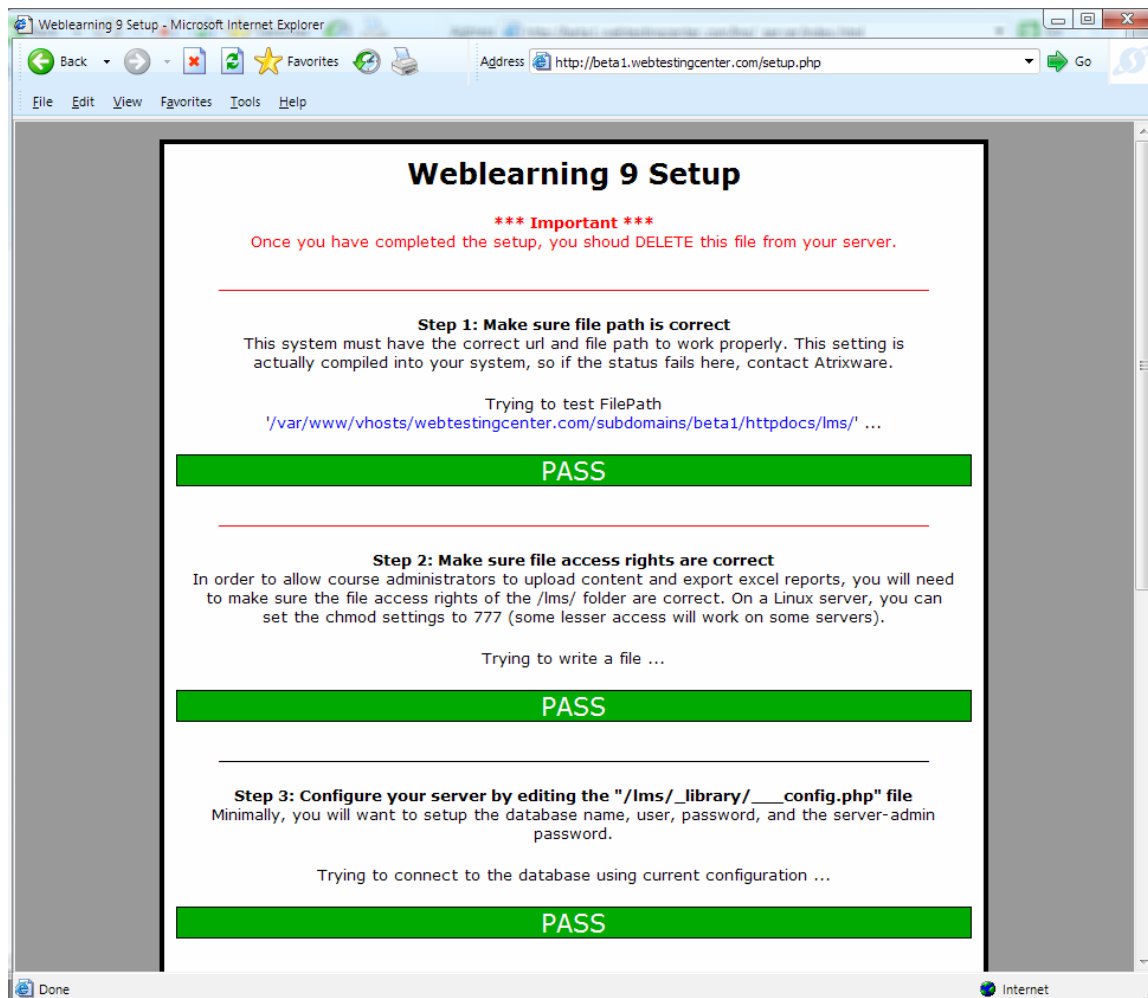
**\*\* MAKE SURE YOU SAVE THE FILE \*\*\***

## Run the Setup Script

The *Weblearning 9 System* includes a setup script, which goes through a series of server checks to see if your server is set up properly for the *Weblearning 9 System*, and will also create the database tables. To run the setup script, go to the following URL:

<http://www.your-server.com/setup.php> (replace with your server name)

A screen similar to the following will appear:



If your server is set up correctly, each section will have a “PASS” status, and an indicator at the bottom of the page will tell you that the server is set up properly.

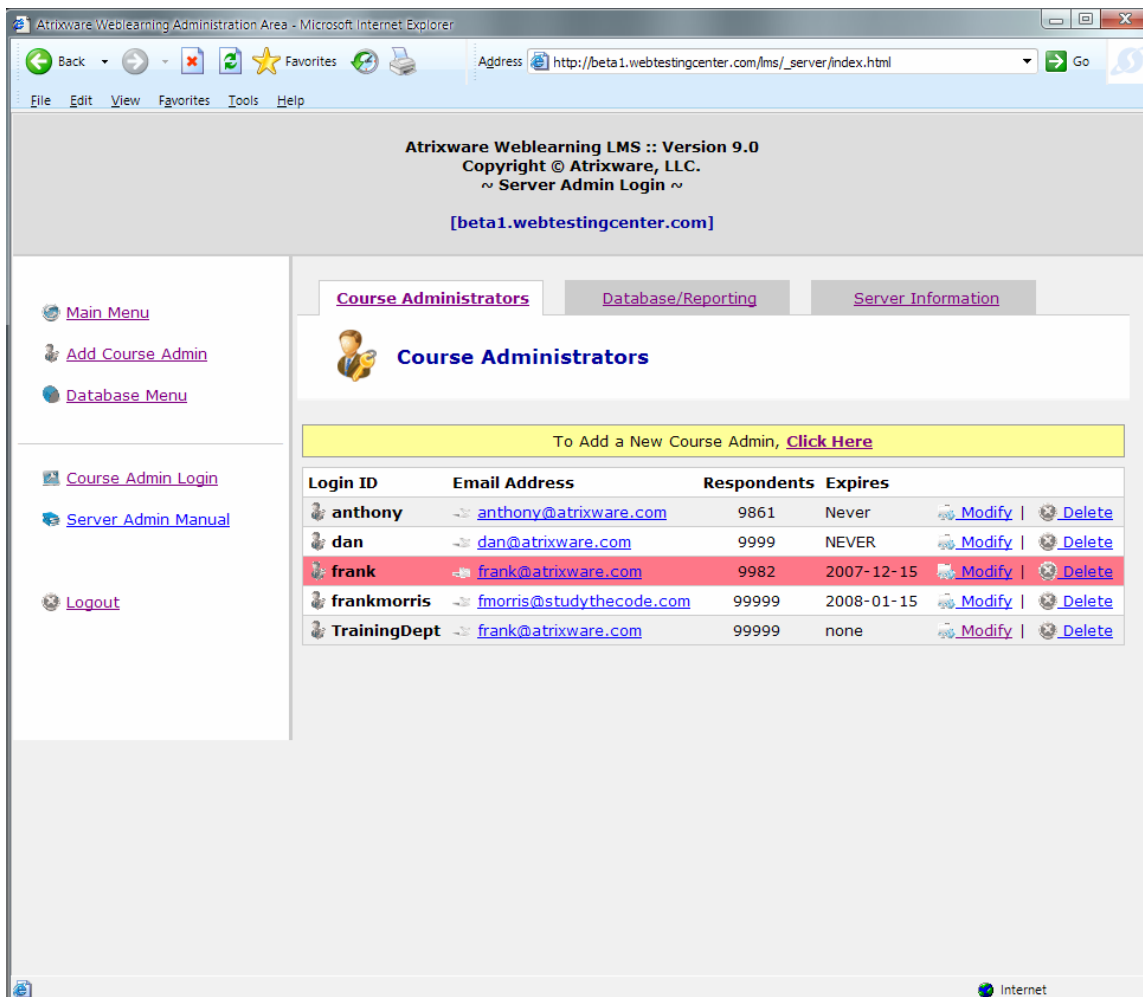
If there is a problem, a message will appear (*FAIL*) and will instruct you on what needs to be fixed.

**MAKE SURE** you delete this file once you have completed the setup.

## Logging in as Server Admin for the First Time

1. Open a web browser and go to *http://your.servername.com/server.php*
2. Login using “admin” as the username, and the password you previously set up.

If everything is set up properly, you should see a screen resembling the following (*but with no course administrators yet listed*):



---

## Common Problems and Solutions

The following are common issues and solutions for solving them:

**Problem:**

When I go to [www.mysite.com/server.php](http://www.mysite.com/server.php) and/or [www.mysite.com/setup.php](http://www.mysite.com/setup.php), I don't get anything – or I get a 'page not found' error.

**Solution:**

Make sure you copied the files to the correct place (*they should have been copied directly into your web root folder – the one Apache uses as the root folder where all http documents will go*).

**Problem:**

I get a message saying that the Zend Optimizer is not installed, a “Fatal Error”, or a “Server Error 500”.

**Solution:**

First, make sure you do in fact have the ZEND optimizer installed on your server (*go to [www.zend.com](http://www.zend.com), make sure you have the correct binary, and have followed the installation instructions*).

Next, make sure you have uploaded the .php files in the */\_library/* folder as binary files (*many FTP clients will upload .php files as plain-text*).

**Problem:**

I get error messages on the screen in various pages, with some pages functioning properly, and some not at all.

**Solution:**

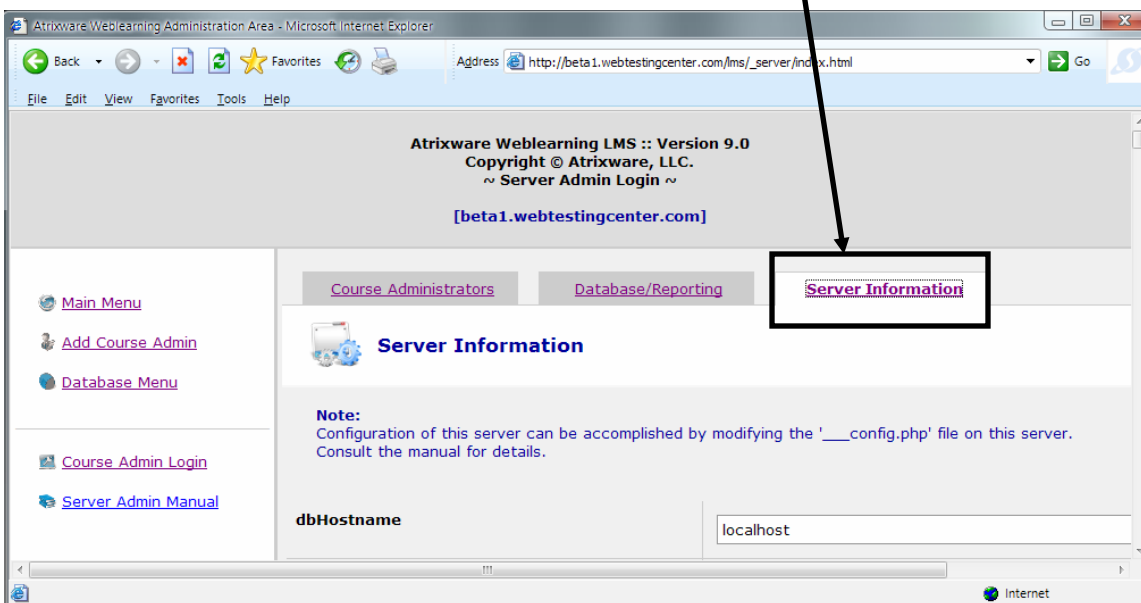
There are dozens of PHP settings, and your server may have some settings that conflict with the Weblearning code. For this issue, contact Atrixware so they can evaluate your PHP/MySQL configuration and see what setting(s) need to be modified.

## Defining Configurations for your Server

This section discusses configuring the various settings in the configuration file. The file we are going to be using varies depending on your server and exact license, but is usually named something similar to “/lms/\_library/\_\_\_config.php”. Open this file inside of a text editor (or whatever application you usually use to edit PHP files).

Each setting is discussed here. Although the exact syntax is not described here, each setting is surrounded by detailed instructions to help you understand what it does and how to change it. It may be a good idea to make a backup copy of this file in case you need to revert back to it – or, make sure you save the files from Atrixware so you always have the originals.

You can view the settings (but not change them) from the Main Menu of the *Server Administrator* application:



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## Database Settings

In this section, there are three variables, one for the database name, one for the database username, and one for the database password. These items will need to be valid in order for the *Weblearning 9 LMS* to operate properly.

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## Server Administrator Settings

In this section, you set up the information relating to the server administrator.

<b>Server Admin Password</b>	Password granting access to the Server Administrator Application on the LMS.
<b>Server Admin Email</b>	Email address where system notifications will get sent if they are destined to the server admin.
<b>Server System Email</b>	This setting holds the email address ( <i>valid or not</i> ) that all emails sent from the Weblearning LMS will appear to come from. Typically this would be something like <a href="mailto:lmsadmin@yourserver.com">lmsadmin@yourserver.com</a> , but can be any email address.
<b>Server Backup Emails</b>	You can configure the system to always send score report emails to the server admin, regardless of whether or not the course admin has configured.
<b>Server Change Emails</b>	If you want a confirmation email to be sent to the server admin email account each time a course administrator is created or modified, turn this setting on.

---

## Delivery & Course Settings

<b>Use High-Stakes Mode</b>	When this is set to <i>true</i> , each time a user accesses a module/quiz, the system will prevent them from re-accessing it until a submission is received back from the module/quiz ( <i>at which point, the onpass/onfail/oncomplete/onincomplete rules will be used</i> ). When this is set to <i>false</i> , each time a user accesses a module/quiz, the system will allow them to re-access it until a submission is received back from the module/quiz ( <i>at which point, the onpass/onfail/oncomplete/onincomplete rules will be used</i> ).
<b>Javascript Popup Code</b>	This controls the size and function of the popup window in which modules are displayed.
<b>Custom Logos</b>	Controls ability to allow custom logos on courses.
<b>Auto-stretch Logos</b>	When <i>true</i> , will auto-stretch banners to fit properly.
<b>Show Course Listing</b>	Controls whether course listing ( <a href="http://www.yourserver.com">www.yourserver.com</a> ) is active or not.
<b>Course List by Account</b>	Controls whether courses are listed by course title, or grouped by account name.

---

## Scoring

<b>Overwrite Existing</b>	When set to <i>true</i> , a grade for a specific quiz will always be updated with the most recent one ( <i>meaning there can only be a single grade per quiz per student</i> ), whereas if set to <i>false</i> , each attempt will be stored ( <i>thereby enabling multiple grades per quiz per student</i> ).
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## Certificate Settings

### Certificate Sections

Sets the default ‘starting’ certificate content which will be used for all course administrators.

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## Miscellaneous Settings

The remaining settings are primarily used as default settings for various templates and layouts in the system. Each is documented in the configuration file, and should be changed with extreme care. *Make a backup copy of the original config file before making changes.*

---

## Other Configurations Not in the Configuration File

There are various additional configurations you can set on your server that are not in the settings file, and they are as follows.

### **Changing the Default Course Banner Image**

The filename that holds the default logo that appears above the course login screens is located in the `/lms/images/` folder, and is named `title-logo.jpg`. You can replace this file with your own. It must be a `.jpg` file, and for best results, should be exactly 800 pixels wide by 150 pixels high. *This will act as the default image for the courses on the server, and will be used unless you have turned on the ability for the course administrators to upload their own logos, at which point, course admins will be able to place their own banners on top of their courses.*

### **Changing the Course Directory Banner Image**

The filename that holds the banner that appears on your server’s course directory page (<http://www.yourserver.com/>) is located in the `/lms/images/` folder, and is named `directory_logo.jpg`. You can replace this file with your own – it must be named the same, and must be a `.jpg` file.

### **Changing the Certificate Border Image**

The filename that holds the certificate border screens is located in the `/lms/images/` folder, and is named `cert.jpg`. You can replace this with your own image.

### ***The \_templates folder***

The templates folder contains a bunch of files used by the system, many which can be modified or added.

1. The **/images/** folder contains images used by some of the text editor toolbar plugins. These can be added to or some removed.
2. The **/skins/** folder contains the css (*cascading style sheet*) skins used by your modules. You can add your own, or remove those you don't want to use. By looking at an existing skin, you will see the structure to use – for more information, contact Atrixware.
3. The **/slides/** folder contains starting templates for presentation slides, which can be added to, or removed. By looking at an existing layout template, you will see the structure to use – for more information, contact Atrixware.
4. The **/library/js/** folder contains global JavaScript files for all modules delivered in your system. Any changes to these files will affect all modules already published as well as those to be published. For more information, contact Atrixware.

### ***The \_plugins folder***

The **\_plugins** folder contains plug-in files for the text editor toolbar (*folder = spaw\_editor*) and files to the course enrollment forms (*folder = enroll\_form*).

1. The **spaw editor folder** holds toolbar additions to the text editor used throughout the *Weblearning 9 System*. Each file will be added to the bottom extra toolbar for each instance of the editor. These can be removed, renamed, or new files created. For more information, contact Atrixware.
2. The **enroll form folder** contains both proctor and student enrollment forms. The system will use **student\_default.php** and **proctor\_default.php**. Some additional templates/starting points are in the folder as well. To make the system use a different enrollment form, simply turn the file you want to use into the filename *student\_default.php* or *proctor\_default.php*. For more information, contact Atrixware.

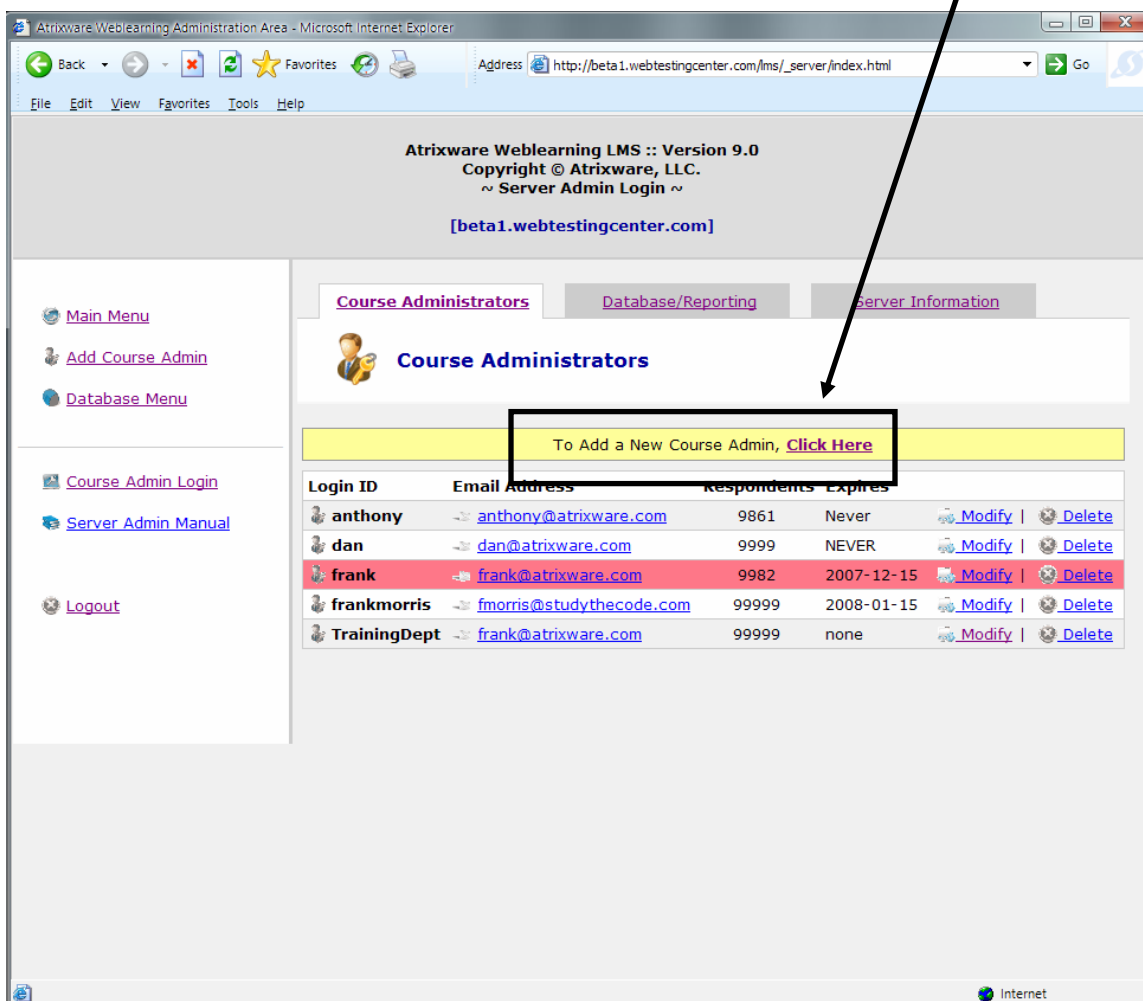
## Working with Course Administrators

The bulk of your work will be in dealing with *course administrator* accounts. Each course administrator can have their own question bank, quizzes, presentations, files, students, scores, and more.

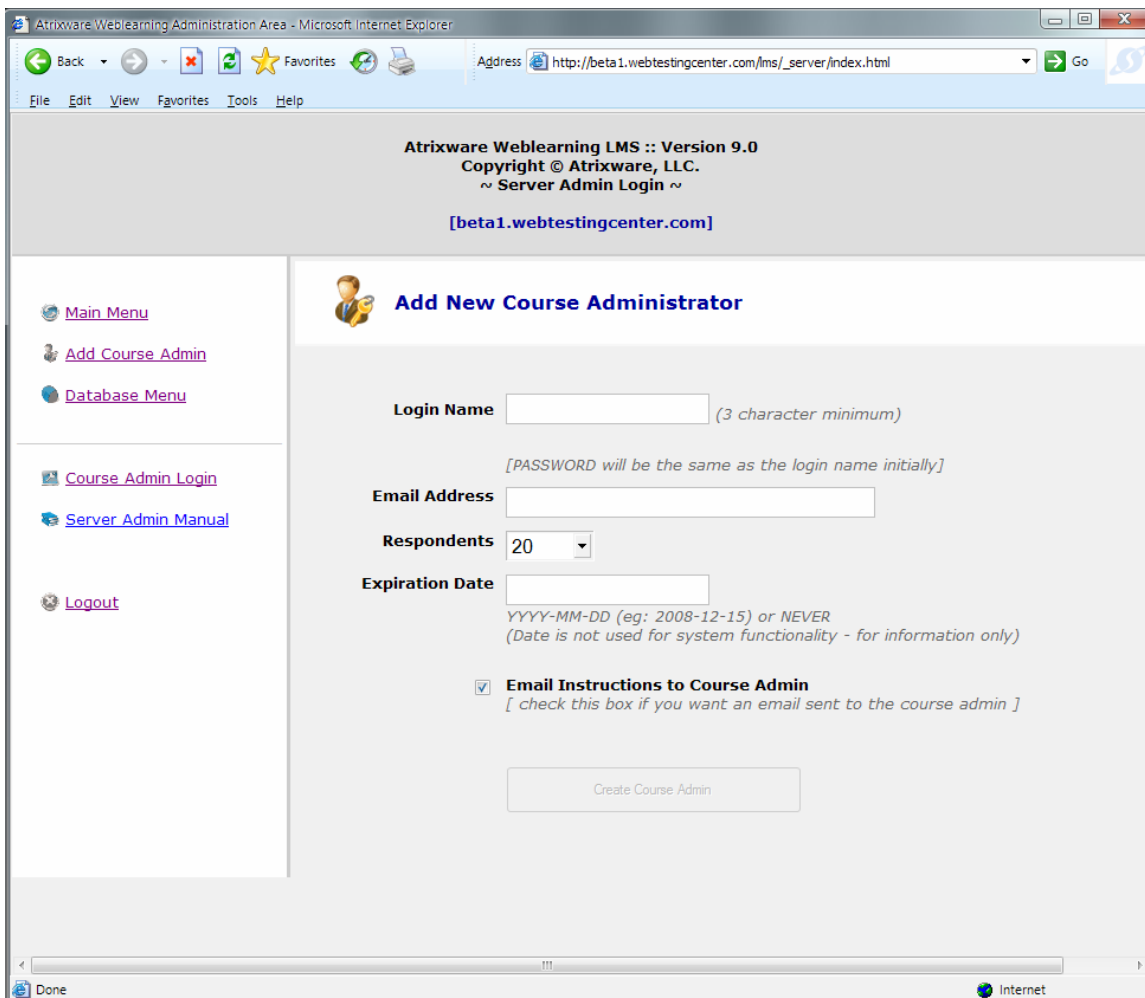
This section will discuss adding, modifying, and removing *course administrator* accounts.

### Add a Course Administrator

1. Log into the Server Administrator application, and click the link to add a New Course Admin:



2. Enter in the required information. Note that the *expiration date* field is not a functional field, but only informational (*and therefore is optional*).



The screenshot shows a web browser window titled "Atrixware Weblearning Administration Area - Microsoft Internet Explorer". The address bar shows "http://beta1.webtestingcenter.com/lms/\_server/index.html". The page content includes a header with "Atrixware Weblearning LMS :: Version 9.0", "Copyright © Atrixware, LLC.", and "Server Admin Login". A navigation menu on the left contains links for "Main Menu", "Add Course Admin", "Database Menu", "Course Admin Login", "Server Admin Manual", and "Logout". The main content area is titled "Add New Course Administrator" and contains the following form fields:

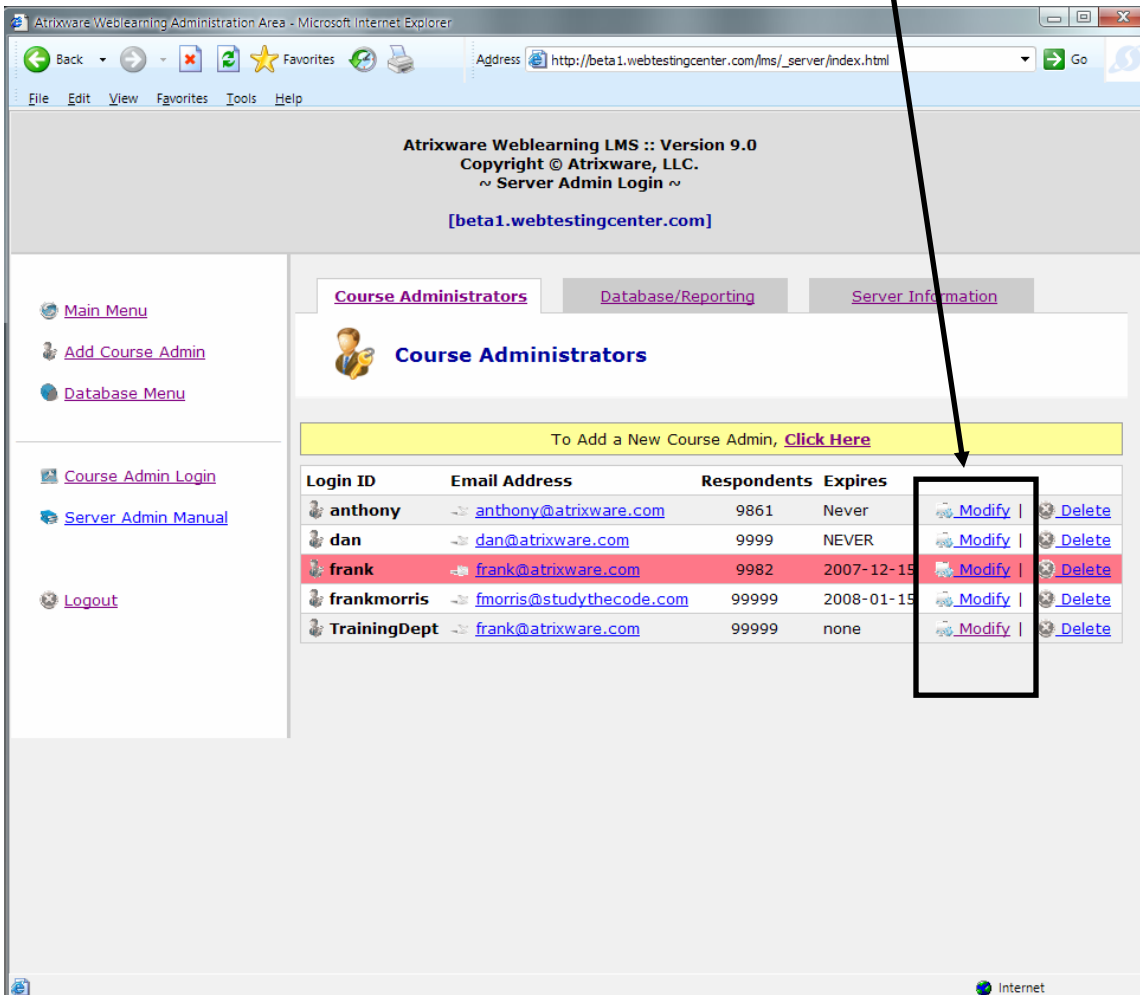
- Login Name**: A text input field with a note "(3 character minimum)".
- Password**: A text input field with a note "[PASSWORD will be the same as the login name initially]".
- Email Address**: A text input field.
- Respondents**: A dropdown menu set to "20".
- Expiration Date**: A text input field with a note "YYYY-MM-DD (eg: 2008-12-15) or NEVER (Date is not used for system functionality - for information only)".
- Email Instructions to Course Admin**: A checked checkbox with a note "[ check this box if you want an email sent to the course admin ]".

A "Create Course Admin" button is located at the bottom of the form.

3. The course admin will be sent an email (*using the email address you entered*) with instructions for accessing their account (*unless you uncheck the checkbox*). If you have it turned on in the configuration file, you (*the server admin*) will also receive the same email.

## Modify a Course Administrator

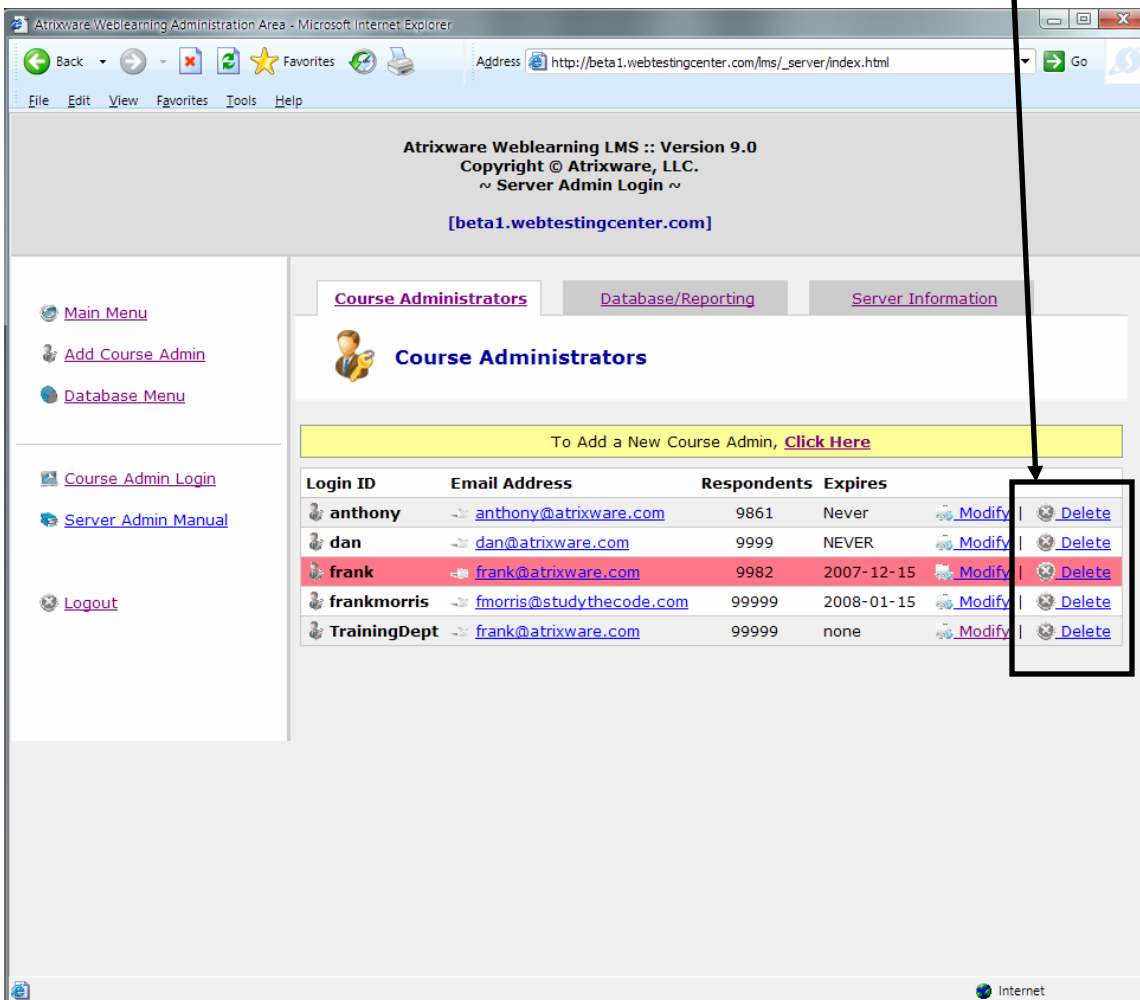
1. Log into the Server Administrator application, click the appropriate MODIFY link:



2. Make the appropriate changes to the course administrator.

## Delete a Course Administrator

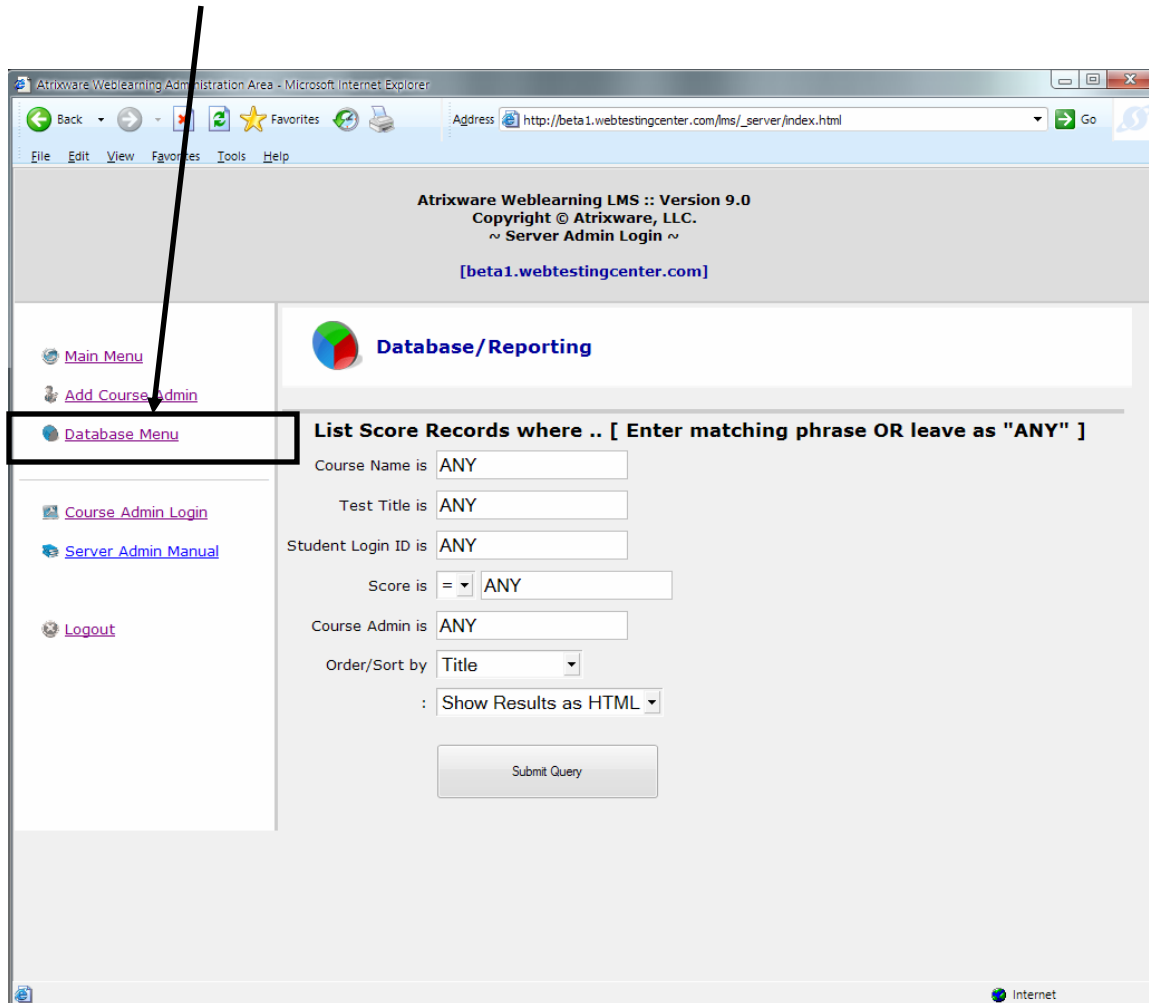
1. Log into the Server Administrator application and click the appropriate DELETE link (a confirmation box will verify your decision).



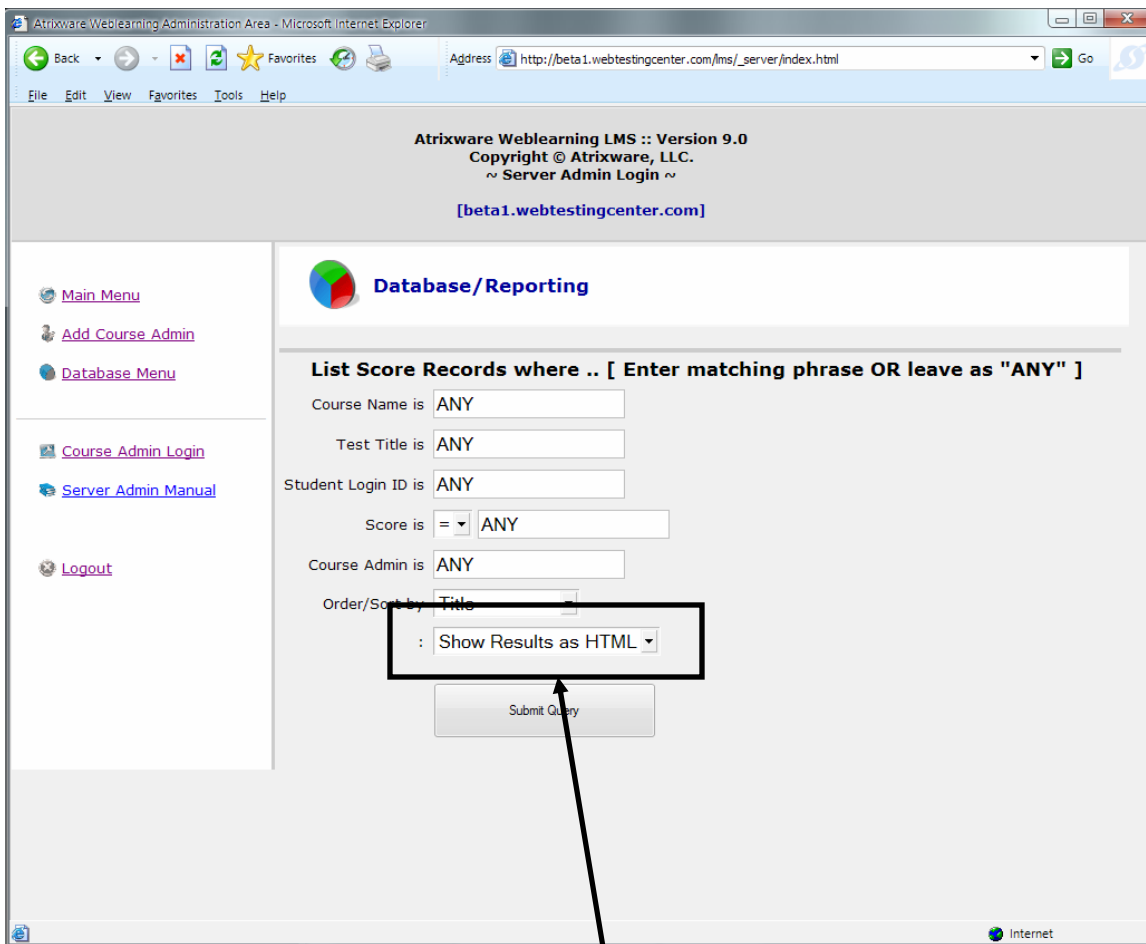
## Working with Score Data

The *Server Administrator* application allows you to query across all *course administrator* accounts, as opposed to a course administrator access, which allows them to view data only from their quizzes/students/courses.

To access the data query area, Log into the Server Administrator application, then click on the “Database Menu” link.



Fill in the fields. If you want to filter by a field, enter data into it. If you do not want to filter by a field, keep the word ANY in the field.



You can show the results in the browser (*choose “Show Results as HTML”*). However, you can gain more manipulation abilities by exporting the data to an Excel Spreadsheet (*choose “Export to Excel”*).