



*Multilateral Comenius project awarded with European Language Label in 2009 and 2010*

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# **Working with the Platform as Administrator**

## **- Methodology -**

**<http://www.lang-platform.eu>**



DG Educație și cultură

Programul Învățare pe toată  
durata vieții

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**1. Accessing the E-learning platform of the multilateral Comenius project -**  
 You can access it by going to the site <http://www.lang-platform.eu/campuce>. The image below shows the page to be displayed.



The image shows the pop-up window when the e-learning link will be click. It shows you the category of the online courses and the log in screen at the right.

**2. Log in screen** -The image below shows the screen login of the system, you can type your username and password in the provided textbox and click “Enter” button to proceed.

*Typed your username and password provided by ICT division. Click the button “Enter” to proceed.*



Authentication :

User name

Password

**3. System welcome screen** -The image below will be the screen upon successful log-in. You can locate several links including course list, calendar, user account details, creating courses, enrolling courses, removing courses.

**E-learning Tool**

Almario Abenoja | [My course list](#) | [My calendar](#) | [My User Account](#) | [Logout](#)

Welcome

**My course list**

[Create a course site](#) | [Enrol on a new course](#) | [Remove course enrolment](#)

- [GIS101 - GIS](#)  
Almario Abenoja
- [IT101 - Programming](#)  
Almario Abenoja
- [IT102 - Web designing basic](#)  
Almario Abenoja

denotes new items

[My calendar](#)

[Documentation](#)

Welcome

Menu list above shows the links on course list, calendar, user account and logout.

Link to create, enrol and remove courses. Below are the listed course in your account.

**3.1 My course list link** -The link will bring you to the system welcome screen similar in the image above on welcome system screen. See the red mark box in the image below.

**E-learning Tool**

Almario Abenoja | [My course list](#) | [My calendar](#) | [My User Account](#) | [Logout](#)

**3.2 My calendar link** -Clicking the link will give you an overview of the current month and even look at other months.

You can see a link of the main system page, clicking the link "E-learning tool" will bring you to the welcome system screen.



**3.3 My User Account link** -You can modify your profile by accessing the user account link. You can see the image below that shows the account of a course manager.



**E-learning Tool**

Almario Abenoja : My course list | My calendar | **My User Account** | Logout

🏠 E-learning Tool > [My User Account](#)

### My User Account

\* Last name :

\* First name :

Administrative code :

(Enter new password twice to change, leave empty to keep it)

\* User name :

Password :

Password :


(Confirmation)

Email :

Phone :

Save changes :

\* denotes required field

 [View my statistics](#)

A link to see the statistics of your courses.  
A link to see the statistics of your courses.

You can modify your profile by altering the fields and clicking the "ok" button. Make sure the password and its confirmation matches perfectly. A notification will appear when your profile has been saved and updated.

You can see a notification similar in the image shown when your profile are updated you can click on the link "Back to Home page" when done.

Your new profile has been saved  
[Back to Home page](#)

**3.4 Logout link** -When done and exiting in the system you should logout always for your security.



## E-learning Tool

Almario Abenoja : My course list | My calendar | My User Account | **Logout**

**3.5 Creating courses** -To be able to create a course website click the link “create a course site”.

**Create a course site** | Enrol on a new course | Remove course enrolment

Similar to the image below a page will appear when creating a course website.

## E-learning Tool

Almario Abenoja : My course list | My calendar | My User Account | Logout

### Create a course website

\*Course title :   
e.g. *History of Literature*

\*Course code :   
max. 12 characters, ie. *ROM2121*

Lecturer(s) :

Email :

\*Category :   
This is the faculty, department or school where the course is delivered

Department :

Department URL :

\*Language :

Course access : ☐ Public access from campus home page even without login  
☒ Private access (site accessible only to people on the User list)

Enrolment : ☐ Allowed - enrolment key(optional) :   
☒ Denied

Create :

\* denotes required field

Provide the necessary details of the courses and click the button “ok” to create the course site. On the course access public access will mean non password access to your course site and private course access will limit users access for those who have accounts in the course. The enrolment area will mean allowed enrolment when student can register them selves into the course and denied enrolment will not allow self registration of student into your course.



A message will appear when the course was created successfully. You can click the link "Back to my course list" to return to the list of courses.

### Create a course website

You have just created the course website : **EL101**

[Back to my course list](#)

You can see that the course site was added already into the course list.

### My course list

[Create a course site](#) | [Enrol on a new course](#) | [Remove course enrolment](#)

[EL101 - How to use claroline as an E-learning tool](#)

Almario Abenoja

[GIS101 - GIS](#)

Almario Abenoja

[IT101 - Programming](#)

Almario Abenoja

[IT102 - Web designing basic](#)

Almario Abenoja

**3.6 Enrolling to a course** -Enrolling to a new course will mean adding your self or registering your account to a new course if the course where you are registering allows self enrolment or registration.

[Create a course site](#) | [Enrol on a new course](#) | [Remove course enrolment](#)

Clicking the link "Enrol on a new course" will bring you to a page similar in the image below which contains the category (colleges or faculty where you can find the courses). You can select which college / faculty the course belongs.

The image in the right shows the faculty / colleges that has an online course site. You can select which faculty the course belongs



ity /  
te. You  
elongs

[<< Back to my personal course list](#)

## User's course : Almario Abenoja

### Select course in E-learning Tool

#### Categories

- [Sciences \(2\)](#)
- [Economics \(2\)](#)
- Humanities
- Psychology
- Medicine

Search from keyword :

Search

You can see the course IT 101 which has a pencil image in the right. The said course is configure to allow self enrolment / registration of students and faculty. You can click the pencil image in the right side of the course to have your account registered / enrolled.

[<< Back to parent category](#)


## User's course : Almario Abenoja

### Select course in Economics

#### Course list

GIS101 - GIS  
Almario Abenoja

already enrolled

IT101 - Programming   
Almario Abenoja

Search from keyword :

Search

[<< Back to my personal course list](#)

## User's course : Almario Abenoja

You've been enrolled on the course

[Back to my personal course list](#)

[<< Back to my personal course list](#)

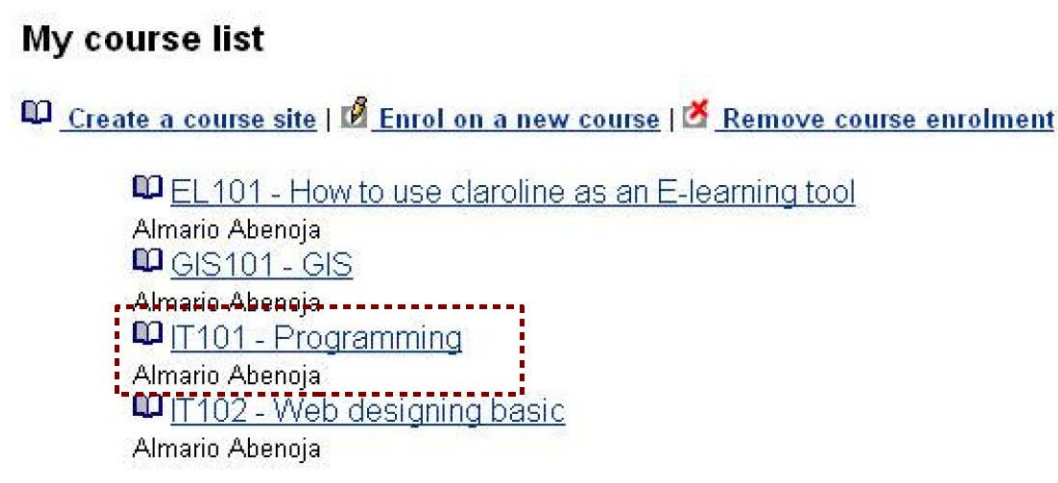
A message similar in the image above will be displayed when the self enrolment / registration is successful. You can click the link "Back to my personal course list" to return in the course list.






You can see the course IT 101 which has a pencil image in the right. The said course is configure to allow self enrolment / registration of students and faculty. You can click the pencil image in the right side of the course to have your account registered / enrolled.





A message similar in the image above will be displayed when the self enrolment / registration is successful. You can click the link “Back to my personal course list” to return in the course list.

The image below shows the course has been added to your list.



**My course list**

 [Create a course site](#) |  [Enrol on a new course](#) |  [Remove course enrolment](#)

-  [EL101 - How to use claroline as an E-learning tool](#)  
Almario Abenoja
-  [GIS101 - GIS](#)  
Almario Abenoja
-  [IT101 - Programming](#)  
Almario Abenoja
-  [IT102 - Web designing basic](#)  
Almario Abenoja

**3.7 Un-registering / Remove course enrolment** -Un-registering or removing your account from a course means not able to access the course from your account.



 [Create a course site](#) |  [Enrol on a new course](#) |  [Remove course enrolment](#)

The image below shows the course listed in your account and the image with “x” in the right is a link that will remove you from the course. Click the said image mark “x” in the right to be removed from the course.



[<< Back to my personal course list](#)

**User's course : Almario Abenoja**  
**Remove course from your personal course list**

How to use claroline as an E-learning tool  
EL101 - Almario Abenoja

GIS  
GIS101 - Almario Abenoja

Programming  
IT101 - Almario Abenoja

Web designing basic  
IT102 - Almario Abenoja

[<< Back to my personal course list](#)

The link will remove you from the course. Every link corresponds to a course.

Course manager

Course manager

The image in the right shows a dialog box that will pop-up when the link remove from a course site was click. Confirming the removal will initiate removing your account from the course.



The image in the right shows the confirmation of course removal you can click the link "Back to my personal course list" to return in the course list page.

[<< Back to my personal course list](#)

**User's course : Almario Abenoja**

Your enrollment on the course has been removed  
[<< Back to my personal course list](#)

[<< Back to my personal course list](#)



**3.8 Accessing your course website** -You can view your course website by clicking a course in the course list page.

### My course list

 [Create a course site](#) |  [Enrol on a new course](#) |  [Remove course enrolment](#)

 [EL101 - How to use claroline as an E-learning tool](#)  
Almario Abenoja

 [GIS101 - GIS](#)  
Almario Abenoja

 [IT102 - Web designing basic](#)  
Almario Abenoja

You can click any of the courses listed in your list, the access permission into any course accessed will depend on what role do you have in that course (student, course manager, tutor, etc.).

**4. Managing a course website** -When a course web site was accessed from the course list page a page similar in the image below will be loaded. Each course has the same template of features, every course have their website.



*Course details and initial description and welcome remarks*

*Course website drop down menu and the student / course manager view mode selector*

*Course academic tools and features which the learner and teacher can collaborate*

*Administrative tools of the course that can only be accessed by the teachers.*

**4.1 Standard links and controls** -We will list some images and link used in the system and its purpose or meaning.

Edit		Delete		Export		Invisible		Visible	
Move		Settings		Statistics		Sweep			

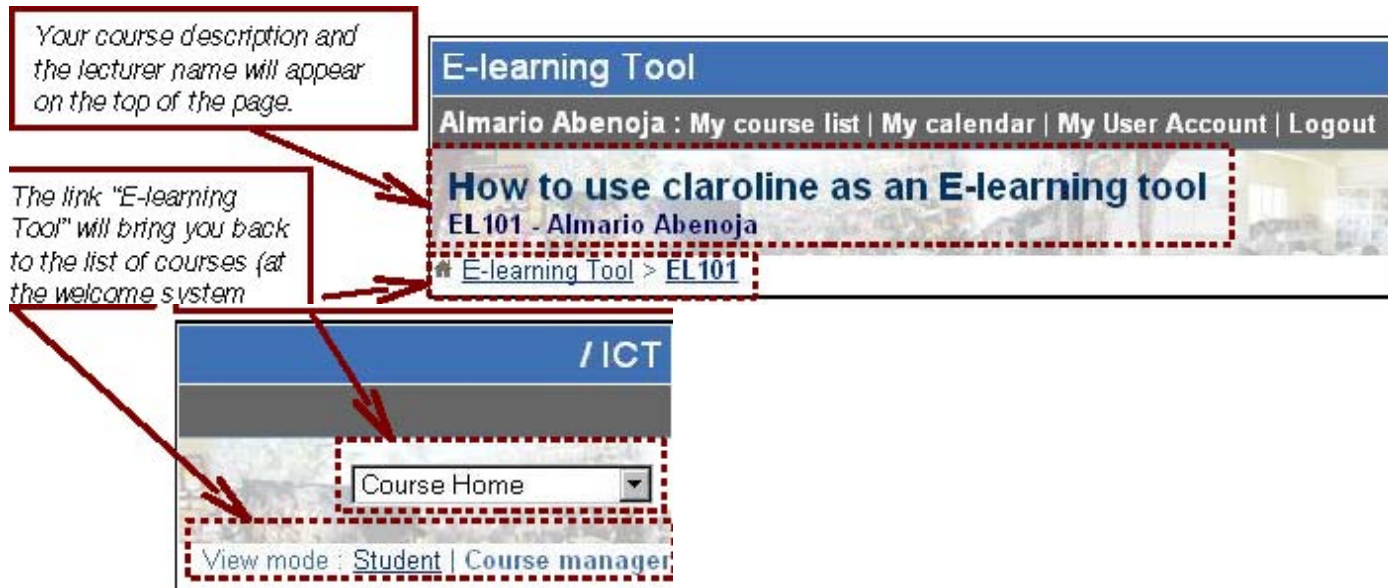
**4.2 Courses list and descriptions** -In every course a description will appear on top of the page similar in the image below.

The link “E-learning Tool” will bring you back to the list of courses (at the welcome system screen).  
Clicking the course code like “EL101” will bring you to the course welcome screen.

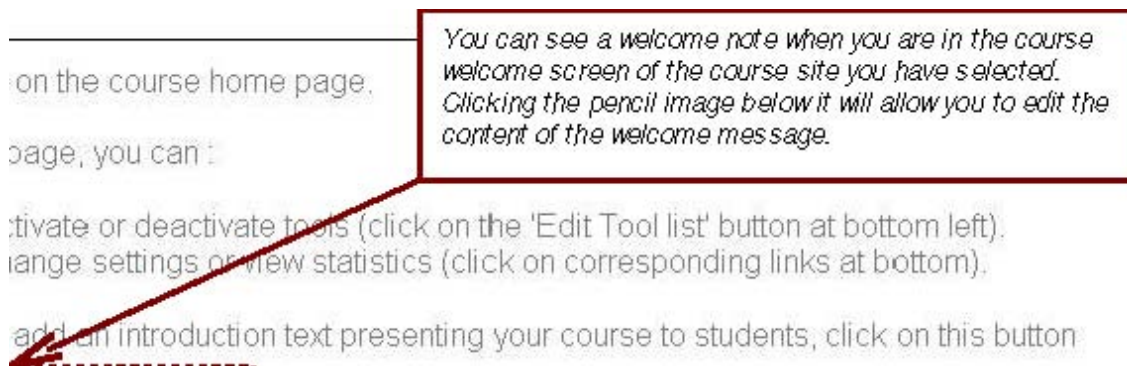


You can also change the view mode into a course manager or student view. This will allow you to see what students can do if you switch on student view mode.

On the right part of the top page you can also see a quick drop down menu of the course tools which can also be found in the lower left part of the course welcome screen.



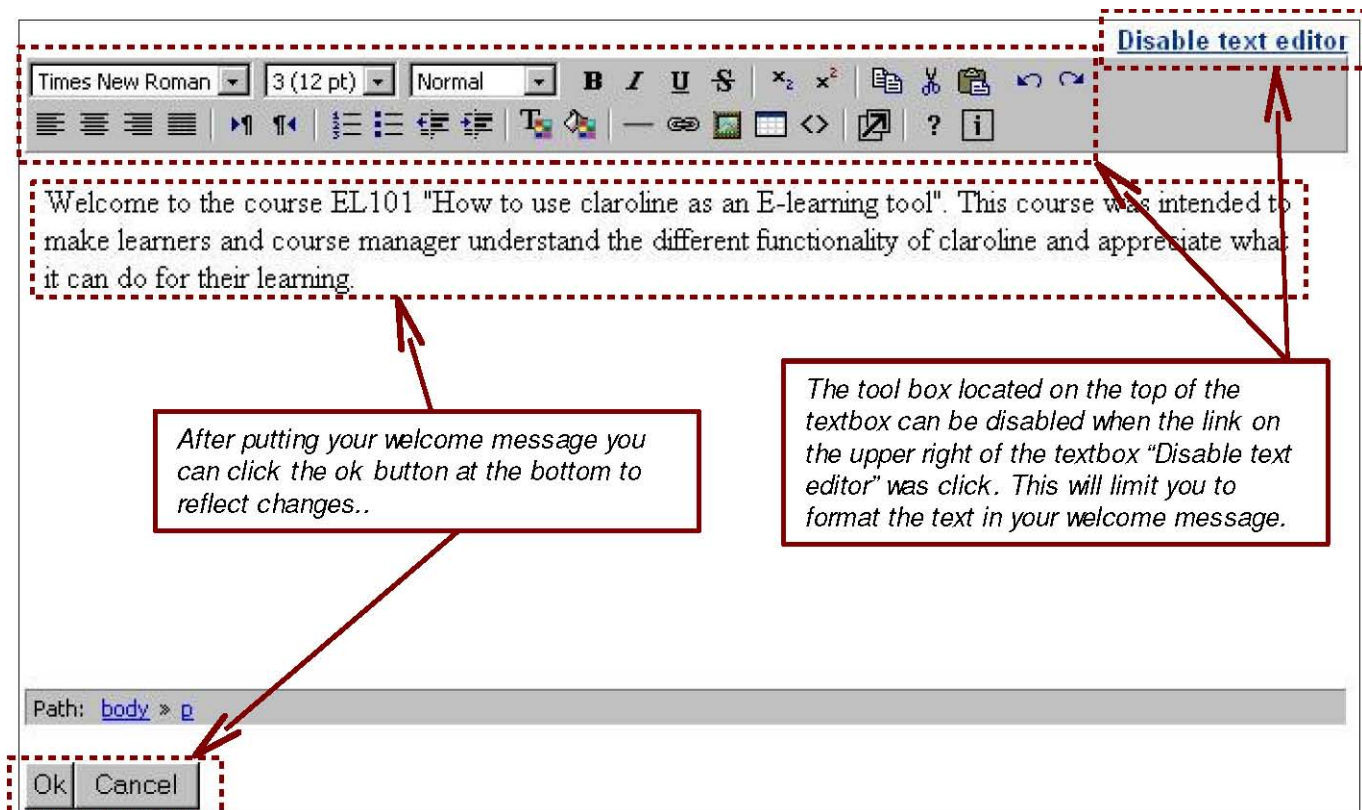
#### 4.3 Course welcome message -The image below shows the displayed course welcome screen.



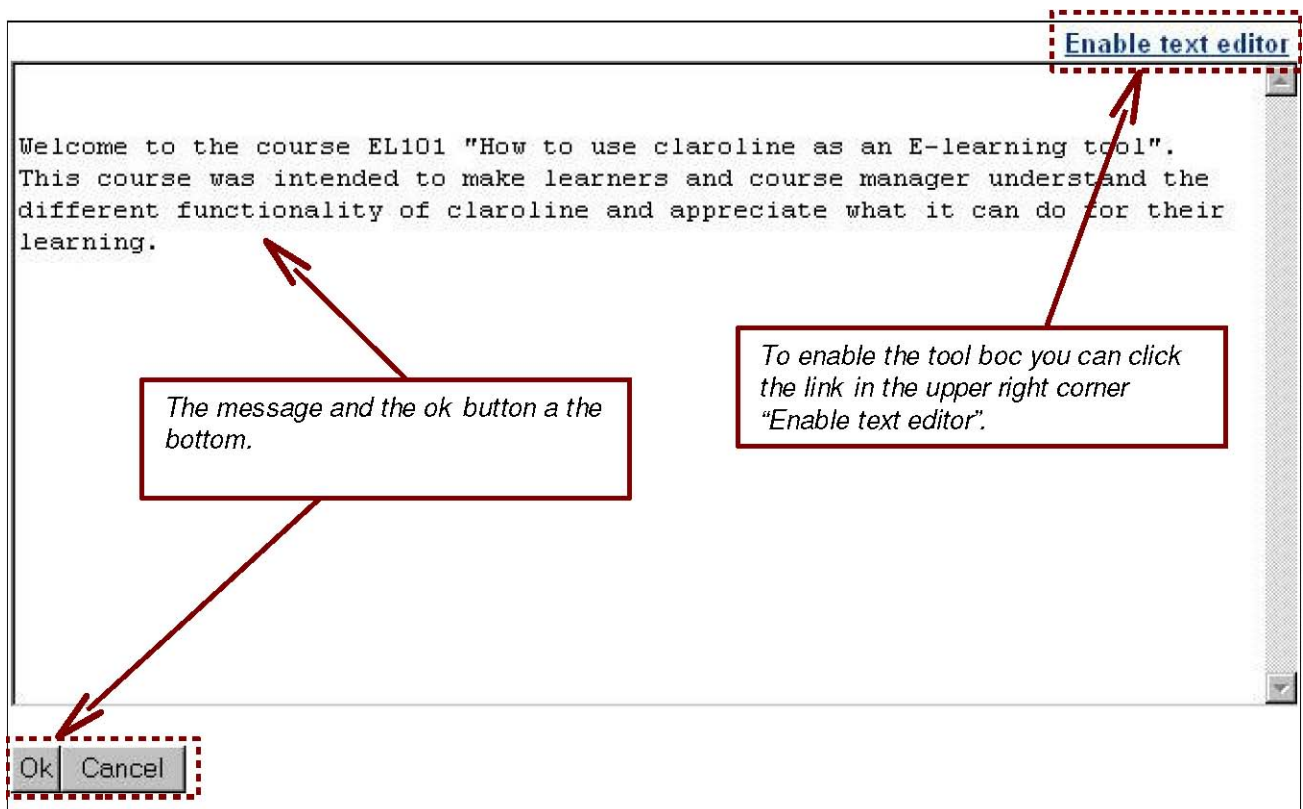
The image above shows the welcome message of a course website, you can edit the said welcome message by clicking the pencil image below the message.

The image below shows the welcome message of a course on edit mode. By inputting your message in the text box and clicking the ok button in the bottom will update the message and be displayed in the welcome screen of the course website you are editing.



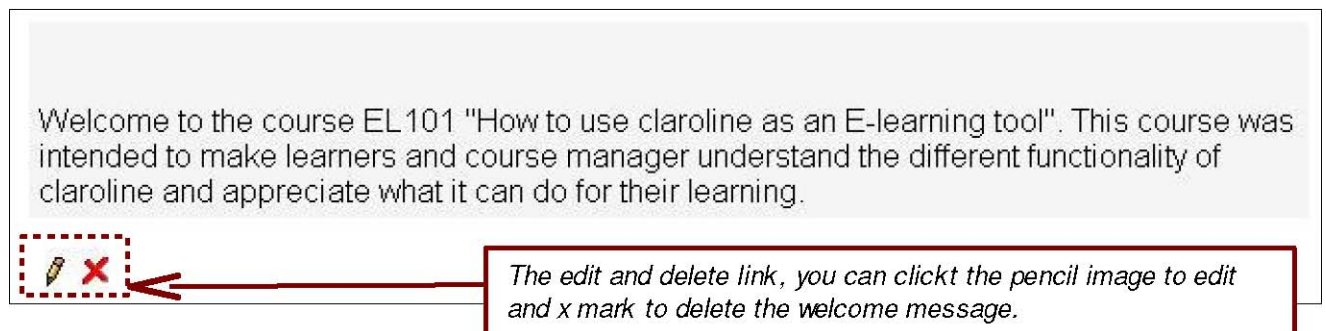


The image below shows the same edit mode of the welcome message only it has no tool box.



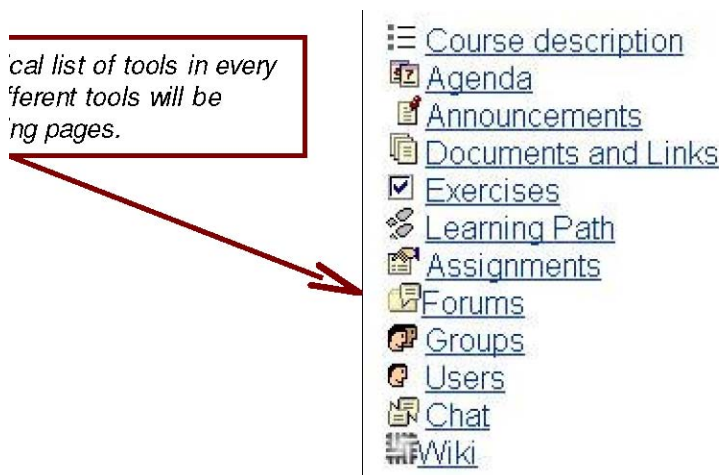


The image below shows the welcome message updated and displayed in the welcome screen of the course website.



**4.4 Website course tools**-The course tools menu will allow you to manipulate and use the different tools of the claroline to your course. The image below shows you a typical list of tools in every course website you will create.

The image in the right shows the typical list of tools in every course website you have created. Different tools will be discussed and its uses in the succeeding pages.



**4.4.1 The course description** -The course description will allow you to set initial parameters for your course like the objectives, goals, etc. The link and icon is similar in the image below.

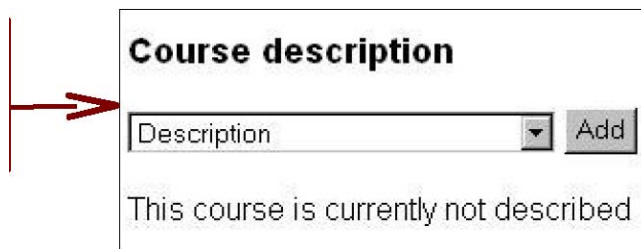
The link of the course description located at the course tools menu at the left part of the course website, clicking the link will bring you to a page setting the course initial information.



**4.4.1.1 Course description menu** -The course description menu shows the drop down menu and parameters for identifying your course.



The image in the right shows the course description menu in drop down menu. You can select which parameter to describe the click the add button to proceed.

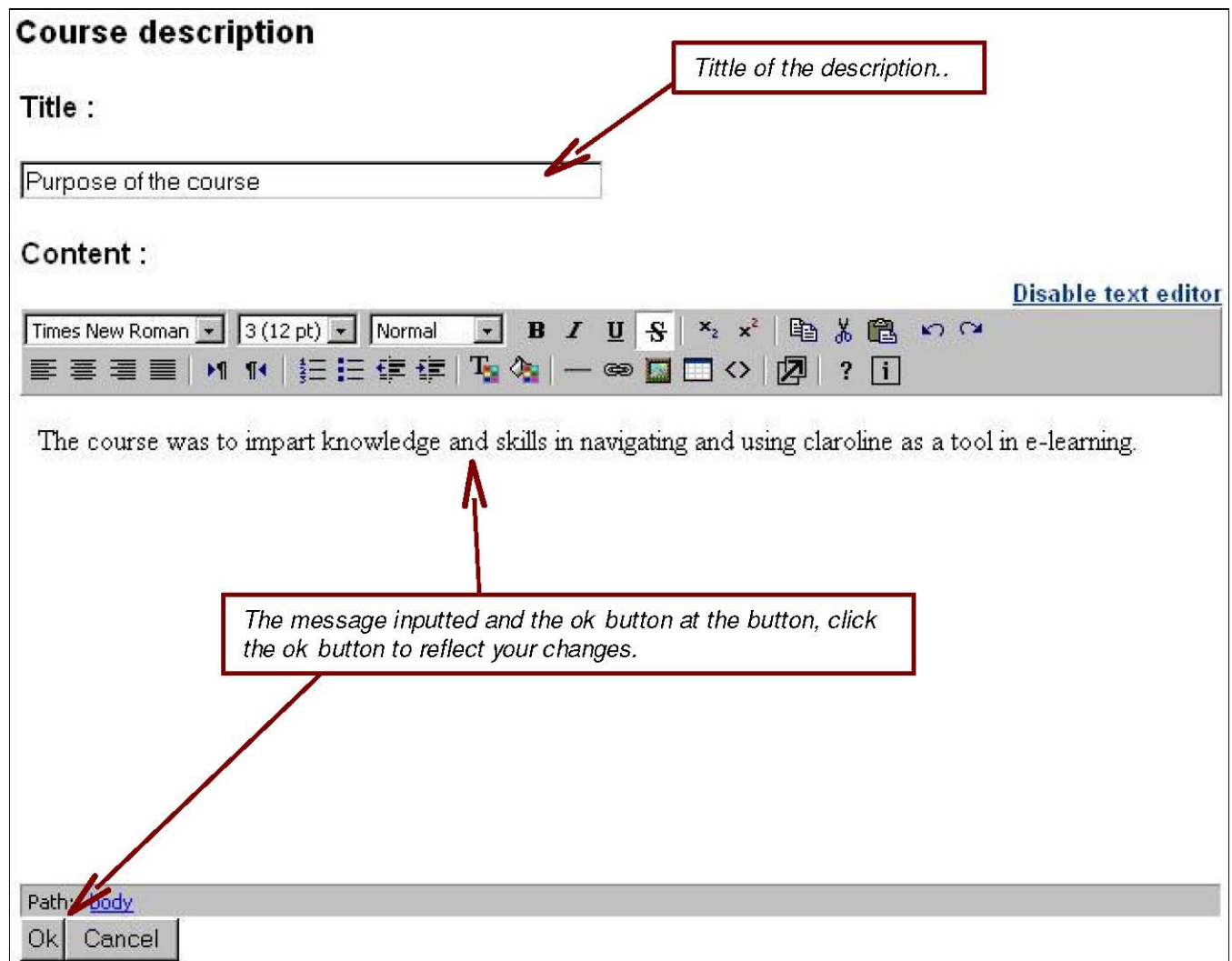


**Course description**

Description

This course is currently not described

The image below shows you a form that will allow you to add course description.



**Course description**

**Title :**

Purpose of the course

**Content :**

[Disable text editor](#)

Times New Roman 3 (12 pt) Normal **B** *I* U ~~S~~  $\times_2$   $\times^2$

The course was to impart knowledge and skills in navigating and using claroline as a tool in e-learning.

Path: [body](#)

You can click the button ok at the bottom of the page when done inputting your description in the textbox provided.



## Course description

Description added.

Qualifications and Goals

Add

### Purpose of the course

The course was to impart knowledge and skills in navigating and using claroline as a tool in e-learning.



*The three links that will make you edit the current parameter description (pencil), Delete (x mark), and make visible (open eyes) or invisible (close eyes) to students.*

The image above shows the reflected changes in the course description. The message below the course description shows that the message has been added. The menu now is on the qualification and goals description; you can also set other description parameters if you wish like course content, teaching training activities, support, human and physical resources, methods of evaluation and others. The said descriptions will allow your learner grasp what is needed and to expect in the course. It is important to set initial parameters and expectation so that the student may understand and know what to do in order to pass the course.

The three images below denotes edit for the pencil, delete for the x mark and the open eyes for the visibility to students, a close eyes will mean student will not be able to see the said description. The three common symbols will be use in the different tools as well that will denote its standard meaning as stated above. You can also see a hint in the right side of your page when in add or edit mode, this will give you an idea and a guide on what to put in your description parameters.

The image below shows the qualification description being edited. Just click the ok button at the bottom of the page to reflect changes.



## Course description

Title :

Qualifications and Goals

Content :

[Disable text editor](#)

Times New Roman ▾ 3 (12 pt) ▾ Normal ▾ **B** *I* U ~~S~~  $x_2$   $x^2$

You must have above average computer skills especially browsing the internet.

Path: [body](#)

Ok Cancel

The image below shows the reflected changes in the description having the qualification already added.

## Course description

Description added.

Course content ▾ Add

### Purpose of the course

The course was to impart knowledge and skills in navigating and using claroline as a tool in e-learning.



### Qualifications and Goals

You must have above average computer skills especially browsing the internet.



All the description parameters can be manipulated and added the same thing; only the type of parameters will differ. Different parameters say something about the course you can use all of them or only define the most important ones and even add in the others category.



**4.4.2 Course agenda** -The course agenda will let you define events which your student can follow. It is just like a planner that the student can follow and expect.

*The course agenda link in the course tools menu (left side of the course website)*



*You can click on the link “Add an Event” to add an event in your course website. You can also clear the event list by clicking the “X” red mark in the right side.*



The image below shows an agenda being added in the course, you just need to fill-up the form and necessary details, click the ok button at the bottom of the page to reflect your changes.





You can click this link to add link attachment in your added agenda this will guide your student to know which tools in the course they might be using.

You can attached existing resources by clicking the link “Attach an existing resources”, this will allow your student follow links and have a hint on what to do and where to find the resources need for an that event.

The image below shows an attached document link and the forum link added in the event to be added in the agenda.

**Attached resources**

EL101 : How to use claroline as an E-learning tool > Documents and Links

EL101 : How to use claroline as an E-learning tool > Forums

[Close](#)

[My other courses](#) [Public courses](#) [External link](#)

~~EL101 : How to use claroline as an E-learning tool~~

Up

[Course description](#) [\[Attach\]](#)

[Agenda](#) [\[Attach\]](#)

[Announcements](#) [\[Attach\]](#)

[Documents and Links](#) [\[Attach\]](#)

[Exercises](#) [\[Attach\]](#)

[Learning Path](#) [\[Attach\]](#)

[Assignments](#) [\[Attach\]](#)

[Forums](#) [\[Attach\]](#)

[Groups](#) [\[Attach\]](#)

[Users](#) [\[Attach\]](#)

[Chat](#) [\[Attach\]](#)

[Wiki](#) [\[Attach\]](#)

You can click the “x” red mark to remove the attached link in the agenda

You can actually add different links and resources as well including other courses that you have, public courses of other faculty that can be access. External links can also be added if needed.

Click the link [attach] to add the link into your added agenda

You can attach links in the event added by clicking the link “[attach]” link beside the tools and when added you can delete by clicking the delete mark at the right of each added attached resources.



Event added to the agenda.

[Add an event](#) | [Clear up event list](#)

[Newest first](#)

**April 2006**

Monday April 10, 2006 10:46 AM Lasting : Half day

**Discovering resources**

Try to list as many resources of information as you can that can be used in learning and take note of their usefulness in relation to e-learning.

[EL101 : How to use claroline as an E-learning tool > Documents and Links](#)  
[EL101 : How to use claroline as an E-learning tool > Forums](#)

The image above shows the added event in the agenda. As you can see the three links pencil, “x” mark and the open eyes can be click to edit, delete or make visible and invisible the said event to the students. You can event list the events by clicking the link “Newest first” to be sorted.

**4.4.3 Course announcement** -The course announcement will allow you to send and post messages that your students can check upon log-in.

*You can click the link similar in the right image at the course tools menu located in the left side of the course website.*

[Announcements](#)

**Announcements**

[Add announcement](#) | [Messages to selected users](#) | [Clear up list of announcements](#)

*You can see the links “Add announcement” which will allow you to add an announcement the will be viewed by all of your course website users. You can also add announcement on specific users by clicking the link “Messages to selected users”. The “X” red mark is a link to clear the list of announcements.*

**4.4.3.1 Add announcement** -The image below shows the form to add an announcement, you can also add link attachment similar in adding agenda. You can click the link “attached an existing resource” to open the different links that can be added in your announcement. Click the ok button below the form to submit your announcement.



E-learning Tool > EL101 > [Announcements](#)

## Announcements

Add announcement

[Add announcement](#) | [Messages to selected users](#) | [X Clear up list of announcements](#)

Title :

Content : [Disable text editor](#)

Path: [body](#)

☐ Send this announcement by email to registered students

[Attach an existing resource](#)

*Click the link to access the form to add an announcement.*

*You can attache existing link resources by clicking this link..*

The image below shows the added attached resources, just click the link [attach] to be able to add certain attach resources. You can also click the "X" red mark to remove each attached resources. You can click the link "Close" to hide the list of resources to be attached.



## Attached resources

EL101 : How to use claroline as an E-learning tool > Exercises

EL101 : How to use claroline as an E-learning tool > Documents and Links

[Close](#)

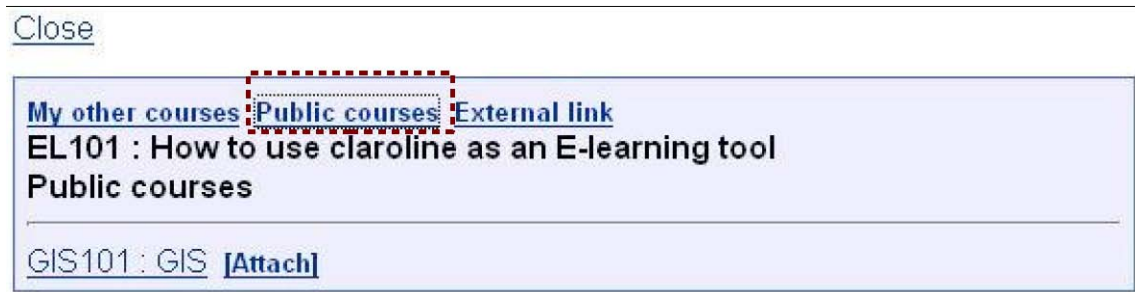
The screenshot shows a dialog box titled 'Attached resources'. At the top, there are three tabs: 'My other courses' (highlighted with a red dashed box), 'Public courses', and 'External link'. Below the tabs, the title 'EL101 : How to use claroline as an E-learning tool' is displayed. A list of resources follows, each with an '[Attach]' link: 'Up', 'Course description', 'Agenda', 'Announcements', 'Documents and Links', 'Exercises', 'Learning Path', 'Assignments', 'Forums', 'Groups', 'Users', 'Chat', and 'Wiki'. The 'Wiki' item is highlighted with a red dashed box. A red arrow points from a text box 'Click this link to add certain resources or links' to the 'Wiki' item. Another red arrow points from a text box 'You can actually add different links and resources as well including other courses that you have, public courses of other faculty that can be access. External links can also be added if needed.' to the 'External link' tab. A third red arrow points from a text box 'You can click the x red mark to remove each added attached resources.' to a red dashed box containing two 'X' marks in the top right corner. At the bottom, there are 'Ok' and 'Cancel' buttons.

The image below shows your courses listed to be attached as a resource. The course listed are normally those have been registered in your account or you have granted access to other courses. You can click the link "Close" to hide the list. You can click the link [attach] to add the course as an attached resource.

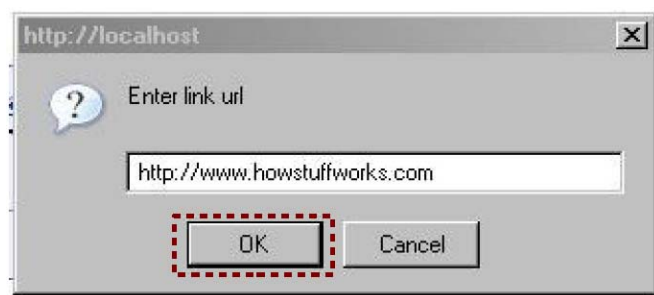
This screenshot shows the 'Attached resources' dialog box with the 'My other courses' tab selected. The title 'EL101 : How to use claroline as an E-learning tool' is at the top. Below it, the section 'My other courses' is displayed. A list of courses is shown, each with an '[Attach]' link: 'GIS101 : GIS', 'IT102 : Web designing basic', and 'EL101 : How to use claroline as an E-learning tool'. At the top left, there is a 'Close' link.

The image below are list of public courses that are normally handled by other faculty (courses that you did not create).





Clicking the link “external link” will pop-up a screen and allow you to add a URL (Webpage address) in your attach resources. Click the ok button to add the said URL typed.



Clicking the ok button at the bottom of the add announcement form will submit and add an announcement and a page similar in the image below will be displayed. Similar functionality in the attached resources links in the agenda tools can also be observed.

**4.4.3.2 Messages to selected users** -The image below shows the adding of announcement to selected recipients. You can click the link “messages to selected users” in red box, this will show you the form to add on selected users for your announcement.



The image below shows you the form of adding messages or announcement to selected users. From the users list in the left you can select each users and click the button “>>” to add the user in the selected users list. Removing users is just clicking the list from the selected users list and then clicking the button “<<” to transfer the user to the users list which means non-delivery of the message. Only listed in the selected users are the one who will received the message in the announcement box.



## Messages

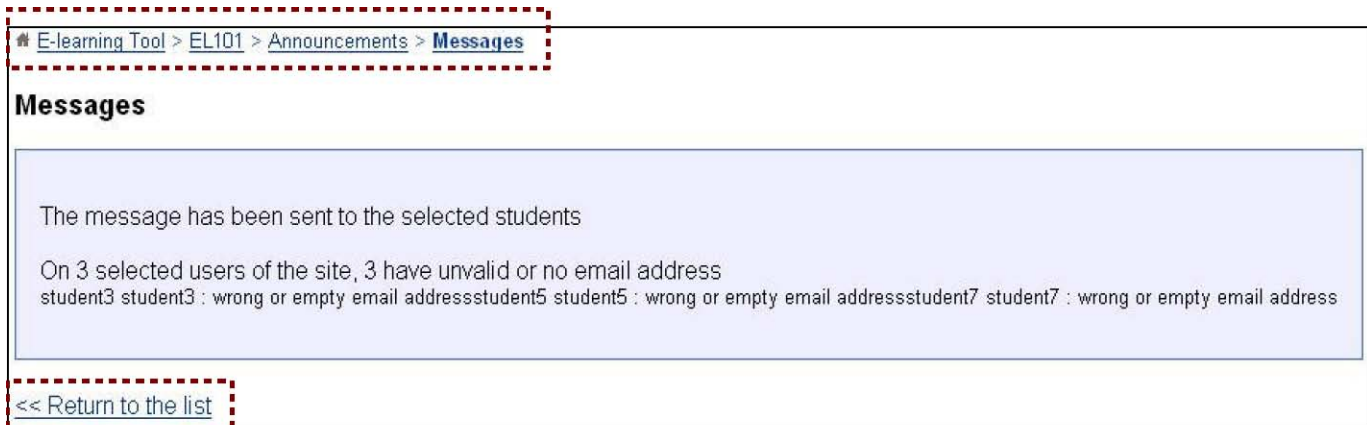
To send a message, select groups of users (marked with a \* in the front) or single users from the list on the left.

Users List		Selected Users
<div>Abenoja Almaria Student1 Student1 Student3 Student3 Student5 Student5 Student6 Student6</div>	<div>&gt;&gt;  &lt;&lt;</div>	<div>Student2 Student2 Student4 Student4 Student7 Student7</div>
<div><b>Announcements</b> See me personnaly for your project proposal</div>		
<div>Submit</div>		

Click the submit button to post your annoucement to the selected users.

The image below shows the page when the message for selected users are submitted. You can return into the list by clicking the link "return to the list" at the bottom of the page. Click on the link "announcements" at the top of the page to return in the announcement main page. You can click the course website or root system page by clicking the link at the left of announcement (Course code of your website) or the e-learning tool link.





The image belows shows the announcement posted at the upper right side of your page when log in in to the e-learning system at the system welcome screen.

**4.4.4 Course documents and links** -This tool will allow you to upload and share documents to your students. The image below shows the link at the course tools menu on the course website welcome page.



You have basically pdf documents that is a sample documents when your course website was created.

The image above shows you every documents that you have uploaded, each listed documents can be modified (pencil link), delete (x red mark), move (document with right arrow) and visible (open eyes) or invisible (close eyes). The thumbnails view instead of the file list are only applicable to images. The functionalities in the documents that you can do will be on search a file, upload a file, create a directory, create a hyperlink or create a document. We will run though this features and functionalities in the next pages of this manual.

**4.4.4.1 Document uploading** -This link will allow to access the form to upload your files. The image below shows you the form when the link is clicked.



**Documents and Links**

Upload file :

Browse...

Max file size : : 8 MB

Disk space available :  95.3 MB

☐ uncompress zipped (.zip) file on the server

Add a comment (optionnal) :

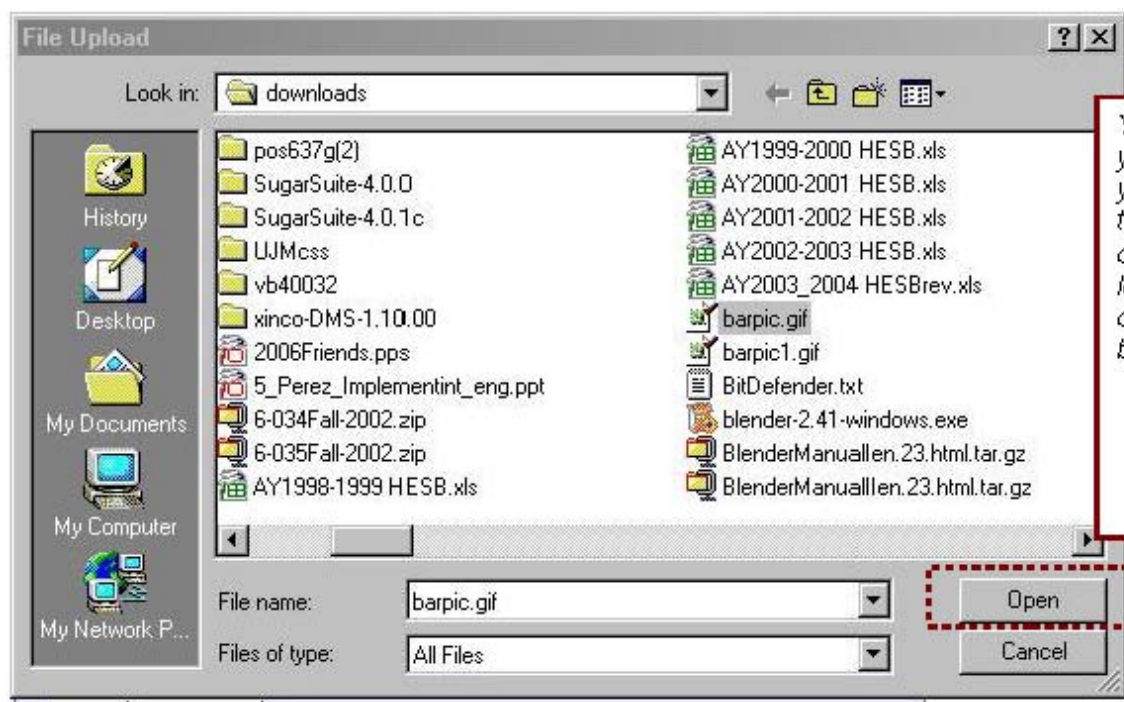
Ok

Cancel

*You can click the browse button to locate your files in your computer to be uploaded a pop-up file browser will allow you to set where your files are located. You can add an optional comments in your file and then click the ok button to upload your files in the documents.*

The image below is the file browser when you click on the browse button mentioned above.





## Documents and Links

Upload file :

D:\downloads\barpic.g Browse...

Max file size : 8 MB

Disk space available : 95.3 MB

☐ uncompress zipped (.zip) file on the server

Add a comment (optionnal) :

sample uploaded documents

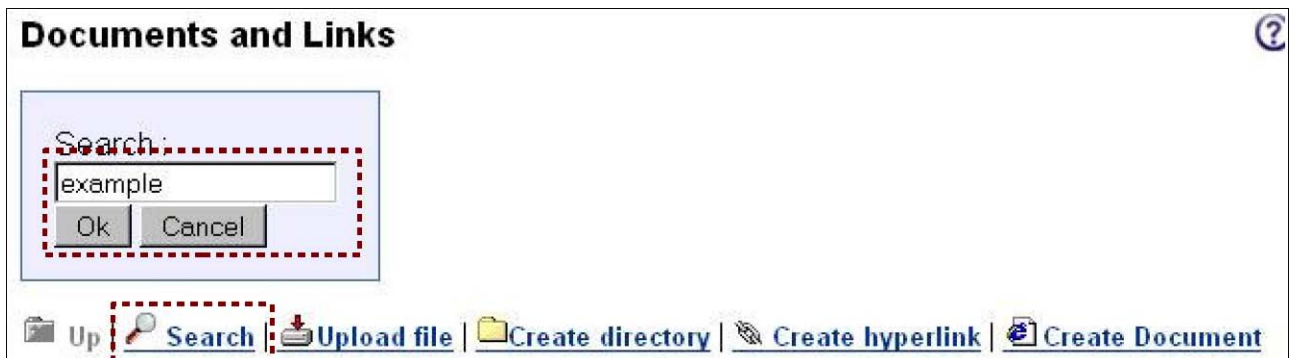
Ok Cancel

You can see the completed form in the left having indicated already the file location and the file added comments. Clicking the ok button will upload the file into the documents. This wil allow your student to view the document when permission are set.



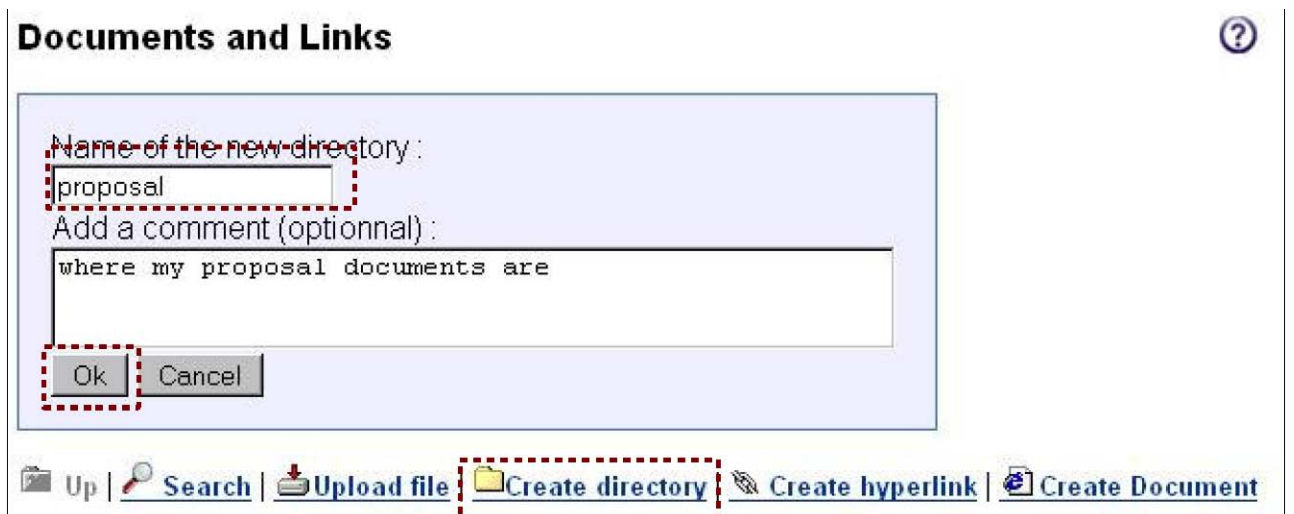
On the next pages we will illustrate on how to change the status of each files uploaded.

**4.4.4.2 Document searching** -By clicking the link “Search” you will see a page similar to the image below. The document searching allows you to filter and trim the listed files in the documents. You can try by entering a word example which when search the original document that has the search string will appear only. Just click the ok button upon entering the search string into the text box.



The screenshot shows a web interface titled "Documents and Links" with a help icon in the top right. A search dialog box is open, containing a text input field with the word "example", and "Ok" and "Cancel" buttons. Below the dialog, a navigation bar includes icons and links for "Up", "Search", "Upload file", "Create directory", "Create hyperlink", and "Create Document". The "Search" link is highlighted with a red dashed box.

**4.4.4.3 Creating directory** -You can manage your file in directories as well, you have to click the link “create directory” and the page similar in the image below will appear.



The screenshot shows the "Documents and Links" page with a help icon. A form for creating a new directory is displayed. It has a text input field for "Name of the new directory:" with the word "proposal" entered, and a larger text area for "Add a comment (optionnal):" with the text "where my proposal documents are". "Ok" and "Cancel" buttons are at the bottom of the form. Below the form, the navigation bar is visible, with the "Create directory" link highlighted by a red dashed box.

You just need to provide for the directory name and its description, when done filling-up the form click the ok button to proceed. When successful you can see the directory listed in your documents list. The image below shows the directory is created, it has the same operation like a file that can be modified, delete, move and even set its visibility.



## Documents and Links



Directory created

Up | Search | Upload file | **Create directory** | Create hyperlink | Create Document

File list | Thumbnails

Name	Size	Date	Modify	Delete	Move	Visibility
<b>proposal</b>						

where my proposal documents are

**4.4.4.4 Creating hyperlink** -The hyperlink are mostly the websites and URL that you and learner will access. Just like in the image below just provide the name, URL (website address), and an optional comment to complete the form. Click on the button ok to submit your hyperlink in your documents list.

## Documents and Links



**Create hyperlink**

Name :

URL :

Add a comment (optionnal) :

Up | Search | Upload file | **Create directory** | **Create hyperlink** | Create Document

**4.4.4.5 Creating document** -The creation of documents can also be done in your link create documents. The document will be in the format of HTML, it was just like typing a text file.



**Documents and Links**  
Create/edit document

Document name :

Document content :

[Disable text editor](#)

Arial1 (8 pt)Heading 1**B***I*U~~S~~ $x_2$  $x^2$

This is a sample article

Path: body

OkCancel

The properties of each documents such as modify (pencil), delete (x red mark), move (document with right arrow) and visible (open eyes) or invisible (close eyes) can be accessed by clicking the link images. The above image show you the list of documents and its properties as mentioned above.

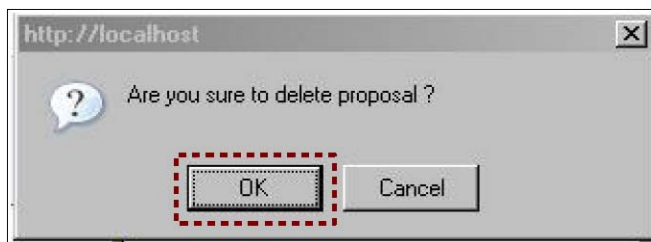
**4.4.4.6 Document properties** -The image below shows edit mode of a certain file or directory, modify the values in the fields and when done click the ok button to reflect your changes.



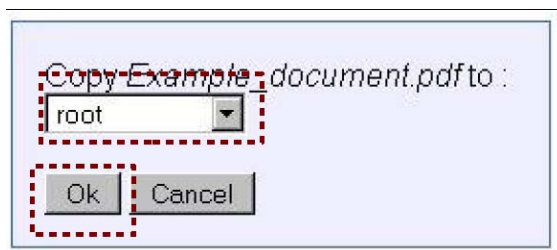
## Documents and Links



Clicking the delete link will initiate a pop-up window similar in the image below, clicking the ok button will confirm the file or folder deletion.



The image below shows you a drop down list of possible location and folders where you can move your files and folders. Upon completion just click the ok button to move the said file into its desired location.



You can have on the platform a set of documents with various visibility status close eyes are those who are hidden to others and the open eyes will share files to your learners. Clicking the eyes will let you change the status of the document visibility.

**4.4.5 Course exercises** -The course exercise will allow you to design self assessment questions and answer to help your learners evaluate their progress



in the course. The image below shows you the link in the course tools menu in the left side of the course website welcome page



The image below shows the list of exercises in your exercises tools, a default exercise was created when you created your course website. Each exercises can be modified (pencil icon), deleted (x red mark), make visible and invisible (close eyes and open eyes), export (drive with red up arrow) and see the tracking (orange graph line). You have several functionality that you can do in the exercises, the menu link “my results”, “new exercise” and “question pool” can be accessed to administer options on your exercises. The view mode in the right side of the page shows you if your in a course manager mode or student mode you can check what will happen when you click those links.

[E-learning Tool](#) > [EL101](#) > [Exercises](#)View mode : [Student](#) | [Course manager](#)

## Exercises ?

[My results](#) | [New exercise](#) | [Question pool](#)

Exercise name	Modify	Delete	Enable / Disable	Export	Tracking
<input checked="" type="checkbox"/> 1. <a href="#">Sample exercise</a>					

**4.4.5.1 Exercises my results** -The image below shows you the statistics of your access in your exercise when the link “my results” will be clicked, it can be used by students to check their records in trying the exercise. You can click the link of the course code on top of the page to return in the course website welcome page.



# [E-learning Tool](#) > [EL101](#) > [Users](#) > [User](#) > [Statistics](#)

## Statistics

### Statistics of user

- ♦ Last Name : Abenoja
- ♦ First Name : Almario
- ♦ Email : a.abenoja@bsu.edu.ph

[\[Show all\]](#) [\[Show none\]](#)

+ [Logins and access to tools](#)

- **Results of the exercises done** [\[Close\]](#)

Scores of exercises done

Exercise	Worst score	Best score	Average score	Average Time	Attempts	Last attempt
<a href="#">Sample exercise</a>	0	0	0	5 sec.	1	2006-04-20 14:14:42

+ [Learning Path](#)

+ [Work uploads](#)

+ [Documents](#)

+ [Forum usage](#)

**4.4.5.2 Exercises question pool** -Before discussion on creating an exercise we will first try to see how to manage question pool. The said functionality will allow you to just store your questions and later create possible exercises combining your pool of questions.

# [E-learning Tool](#) > [EL101](#) > [Exercises](#) > [Question pool](#)

## Question pool

Filter :

[New question](#)

Question	Modify	Delete	Export
<a href="#">Socratic irony is...</a>			

The image above shows you the list of question (question pool), you can also modify (pencil icon), delete (red x mark) and export (drive with red up arrow). You can add new questions by clicking the link "New question".

**4.4.5.2.1 Multiple choice (unique answer)** -The image below shows you the add question form fill up the question title, statement and the answer type. You



can have several selection on the answer type which will allow you to select the appropriate answering mechanism for your question. Click the ok button to submit.

[E-learning Tool](#) > [EL101](#) > [Exercises](#) > [Question pool](#) > [Question / Answer management](#)

### Question / Answer management

Question title :

Statement : [Disable text editor](#)

Arial 1 (8 pt) Heading 1 **B** *I* U ~~S~~  $\times_2$   $\times^2$

What is the e-learning tool that are being used by Benguet State University

Path: [body](#)

Attach a file :

Max file size : 8 MB

Answer type :

- ☒ Multiple choice (Unique answer)
- ☐ Multiple choice (Multiple answers)
- ☐ Matching
- ☐ Fill in blanks
- ☐ True/False

In the above image we have selected the multiple choice with a unique answer, we will try other answer type later for this test we will use the first choice. Upon clicking the ok button you will have a page similar in the image below.



## Question / Answer management

### Test question

What is the e-learning tool that are being used by Benguet State University

N°	Expected choice	Answer	Comment	Weighting
1	<input type="radio"/>			<input type="text" value="0"/>
2	<input type="radio"/>			<input type="text" value="0"/>

The image above shows you the expected choice, answer, comment and weighting of the answer to the question. You can add answer by clicking the button "Add answ." as illustrated in the image below. You can remove answers by clicking the button "Rem answ" beside the button to add answers.

The image below shows the filled-up form with the second answer as an expected choice. Weighting is given as 30 to the expected choice, you can also give weighting to others depending on your preference. Since we have selected a multiple choice unique answer expected choice will only be one. Click the ok button to proceed.



## Test question

What is the e-learning tool that are being used by Benguet State University

N°	Expected choice	Answer	Comment	Weighting
1	<input type="radio"/>	answer1	this is wrong	0
2	<input checked="" type="radio"/>	answer2	this is correct	30
3	<input type="radio"/>	answer3	this is also wrong	0

Ok Rem. answ. Add answ. Cancel

The image below shows you the page when the creation of the question was successful, you can click the link “go back to the question list” or edit the question and answers that you have submitted.



## Question / Answer management

[<< Go back to the question list](#)

### Test question

What is the e-learning tool that are being used by Benguet State University

 [Edit question](#)

---

### Answers to the question

- ☐ answer1
- ☐ answer2
- ☐ answer3

Unique answer

 [Edit answers](#)

[<< Go back to the question list](#)

**4.4.5.2.2 Multiple choice (multiple answer)** -The image below is similar in the first example only in this page we have selected the multiple choice multiple answers. You can click the ok button to proceed.



## Question / Answer management

Question title :

Statement :

[Disable text editor](#)

Arial1 (8 pt)Heading 1B I U S x<sub>2</sub> x<sup>2</sup>

What are the things to consider in designing online activity

Path: [body](#)

Attach a file :

Max file size : 8 MB

Answer type :

☐ Multiple choice (Unique answer)

☒ Multiple choice (Multiple answers)

☐ Matching

☐ Fill in blanks

☐ True/False

The image below shows the answers for the multiple expected choice. The last two answers was selected as the expected choice and a wirgthing of 50 each was set. As you can see you can check more than one answer because we have selected the multiple choice multiple answers option in the answer type. You can also add answer by clicking the button "Add Answ." and upon completing the form click the ok button to submit your form.



## Question / Answer management

### Test question for multiple answers

What are the things to consider in designing online activity

N°	Expected choice	Answer	Comment	Weighting
1	<input type="checkbox"/>	Answer1	wrong answer	0
2	<input checked="" type="checkbox"/>	Answer2	one of the correct answer	50
3	<input checked="" type="checkbox"/>	Answer3	one of the correct answer	50

Ok Rem. answ. Add answ. Cancel

The image below shows you the newly created question with three answers that can be selected (multiple answers). You can click on the link "Go back to the question list" to return in the list of questions.



## Question / Answer management

[<< Go back to the question list](#)

### Test question for multiple answers

What are the things to consider in designing online activity

 [Edit question](#)

### Answers to the question

- ☐ Answer1
- ☐ Answer2
- ☐ Answer3

Multiple answers

 [Edit answers](#)

[<< Go back to the question list](#)

**4.4.5.2.3 Matching** -The image below shows the creation of a question which is matching type in answering. Click the ok button to proceed in the creation of the question.



## Question / Answer management

Question title :

Statement :

[Disable text editor](#)

Arial 1 (8 pt) Heading 1 **B** *I* U ~~S~~  $x_2$   $x^2$

This is a test question for matching type of questions.

Path: [body](#)

Attach a file :

Max file size : 8 MB

Answer type : ☐ Multiple choice (Unique answer)  
☐ Multiple choice (Multiple answers)  
☒ Matching  
☐ Fill in blanks  
☐ True/False

Upon creation of the question the answers will be set as illustrated in the image below. The area to make correspond shows you the question and in its right side is the letter of choice for each question including its weight.

Below the correspond are the defined options which will describe the letter of choice. You can actually add elements on both correspond and defined options by clicking the button "Add elem" or remove elements by clicking the button "Rem elem". Illustration of an added element can be found in the next page. You can click the button ok when done to finalized the answer settings.



## Question / Answer management

### Test question for matching

This is a test question for matching type of questions.

Make correspond :

Weighting :

- |   |   |     |                                |
|---|---|-----|--------------------------------|
| 1 | <input type="text" value="Your daddy is"/>  | A ▾ | <input type="text" value="5"/> |
| 2 | <input type="text" value="Your mother is"/> | B ▾ | <input type="text" value="5"/> |

Please define the options :

A

B

The image below shows you the added correspond number 3 and defined option letter c, you can add element on each area which ever you desire for your customized question answers. Click the button ok to finalized your question answer settings.



## Question / Answer management

### Test question for matching

This is a test question for matching type of questions.

Make correspond :

Weighting

1	<input type="text" value="Your daddy is"/>	<input type="text" value="B"/>	<input type="text" value="5"/>
2	<input type="text" value="Your mother is"/>	<input type="text" value="C"/>	<input type="text" value="5"/>
3	<input type="text" value="added correspond"/>	<input type="text" value="A"/>	<input type="text" value="5"/>

Please define the options :

A	<input type="text" value="rich"/>
B	<input type="text" value="good looking"/>
C	<input type="text" value="added option"/>

The image below shows you the question created in matching type answering. You can edit the question or the answers by clicking the corresponding pencil icon on edit question or edit answers. You can return to question pool or exercises by clicking the corresponding link on top of the page.



## Question / Answer management

[<< Go back to the question list](#)

### Test question for matching

This is a test question for matching type of questions.

[!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f\_img.jpg\) Edit question](#)

### Answers to the question

- |                     |                                |                 |
|---------------------|--------------------------------|-----------------|
| 1. Your daddy is    | <input type="text" value="-"/> | A. rich         |
| 2. Your mother is   | <input type="text" value="-"/> | B. good looking |
| 3. added correspond | <input type="text" value="-"/> | C. added option |

[!\[\]\(17413706fd4997a1a4bdf85c6864eee1\_img.jpg\) Edit answers](#)

[<< Go back to the question list](#)

**4.4.5.2.4 Fill in Blanks** -The image below shows you the question being added with fill in the blanks as the answer type. You can click the ok button to proceed.

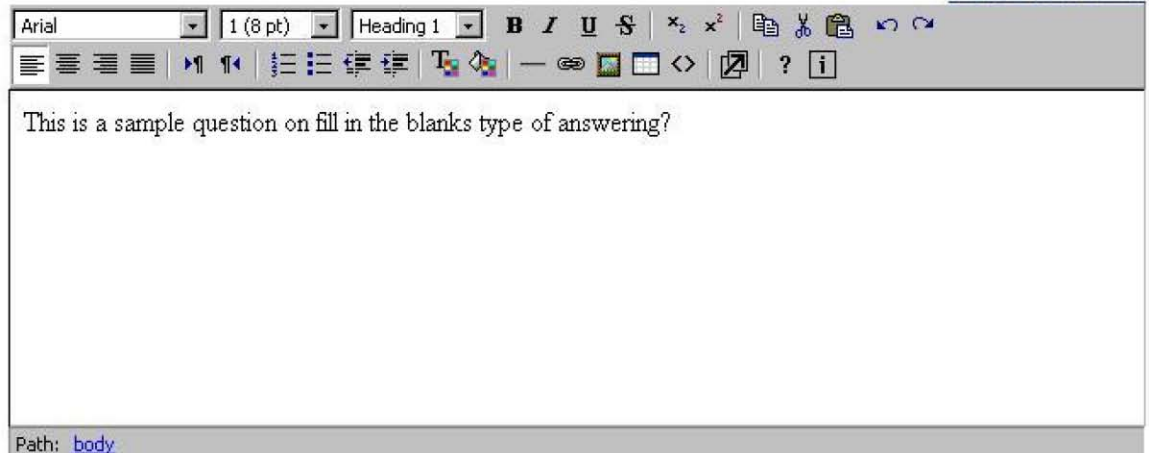


## Question / Answer management

Question title :

Statement :

[Disable text editor](#)



This is a sample question on fill in the blanks type of answering?

Path: [body](#)

Attach a file :

Max file size : 8 MB

Answer type :

- ☐ Multiple choice (Unique answer)
- ☐ Multiple choice (Multiple answers)
- ☐ Matching
- ☒ Fill in blanks
- ☐ True/False

The image below shows the answers being formulated, as you can see the sentence was typed in the test box and the test with in “[” and “]” are the answers. In the illustration above the sentence *I live in Asia*, *I* and *Asia* are the blank word that will appear like “\_\_\_\_\_ live in \_\_\_\_\_”.

Besides from the fill text type you can also have an option to have it on drop down list type. This will just replace the blank answering to be a drop down listing, you just need to put wrong answers in the text area at the bottom of the page to mix with the correct answers. Every line in the text area corresponds a single wrong answer or option in the drop down list. Click the next button to proceed.



## Question / Answer management

### Test question on fill in blanks

This is a sample question on fill in the blanks type of answering?

Please type your text below, and use brackets [...] to define one or more blanks :

[A1] live in [Asia] .

Fill type :

- ☒ Fill text field
- ☐ Select in drop down list

Add wrong answers for drop down lists (Optionnal. One wrong answer by line.)

Next >

Cancel

The image below shows the weighting of the answers in this example we have a distribution of 20 and 30. Answers will be scored depending on the assigned weighting given, click the ok button to proceed.



## Question / Answer management

### Test question on fill in blanks

This is a sample question on fill in the blanks type of answering?

Please give a weighting to each blank :

Al :

Asia :

The image below shows the created questions and its answer, you could actually edit the question or answer by clicking the pencil image on edit question or edit answers.

## Question / Answer management

[<< Go back to the question list](#)

### Test question on fill in blanks

This is a sample question on fill in the blanks type of answering?

 [Edit question](#)

### Answers to the question

live in .

 [Edit answers](#)

[<< Go back to the question list](#)

**4.4.5.2.5 True or False** -The image below shows you the question being created with a true or false type of answer, click the ok button to proceed after providing the necessary details for the question.



## Question / Answer management

Question title :

Statement :

[Disable text editor](#)



This is a test question that will create a true or false type of answering.

Path: [body](#)

Attach a file :

Max file size : 8 MB

Answer type :   
☐ Multiple choice (Unique answer)   
☐ Multiple choice (Multiple answers)   
☐ Matching   
☐ Fill in blanks   
☒ True/False

The image below shows the details of the answers being modified, you can set which is the expected choice (on the true or false) then the comment together with its weighting. When done click the ok button to finalized the answer settings.



## Question / Answer management

### Test question for true or false

This is a test question that will create a true or false type of answering.

N°	Expected choice	Answer	Comment	Weighting
1	<input type="radio"/>	True	<div>This is not the correct answer</div>	<input type="text" value="0"/>
2	<input checked="" type="radio"/>	False	<div>This is suppose to be the correct answer</div>	<input type="text" value="50"/>

The image below shows you the created question with a true or false type of answering, you can click the link (on top of the page) question pool or exercises to go back to the list of question pool or exercises.



## Question / Answer management

[<< Go back to the question list](#)

### Test question for true or false

This is a test question that will create a true or false type of answering.

 [Edit question](#)

### Answers to the question

- ☐ True
- ☐ False

Unique answer

 [Edit answers](#)

[<< Go back to the question list](#)

The image below shows you the different questions created above, we will use this question in the exercises that we will create in the next pages. You can modify, delete or export each question by clicking the corresponding icon/link on its right.

## Question pool

Filter : – All exercises – Ok

[New question](#)

Question	Modify	Delete	Export
<a href="#">Socratic irony is...</a>			
<a href="#">Test question</a>			
<a href="#">Test question for matching</a>			
<a href="#">Test question for multiple answers</a>			
<a href="#">Test question for true or false</a>			
<a href="#">Test question on fill in blanks</a>			

**4.4.5.3 Creating new exercises** -The image below shows you a similar page above discussing on the exercises tools access. You can create exercises by



clicking the link “New Exercises”. The above discussion have already shown you the link “My results” and the “question pool”. We will use the created questions in creating exercises or create questions as we create each exercises.



The image below shows the form on creating a new exercises when the link “New exercise” is clicked, you can see that the form includes an advance area which set some of the additional features of the exercise. You can see the added advance parameter on the next pages. The exercise is also set to have all the question in a unique page, you can also set if every question is set per page.

A screenshot of the 'New Exercise' form. At the top, the breadcrumb is 'E-learning Tool > EL101 > Exercises >'. The form has two main sections. The first section is for basic information: 'Exercise name : (Required)' with a text box containing 'TestExercise', and 'Exercise description :'. The description box has a rich text editor toolbar with options like font face (Arial), size (1 (8 pt)), heading (Heading 1), bold, italic, underline, strikethrough, link, unlink, insert image, insert table, source code, and help. The text 'This is a test exercise' is entered in the description box. Below the description box, it says 'Path: body'. The second section is 'Exercise type :', which has two radio button options: 'On an unique page' (which is selected) and 'One question per page (sequential)'. A red dashed box highlights these two options. At the bottom, there is a section titled 'Advanced (Optional)' also highlighted with a red dashed box.



The advance feature of creating a new exercise will allow you to set the start and end of the exercises, time limit of the exercise to be taken, attempts allowed, allowing anonymous and showing answers to the learners. After setting all the parameter you can click the ok button to proceed.

In the newly created exercise, you can edit the newly created exercises by clicking the link “Edit exercise settings” in the bottom of the page. Upon creation of the exercise you will have to create questions for the new exercise. In the link below the exercise can now be filled by questions which you can create by clicking the link “New question” or get the questions from your pool of questions. We can get the question from the previously created questions which we created, you can click the link “Get a question from another exercise” to access the list of created questions.

The image below shows you the list of question from the pool of questions. You can click the pencil on the right side with a column heading reuse to add certain questions in the exercise selected.

Question pool	
Filter : <span>– All exercises –</span>	
<a href="#">&lt;&lt; Go back to the exercise</a>	
Question	Reuse
<a href="#">Socratic irony is...</a>	
<a href="#">Test question</a>	
<a href="#">Test question for matching</a>	
<a href="#">Test question for multiple answers</a>	
<a href="#">Test question for true or false</a>	
<a href="#">Test question on fill in blanks</a>	

The image below shows you a question has been added you can click the link “Go back to the question list” to add more question in the exercise.



## Question / Answer management

[<< Go back to the question list](#)

### Test question

What is the e-learning tool that are being used by Benguet State University

 [Edit question](#)

### Answers to the question

- ☐ answer1
- ☐ answer2
- ☐ answer3

Unique answer

 [Edit answers](#)

[<< Go back to the question list](#)













You can see the added question in the exercise, you can click the link to add more question from other exercises or create a new question to be added. Adding a new question is similar in the discussion above about adding new questions. You can also delete by clicking the re x mark or edit by clicking the pencil image below the added question.

Every added question has an option to be edited or deleted.



[New question](#) | [Get a question from another exercise](#)

### Question list of the exercise

1. Test question  
Multiple choice (Unique answer)  
  
2. Test question for multiple answers  
Multiple choice (Multiple answers)  
  
3. Test question for true or false  
True/False  
  
4. Test question for matching  
Matching  
  

**4.4.5.4 How to test your newly created exercise** -The image below shows you the added exercise test exercise which is disabled from access indicated by the close eyes. To enable from access just click the close eye to have it open which indicates that it can be accessed by your learners. You can also modify, delete, export and track your exercises.

🏠 [E-learning Tool](#) > [EL101](#) > [Exercises](#)

View mode : [Student](#) | [Course manager](#)

## Exercises

[My results](#) | [New exercise](#) | [Question pool](#)

Exercise name	Modify	Delete	Enable / Disable	Export	Tracking
<input checked="" type="checkbox"/> 1. <a href="#">Sample exercise</a>					
<input checked="" type="checkbox"/> 2. <a href="#">Test Exercise</a>					

When the link "Test exercise" will be click a similar page below will appear which will ask your answers to the questions you have added in the exercise. Answer the question individually and scroll down until all question have been answered.



## Exercise : Test Exercise

This is a test exercise

No time limitation

Attempt 1

Available from April 26, 2006 at 01:25 PM

 [Modify exercise](#)

### Question 1

Test question

*What is the e-learning tool that are being used by Benguet State University*

- ☐ answer1
- ☐ answer2
- ☐ answer3

Unique answer

### Question 2

Test question for multiple answers

*What are the things to consider in designing online activity*

- ☐ Answer1
- ☐ Answer2
- ☐ Answer3

---

Continuation of the image above is the bottom of the page, as you can see below the last question is the ok button which you can click when done answering all the questions.



Question 3

Test question for matching

*This is a test question for matching type of questions.*

1. Your daddy is

-

A. rich

2. Your mother is

-

B. good looking

3. added correspond

-

C. added option

Question 4

Test question for true or false

*This is a test question that will create a true or false type of answering.*

☐ True

☐ False

Unique answer

Ok

The image below shows you the result of your answers and comments upon clicking the ok button when finished answering all the questions. It also reflects your score in every question.



## Test Exercise : Result

### Question 1

Test question

What is the e-learning tool that are being used by Benguet State University

<i>Your choice</i>	<i>Expected choice</i>	<i>Answer</i>	<i>Comment</i>
<input type="radio"/>	<input type="radio"/>	answer1	
<input checked="" type="radio"/>	<input checked="" type="radio"/>	answer2	this is correct
<input type="radio"/>	<input type="radio"/>	answer3	

**Score : 30/30**

### Question 2

Test question for multiple answers

What are the things to consider in designing online activity

<i>Your choice</i>	<i>Expected choice</i>	<i>Answer</i>	<i>Comment</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Answer1	wrong answer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Answer2	one of the correct answer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Answer3	

**Score : 50/100**

The image below shows you the bottom of the page and the questions results and your answers it will also tell your scores in every question, this is the continuation of the image above. Click the finish button to return in the exercises list.



### Question 3

Test question for matching

This is a test question for matching type of questions.

*Element list*

Your daddy is

Your mother is

added correspond

*Corresponds to*

~~rich~~ / **good looking**

~~good looking~~ / **added option**

rich / **rich**

**Score : 5/15**

### Question 4

Test question for true or false

This is a test question that will create a true or false type of answering.

*Your choice* *Expected choice* *Answer*



True



False

*Comment*

This is suppose to be the correct answer

**Score : 50/50**

Your time is 20 min. 4 sec.

**Your total score is 135/195**

Finish

In the exercises listing you can click the statistics/tracking (An orange line graph icon) link and you can see a page similar in the image below. You can see every students statistics in this example, the statistics is on almaria abenoja. You can view details of the exercise like the average time it was taken and the score details. You can even save the statistics in a CSV (Comma-Separated Values) file so that you can open it in a text editor or a spread sheet.



- ♦ [Get tracking data in a CSV file](#)

#### Statistics by user

Student	Worst score	Best score	Average score	Attempts	Average Time
<a href="#">Abenoja Almario</a>	135	135	135	1	20 min. 4 sec.
<a href="#">student1 student1</a>	0	0	0	0	0 sec.
<a href="#">student2 student2</a>	0	0	0	0	0 sec.
<a href="#">student3 student3</a>	0	0	0	0	0 sec.
<a href="#">student4 student4</a>	0	0	0	0	0 sec.
<a href="#">student5 student5</a>	0	0	0	0	0 sec.
<a href="#">student6 student6</a>	0	0	0	0	0 sec.
<a href="#">student7 student7</a>	0	0	0	0	0 sec.

#### Statistics by question

Question title	Worst score	Best score	Average score
<a href="#">Test question for multiple answers</a>	50/100	50/100	50/100
<a href="#">Test question</a>	30/30	30/30	30/30
<a href="#">Test question for true or false</a>	50/50	50/50	50/50
<a href="#">Test question for matching</a>	5/15	5/15	5/15

**4.4.6 Course Learning path** -The link in the main course menu (left side of the course website) “Learning Path” will let you access the tool for creating a learning path. The learning path will allow your learner to follow learning path arrangement which can be customized.

*You can click the link similar in this image, its part of the left menu in the course website welcome page.*

 [Learning Path](#)

The image below shows you the list of learning path which can be accessed by clicking the link on learning path in the welcome page of the course website. There are links for adding an introductory text in the page, a link to create a learning path, import learning path, pool of modules already used in your created learning path and the tracking of the learning path.



## Learning Path List

Use this tool to provide your students with a sequential path between documents, exercises, HTML pages, links,...

If you want to present your learning path to students, click on the button below.

 [Add introduction text](#)

[Create a new learning path](#) | [Import a learning path](#) | [Pool of modules](#) | [Learning paths tracking](#)

Learning Path	Modify	Delete	Block	Visibility	Order	Export	Tracking
 <a href="#">Sample learning path</a>							

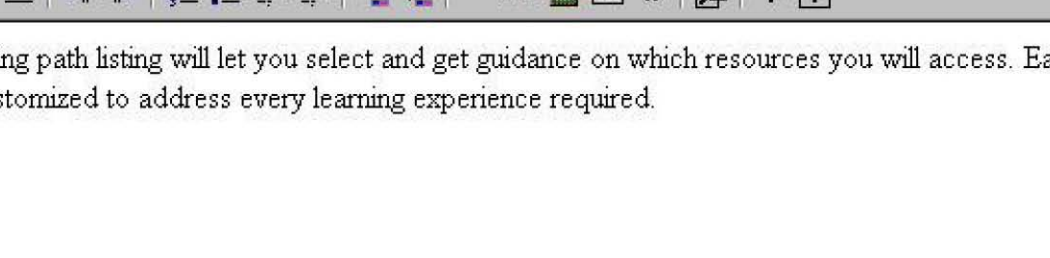
The image above shows you also the list of learning path and functionality that can be done like modifying, deleting, blocking, setting visibility, its order if more are listed, exporting the learning path and tracking each learning path.

**4.4.6.1 Introductory text** -The image below shows you the form to add an introductory text in the learning path list page. You can click the ok button to submit the text.



## Learning Path List

### Disable text editor



This learning path listing will let you select and get guidance on which resources you will access. Each learning path is customized to address every learning experience required.

Path: [body](#)

Ok Cancel

The image below shows you the reflected introduction text in the learning path listing page. You can edit (pencil icon) or delete the text (red x mark).

## Learning Path List

This learning path listing will let you select and get guidance on which resources you will access. Each learning path is customized to address every learning experience required.



[Create a new learning path](#) | [Import a learning path](#) | [Pool of modules](#) | [Learning paths tracking](#)

Learning Path	Modify	Delete	Block	Visibility	Order	Export	Tracking
 <a href="#">Sample learning path</a>							

**4.4.6.2 Creating new learning path** -The image below shows the form on creating a new learning path click the ok button to proceed.



### Create a new learning path

















New learning path name :

Comment

This learning path will guide you in achieving what is required in activity 1.1

Ok


The image below shows you the reflected activity 1.1 which we have added. You can do some operation in each learning path such as modifying it, deleting, blocking, setting the visibility, change the order, export and track each learning path. You can click the title of the learning path to set its parameter.

Learning Path	Modify	Delete	Block	Visibility	Order	Export	Tracking
 <a href="#">Sample learning path</a>							
 <a href="#">Activity 1.1</a>							



The image below shows you the details of the activity 1.1 learning path. You can see the options on using a document, use an exercise, use modules and create a label. You can set each of this options, you can also edit or delete the activity learning path by clicking the pencil (edit) or red x mark (delete).

### Learning Path

**Activity 1.1**



This learning path will guide you in achieving what is required in activity 1.1

[Use a document](#) | [Use an exercise](#) | [Use a module of this course](#) | [Create label](#)

Module	Modify	Remove	Block	Visibility	Move	Order
--------	--------	--------	-------	------------	------	-------

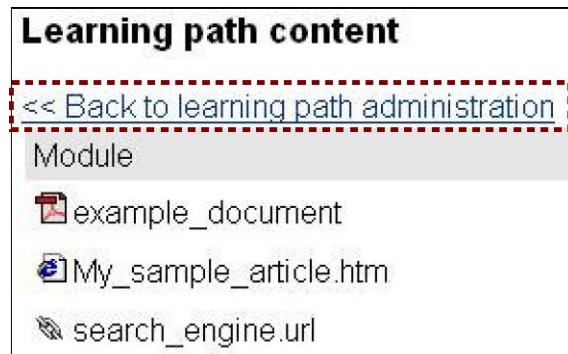
No module

**4.4.6.2.1 Use a document** –There is a list of documents in your uploaded documents, just click the corresponding check box and click the button “Add module(s)” to submit your choices. You will notice a message indicating that the documents you have selected has been added in your learning path. At the

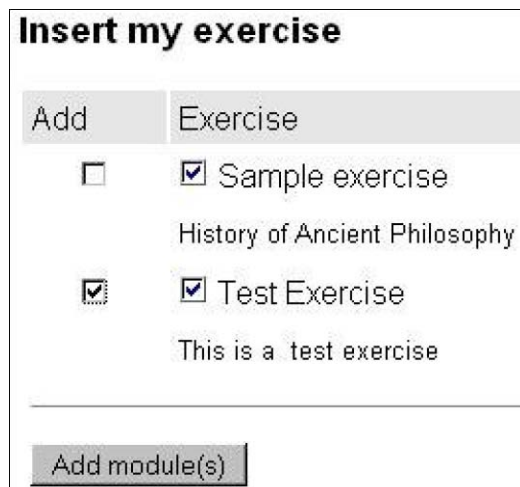


bottom of the page the said documents should be reflected in the list of added documents. The link “Back to learning path administration” will bring you back in the learning path activity 1.1 page.

The image below shows you the documents attached/added in the learning path, you can click the link “Back to learning path administration” to go back in the page of the learning path (activity 1.1).



**4.4.6.2.2 Use an exercise** -The image below shows you the list of exercises created, you can add exercises in the learning path by clicking the check box in the column labeled add and click the button add module(s).



The image below reflects the added exercise has been added, you can click the link “back to learning path administration” to return in the learning path being administered.



## Insert my exercise

Test Exercise : has been added as a module of the course and of this learning path

Add	Exercise
<input type="checkbox"/>	<input checked="" type="checkbox"/> Sample exercise History of Ancient Philosophy
<input type="checkbox"/>	<input checked="" type="checkbox"/> Test Exercise This is a test exercise



Add module(s)

## Learning path content

[<< Back to learning path administration](#)

**4.4.6.2.3 Use a module of this course** -The image below shows you modules being added in the learning path, you can click the check box in the column named add and then click the button ass module(s) to submit.

## Insert a module of the course

Add	Module
<input type="checkbox"/>	<input checked="" type="checkbox"/> Sample exercise You can use any exercise of the exercises tool of your course.
<input checked="" type="checkbox"/>	 My_sample_article.htm This is the introduction text of this module, it will appears in each learning path that contains this module. To replace it by your own text, click below on <b>modify</b> .
<input checked="" type="checkbox"/>	 search_engine.url This is the introduction text of this module, it will appears in each learning path that contains this module. To replace it by your own text, click below on <b>modify</b> .

Add module(s)

The image below reflects the added modules in the learning path, you can click the link “back to learning path administration” to return in the learning path being administered.



## Learning path content


[<< Back to learning path administration](#)

Module

 [example\\_document](#)

☒ Test Exercise




































 [My\\_sample\\_article.htm](#)

 [search\\_engine.url](#)

**4.4.6.2.4 Create a label** -The image below shows you the creation of a label in the learning path. Click the ok button to submit the form.




































**Create a new label / title in this learning path**

The image below reflects the label “Sample label” has been added as you can see you can reposition the label in the list as well as the other attached module in the learning path.

<a href="#">Use a document</a>   <a href="#">Use an exercise</a>   <a href="#">Use a module of this course</a>   <a href="#">Create label</a>						
Module	Modify	Remove	Block	Visibility	Move	Order
 <a href="#">example_document</a>						
<input checked="" type="checkbox"/> <a href="#">Test Exercise</a>						 
 <a href="#">My_sample_article.htm</a>						 
 <a href="#">search_engine.url</a>						 
<b>Sample label</b>						

The image below shows you the label “Sample label” has been re-position a few steps up. You can also modify, delete, block, set visibility, move and change the order in the list. The learning path is just like a lesson plan that the learners can follow in certain customized learning process.



<a href="#">Use a document</a>   <a href="#">Use an exercise</a>   <a href="#">Use a module of this course</a>   <a href="#">Create label</a>						
Module	Modify	Remove	Block	Visibility	Move	Order
 <a href="#">example document</a>						
<input checked="" type="checkbox"/> <a href="#">Test Exercise</a>						 
<b>Sample label</b>						 
 <a href="#">My sample article.htm</a>						 
 <a href="#">search engine.url</a>						

**4.4.6.2.5 learning path module modification and operation** -The image above reflects the operation that you can do in every module in the learning path. You can modify it by clicking the pencil icon, delete by clicking the red x mark, block the access by clicking the arrow down icon with blue back ground. Visibility of the module can be set by clicking the open eye or close eye icon, you can move the module by clicking the document with a green arrow to the right. Moving the module across modules using the move icon can be handy instead of using the order icon which is a rectangle pointing upward or downward. The image below shows you the icons that you will click.



**4.4.6.3 Importing learning path** -The image below shows you the form to import a learning path it is capable of importing SCORM 1.2.

### Import a learning path

Imported packages must consist of a zip file and be **SCORM 1.2** conformable

Max file size : 8 MB

From the site <https://www.adlnet.gov/scorm/index.cfm> “*SCORM is a collection of standards and specifications adapted from multiple sources to provide a comprehensive suite of e-learning capabilities that enable interoperability, accessibility and reusability of Web-based learning content.*”

The image below shows you a SCORM standard learning path, the learning path is about maritime navigation. You can click the link learning path list on the top menu of the imported learning path to see the list of learning path and the newly added learning path.



## Import a learning path


























[ok] File received : SingleCourseEx.zip  
 [ok] Manifest found in zip file : imsmanifest.xml  
 [ok] Manifest read.  
 [ok] Title added : *Inland Rules of the Road (HTML Format)*  
 [ok] Module added : *References and Lesson Objective*  
 [ok] Title added : *Steering&Sailing Rules*  
 [ok] Module added : *Conduct of Vessels in any Condition of Visibility*  
 [ok] Module added : *Conduct of Vessels in Sight of One Another*  
 [ok] Module added : *Conduct of Vessels in Restricted Visibility*  
 [ok] Module added : *Lights&Shapes*  
 [ok] Module added : *Sound&Light Signals*  
 [ok] Module added : *Exam*  
 [ok] warning : Installation cannot find the description of the learning path and has set a default comment. You should change it

Learning path has been successfully imported.

[Maritime Navigation](#)

The image below shows you the listed learning path and the newly import maritime navigation

learning path.

Learning Path	Modify	Delete	Block	Visibility	Order	Export	Tracking
 <a href="#">Sample learning path</a>							
 <a href="#">Activity 1.1</a>					 		
 <a href="#">Maritime Navigation</a>							

The image below is the view of the learning path maritime navigation. A separate documentation exist on how to create SCORM standard learning path and materials. The SCORM helps standardized and easy to share this materials and learning path.

Module	Modify	Remove	Block	Visibility	Move	Order
<b>Inland Rules of the Road (HTML Format)</b>						
 <a href="#">References and Lesson Objective</a>						
<b>Steering&amp;Sailing Rules</b>						 
 <a href="#">Conduct of Vessels in any Condition of Visibility</a>						
 <a href="#">Conduct of Vessels in Sight of One Another</a>						 
 <a href="#">Conduct of Vessels in Restricted Visibility</a>						
 <a href="#">Lights&amp;Shapes</a>						 
 <a href="#">Sound&amp;Light Signals</a>						 
 <a href="#">Exam</a>						



**4.4.6.4 Pool of modules** -The image below shows you the pool of modules when you access the link on pool of modules. It only contains the modules available in this course, you can delete, rename and put comment in every modules. You can go back to the list of learning path by clicking the link “Learning path list” on top of the page.

E-learning Tool > EL101 > Learning Path List > **Pool of modules**

### Pool of modules

This page allows you to view all the modules available in this course.  
Any exercise or document that has been added in a learning path will also appear in this list.

Module	Delete	Rename	Comment
<div>example_document</div> <div>You can use any document existing in the documents tool of this course.</div>	X		BLAH BLAH
<div>My_sample_article.htm</div> <div>This is the introduction text of this module, it will appears in each learning path that contains this module. To replace it by your own text, click below on <b>modify</b>.</div>	X		BLAH BLAH
<input checked="" type="checkbox"/> Sample exercise <div>You can use any exercise of the exercises tool of your course.</div>	X		BLAH BLAH
<div>search_engine.url</div> <div>This is the introduction text of this module, it will appears in each learning path that contains this module. To replace it by your own text, click below on <b>modify</b>.</div>	X		BLAH BLAH
<input checked="" type="checkbox"/> Test Exercise <div>This is the introduction text of this module, it will appears in each learning path that contains this module. To replace it by your own text, click below on <b>modify</b>.</div>	X		BLAH BLAH

**4.4.6.5 Learning path tracking** -The image below shows you the learner statistics list, you can look at the individual statistics by clicking the name of learner. You can return to the list of learning path by clicking the link “learning path list ” on top of the page.

E-learning Tool > EL101 > Learning Path List > **Learning paths tracking**

### Learning paths tracking

Progression of users on all learning paths

Student	Progress
<a href="#">Abenoja Almario</a>	<div></div> 0%
<a href="#">student1 student1</a>	<div></div> 0%
<a href="#">student2 student2</a>	<div></div> 0%
<a href="#">student3 student3</a>	<div></div> 0%
<a href="#">student4 student4</a>	<div></div> 0%
<a href="#">student5 student5</a>	<div></div> 0%
<a href="#">student6 student6</a>	<div></div> 0%
<a href="#">student7 student7</a>	<div></div> 0%



The image below is a sample view of the individual statistics; you can see details of the statistics and even other statistical data in your course per student.

# E-learning Tool > EL101 > Users > User > **Statistics**

### Statistics

#### Statistics of user

- Last Name : student1
- First Name : student1
- Email : abenoja@yahoo.com

[\[Show all\]](#) [\[Show none\]](#)

- + [Logins and access to tools](#)
- + [Results of the exercises done](#)
- **Learning Path** [\[Close\]](#)  
Progress in learning paths

Learning Path	Progress
<a href="#">Sample learning path</a>	<div></div> 0%
<a href="#">Activity 1.1</a>	<div></div> 0%
<a href="#">Maritime Navigation</a>	<div></div> 0%
- + [Work uploads](#)
- + [Documents](#)
- + [Forum usage](#)

**4.4.7 Course assignments** -The image below shows you the link in every course website the assignments. It will let you access the tools in managing your assignments for your learner.

*You can click the link similar in this image, its part of the left menu in the course website welcome page.*

 [Assignments](#)

The image below shows you the assignments page, you can see the link to add an introduction and a link to create assignments.

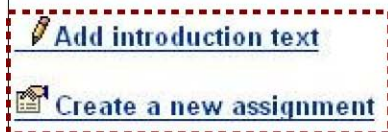


## Assignments ?

This tool allows the teacher to create assignments in which any student (according to each assignment settings) will be able to upload a document, or write a text, on the course's website.

You will be able to add a comment or a grade to each work.

If you want to present this tool or give some recommendations to students, click on the button below.



There is no assignment at the moment.

**4.4.7.1 Assignment page introduction** -The image below shows you the form to add an introduction to the assignment page, just put the introduction in the text area and then click the ok button to proceed.



The image below shows you the reflected introduction of the assignment page with the link on creating a new assignment in the bottom of the page.




E-learning Tool > EL101 > [Assignments](#) View mode

## Assignments

You can submit assignments and check feedback in this page.

 [Create a new assignment](#)

There is no assignment at the moment.

**4.4.7.2 Creating assignment** -The image below shows you the form on creating an assignment upon completion of the text box and text area scroll down to set assignment parameters.





E-learning Tool > EL101 > [Assignments](#) > [Assignment](#) View mode : [Student](#) | [Course manage](#)




































## Assignment ?

Assignment title :

Description :

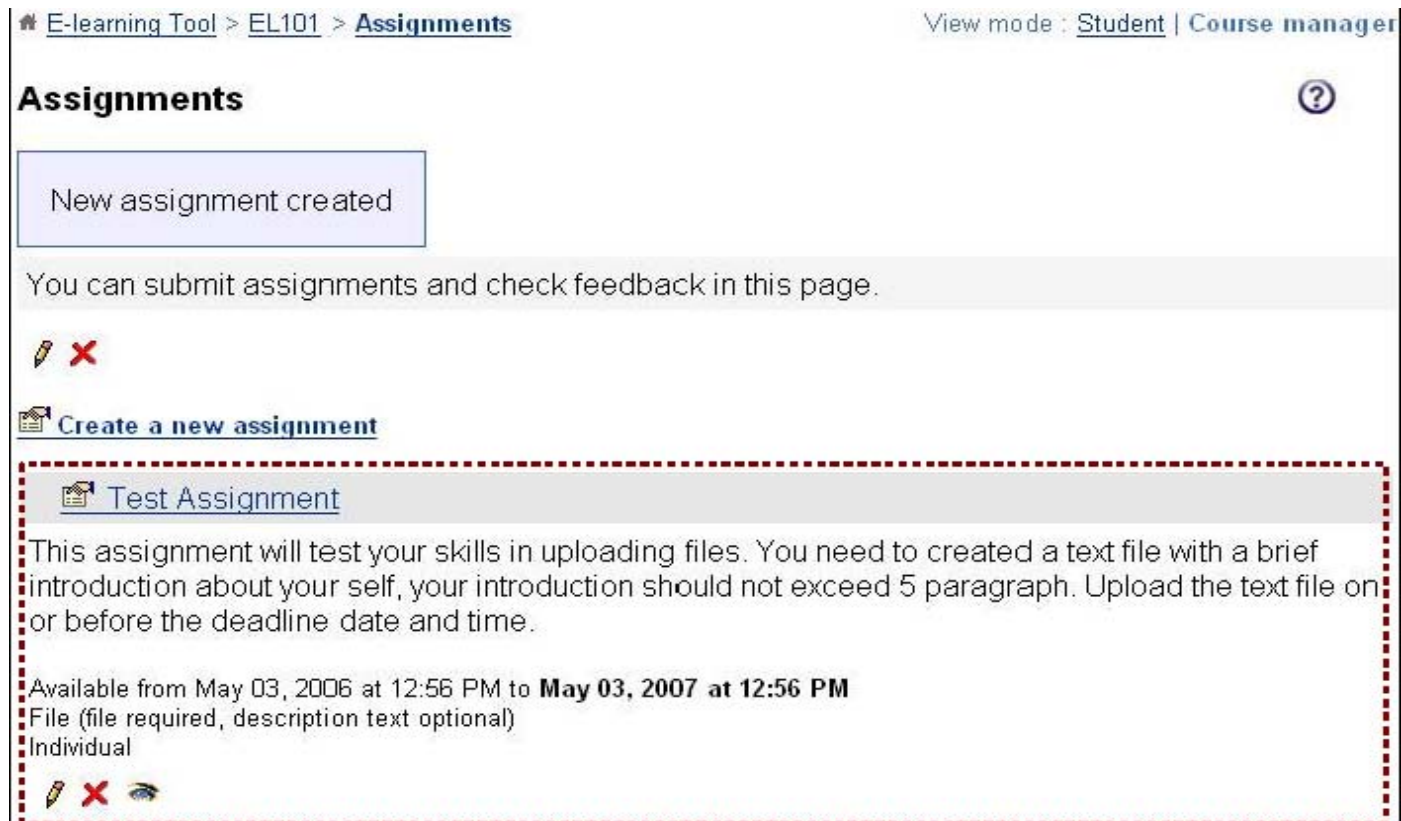
[Disable text editor](#)

Arial 1 (8 pt) Heading 1 **B** *I* U ~~S~~  $\times_2$   $\times^2$     



The image below shows you the created assignment, you can edit the assignment by clicking the pencil icon below the assignment or the red x mark to delete. The open eyes and close eyes will set of your assignment can be visible or not to your learner.






# E-learning Tool > EL101 > Assignments View mode : Student | Course manager


## Assignments

New assignment created

You can submit assignments and check feedback in this page.

 [Create a new assignment](#)




 [Test Assignment](#)

This assignment will test your skills in uploading files. You need to created a text file with a brief introduction about your self, your introduction should not exceed 5 paragraph. Upload the text file on or before the deadline date and time.

Available from May 03, 2006 at 12:56 PM to **May 03, 2007 at 12:56 PM**

File (file required, description text optional)

Individual

**4.4.7.3 Accessing assignment** - You can access individual details by clicking the name of the student.

The image above also show you the submit a work link and the edit automatic feedback link. The submit a work link usually are for learner accessing the assignment for submission and the automatic feedback is for your default message when submitting an assignment.

**4.4.7.3.1 Submitting an assignment** -The image below shows you the form to submit an assignment just complete the needed fields especially the one with asterisk (\*). The browse button will let you locate your files to be uploaded, a window will pop-up and by selecting the file location you will set where to get the files to be uploaded. Click the on button when done, you can see a screen shot of the file browsing in the next page.



## Assignment : Test Assignment

User : [Abenoja Almario](#)

### Description

This assignment will test your skills in uploading files. You need to create a text file with a brief introduction about your self, your introduction should not exceed 5 paragraphs. Upload the text file on or before the deadline date and time.

### Submit a work

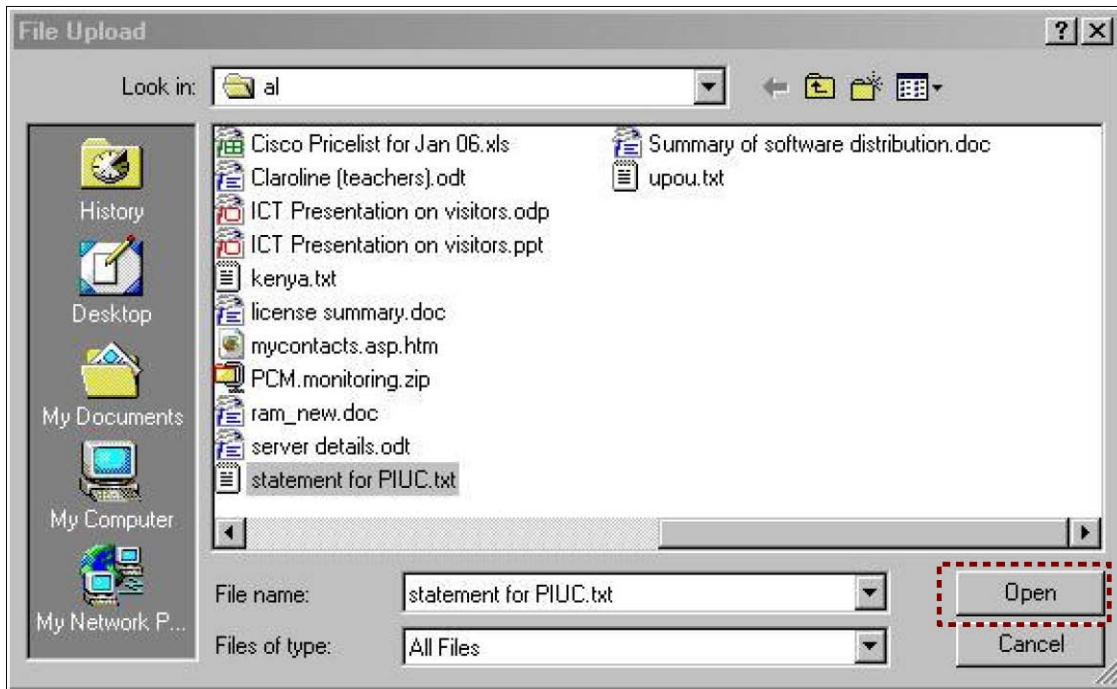
[<< Back](#)

Title * :	<input type="text" value="test submission"/>
Author(s) * :	<input type="text" value="Abenoja Almario"/>
Upload document * :	<input type="text" value="C:\Documents and Settings\Administrator\My Documents\test.txt"/> <input type="button" value="Browse..."/>
	Max file size : 8 MB
File description :	<div>My sample submission</div>
	<input type="button" value="Ok"/>

---

The image below shows you the file browsing when the button browse is clicked, all you need to do is to locate your files and then click the open button in the lower right side of the window.





Upon submission of assignment a message similar in the image below will appear which will reflect your successful submission of the assignment. Assignment submission time will depend on the file size, the bigger the file to be uploaded the more time it needs to be uploaded plus the speed of the internet where you are accessing your course website. The default visibility of your assignment is invisible that's why it is on gray that means learner can not browse each others assignments. Multiple uploading can be done and note on the latest upload will be reflected.

**4.4.7.3.2 Automatic feedback to assignment** –There is a form to set automatic feedback in the assignment. You can set if feedback can be every submission or after the end date of assignments.

The image below reflects the feedback setting is successful, you can click the link "Back" to return in the assignment. You can also click the link assignments on top of the page.



[E-learning Tool](#) > [EL101](#) > [Assignments](#) > [Assignment](#) > [Feedback](#)

## Feedback

Feedback edited

[Back](#)

**4.4.7.3.3 Accessing individual assignments** - In the learner view a feedback can also be viewed if the faculty have posted a feedback in the assignment. You can click the student link view in the upper right site of the page to see what the learners view. Each assignment can be edited (pencil icon), deleted (red x mark), eyes icon to set visibility and you can add feedback by clicking the Add feedback link.

**4.4.7.3.4 Individual assignment feedback** -The image below shows you the feedback form in an assignment you can type your feedback in the text areas. You can attach file, scroll down your page to complete the form submission.

---

### Add feedback

[<< Back](#)

Title \* :






Author(s) \* :






































Attach a file :

Max file size : 8 MB

Answer \* :

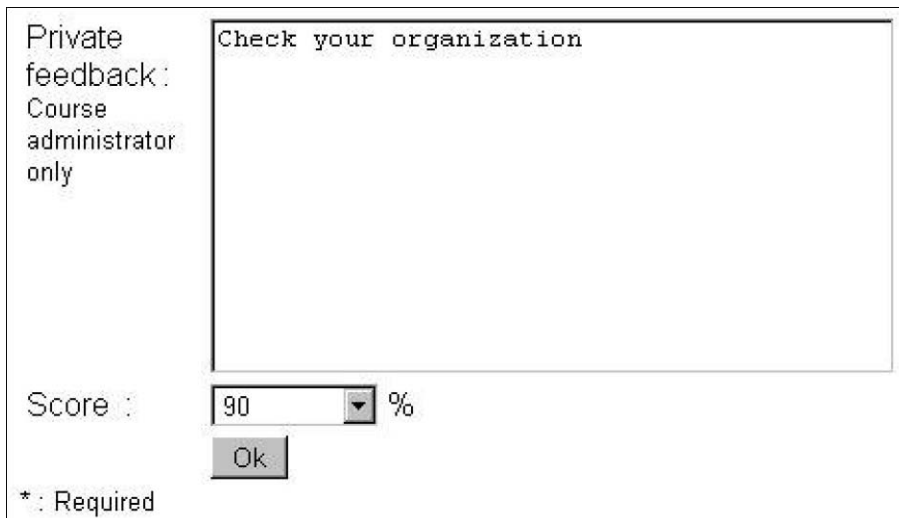
[Disable text editor](#)

Arial1 (8 pt)Heading 1BBIU<sup>2</sup><sup>2</sup>





The image below is a continuation of the page above, it will let you type your private feedback and set the grades of the assignment as a feedback. Click the ok button to proceed.



The screenshot shows a feedback form with the following elements:

- Private feedback :** Course administrator only
- Check your organization** (text area)
- Score :** 90 % (with a dropdown arrow)
- Ok** button
- \*: Required** (asterisk indicating required fields)

If you observed you can set the visibility of the assignment submitted and the feedback separately, you can show to your learner the feedback without them accessing the submitted assignment.

**4.4.8 Course Forums** -The image below shows you the link of the forums in the course website menu (left side of the page).

*You can click the link similar in this image, its part of the left menu in the course website welcome page.*



The image below shows you the list of forums when the forum tools is accessed. There is a main forum and the group forum for the learner and faculty to exchange ideas. You can add forums and categories as indicated in the links "Create category" and "create forum".



E-learning Tool > EL101 > Forums View mode : [Student](#) | [Course manager](#)

## Forums ?

[Create category](#) | [Create forum](#) | [Search](#)

Main <span style="float: right;">✎ ✖ ▼</span>							
Forum	Topics	Posts	Last Post	Edit	Empty	Delete	Move
<div>✎ <a href="#">Test forum</a></div> <div>Remove this through the forum admin tool</div>	1	1	Apr. 08, 06 12:44 AM	✎	✎	✖	

**Group forums** ✎ ▲

No forum

**4.4.8.1 Creating forums category** -You can add category beside from the main and group forums. The image below shows you the form to add a discussion category in the forum. Click the ok button to add the category.

### Forums

**Add a category**

Name :

Discussions

The image below shows you the category discussion has been added. You can edit category by clicking the pencil icon, delete by clicking the red x mark and reposition the category by clicking the up triangular arrow or the downward triangular arrow.



# Forums

The new category has been created.

[Create category](#) | [Create forum](#) | [Search](#)

Main							
Forum	Topics	Posts	Last Post	Edit	Empty	Delete	Move
<a href="#">Test forum</a> Remove this through the forum admin tool	1	1	Apr. 08, 06 12:44 AM				

## Group forums

No forum

## Discussions

No forum

**4.4.8.2 Creating forums** -The image below shows you the form to add forum, you can type the details and click the ok button to proceed. You can locked the forum at first to have no posting when the forum will be created.



## Forums

**Add forum**

Name:














Description:

Category:

☐ Locked (No new post allowed)

You can edit (pencil icon), empty the forum (paint brush icon), delete forum (red x mark), move up and down each forum (up triangular arrow or down triangular arrow) when more forums are created.

The image below shows you an additional forum discussion for assignment 2, you can see an option to move each forum up or down.

Discussions   							
Forum	Topics	Posts	Last Post	Edit	Empty	Delete	Move
 <a href="#">Assignment 1</a> Post your ideas and a brief interpretation on your answer for assignment # 1	0	0	No Post				
 <a href="#">Assignment 2</a> Discussion on the article presented in assignment # 2	0	0	No Post				

**4.4.8.3 Accessing forums** -The image below shows you a forum is accessed (Discussion forum on assignment 1). You can see no topics is posted, you can post a new topic by clicking the link "New topic".



## Forums



 [New topic](#) |  [Search](#)

[Forum Index](#) > [Assignment 1](#)

### Assignment 1

Topic	Posts	Poster	Seen	Last message
-------	-------	--------	------	--------------

There are no topics for this forum. You can post one.

The image below show you the form on posting a new topic for the discussion assignment 1 forum.



## Forums



[<< Back to : Assignment 1](#)

[Forum Index](#) > [Assignment 1](#)

Subject : Their is a good elaboration

### Disable text editor

Message

Body :

Path: [body](#)

Ok Cancel

The image below shows you the posting has been successful, you can click to view the message, return to the topic list or return to the forum index.

## Forums

Your Message has been stored in the database.

[Click here](#) to view your message.

Click [here](#) to return to the forum topic list.

[Click here](#) to return to the forum index



The image below gives you the topic is posted, you can click the topic to access posting inside the topic. Remember that the structure of forums are every category of forums contains different forums in every forums contains topics and every topic contains postings with in that topic.

[E-learning Tool](#) > [EL101](#) > [Forums](#)View mode : [Student](#) | [Course manager](#)

## Forums

 [New topic](#) |  [Search](#)

[Forum Index](#) > [Assignment 1](#)

Assignment 1				
Topic	Posts	Poster	Seen	Last message
 <a href="#">Their is a good elaboration</a>	1	Almario Abenoja	1	May. 03, 06 08:39 PM

**4.4.8.4 Accessing topics in forums** -The image below shows you the topic “Their is a good elaboration” being viewed. You can respond by clicking the link “Answer”, edit by clicking the pencil icon or delete by clicking the red x mark. The link “Notify by email when replies are posted” toggles that every answer or replies are to be emailed.








## Forums

 [New topic](#) |  [Answer](#) |  [Search](#)

[Forum Index](#) > [Assignment 1](#) > **Their is a good elaboration**

### Their is a good elaboration

 [Notify by email when replies are posted](#)

 Author : **Almario Abenoja** Posted : May 03, 2006 at 08:39 PM

This is just a test in posting in the new topic

 Author : **Almario Abenoja** Posted : May 03, 2006 at 08:56 PM

I agree to your observation except for the last argument

 Author : **student3 student3** Posted : May 03, 2006 at 09:04 PM

This is my reply

**4.4.9 Course Groups** -The image below shows you the links on the group tools from the course website courses (left side of the page).

*You can click the link similar in this image, its part of the left menu in the course website welcome page.*



The image below shows you the page that will display the group listing; you can see the links to create new groups, deleting all the groups, filling the groups, emptying the groups and the main group settings.

## Groups

 [Create new group\(s\)](#) |  [Delete all groups](#) |  [Fill groups \(automatically\)](#) |  [Empty all groups](#) |  [Main Group Settings](#)

Groups	Registered	Max.	Edit	Delete
--------	------------	------	------	--------

**4.4.9.1 Creating new group** -The image below shows you the form to create groups (4 new groups) with a maximum of 2 members per group. Click the ok button to proceed.



## Groups

### Create new group(s)

Create  new group(s)  
 Max.  seats by groups (optional)  
 Create

The image below shows you the list of groups created in the previous illustration. You can edit group details by clicking the pencil icon or delete groups by clicking the red x mark.

## Groups

4 group(s) has (have) been added

[Create new group\(s\)](#) | [Delete all groups](#) | [Fill groups \(automatically\)](#) | [Empty all groups](#) | [Main Group Settings](#)

Groups	Registered	Max.	Edit	Delete
<a href="#">Group 1</a>	0	2		
<a href="#">Group 2</a>	0	2		
<a href="#">Group 3</a>	0	2		
<a href="#">Group 4</a>	0	2		

**4.4.9.2 Main group setting** -The illustration below shows you the main group settings page. You can alter the details and click the ok button to proceed.



## Groups

### Groups settings

#### Registration

☒ Students are allowed to self-register in groups

#### Limit

A user can be a member of maximum  groups

#### Access

☐ Private ☒ Public

#### Tools

Forum

Documents

☒ Chat (always private)

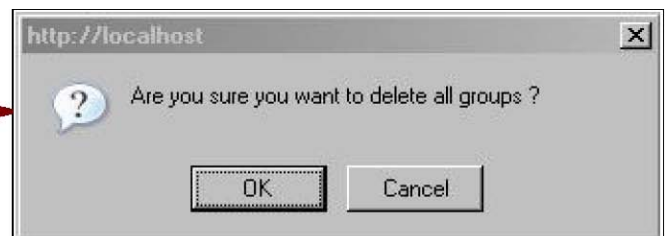
☒ Wiki

Ok

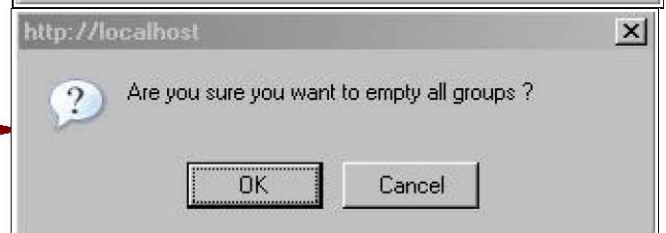
Cancel

**4.4.9.3 Other group operations** -The filling of groups, deletion and emptying operation can be done instantly by a pop-up message confirming the operation. The images below shows you this dialog boxes.

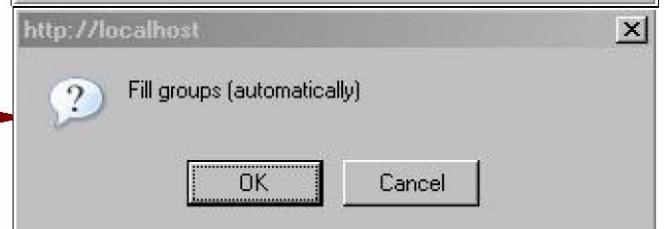
*The image illustrates a dialog box that will confirm deletion of all groups, clicking ok will delete all groups.*



*The image illustrates a dialog box that will confirm emptying of all groups, clicking ok will empty all groups.*



*The image illustrates a dialog box that will confirm filling of all groups, clicking ok will fill all groups.*





The image below is a result of automatically filling the groups with members

**Groups**

Groups have been filled (or completed) by students present in the 'Users' list.

[Create new group\(s\)](#) | 
 [Delete all groups](#) | 
 [Fill groups \(automatically\)](#) | 
 [Empty all groups](#) | 
 [Main Group Settings](#)

Groups	Registered	Max.	Edit	Delete
<a href="#">Group 1</a>	2	2		
<a href="#">Group 2</a>	2	2		
<a href="#">Group 3</a>	2	2		
<a href="#">Group 4</a>	1	2		

**4.4.9.4 Accessing each group** -The image below shows you a group is being accessed. Each group has their own chat area, documents and link, forums and wiki. Description, tutors and group members are reflected in the right side of the page. You can also edit the group settings by clicking the link “edit this group”, we will have the illustration of this operation in the next pages.

[E-learning Tool](#) > 
 [EL101](#) > 
 [Groups](#) > 
 [Group 1](#)

**Groups**

**Group 1**

[Chat](#)  
[Documents and Links](#)  
[Forums](#)  
[Wiki](#)

[Edit this group](#)

**Description :** (none)

**Group Tutor :** (none)

**Group members :**

[student7](#) [student7](#) -  
[student1](#) [student1](#) - [abenoja@yahoo.com](#)

**4.4.9.4.1 Editing group settings** -The image below shows you a group being edited, you can set several parameters for the group. Click the ok button to submit changes.



## Groups

### Edit this group

Group name :  [Area for this group](#)

Description (optional) :

Group Tutor :  [Admin users list](#) Max.  seats (optional)

Group members : 

Student1 Student1  
Student7 Student7

>>  
<<

Users not in this group

The image below shows you the group has been edited and a message confirming the modification. You can click the Group name on top of the page to return in the main group page or click the link “area for this group”.

## Groups

### Edit this group

Group settings modified

Group name :  [Area for this group](#)

Description (optional) :

Group Tutor :  [Admin users list](#) Max.  seats (optional)

Group members : 

Student1 Student1  
Student7 Student7

>>  
<<

Users not in this group



**4.4.9.4.2 Group chatting** –In the chat of a group, you can type your message and post by clicking the button “>>”. You can click the link group name on the top of the page to return in the group page.

**4.4.9.4.3 Group documents and links** -The image below shows you the documents of the group. The functionality and operations are the same with the documents tools found in the left menu of the course website which is discussed above. You can click the link group name on the top of the page to return in the group page.



**4.4.9.4.4 Group Forums** -The image below shows you the forums of the group, its operations and functionality are similar to the discussed forum tools in the main menu of course website. You can click the link group name on the top of the page to return in the group page.



# E-learning Tool > EL101 > Groups > Group 1 > **Forums** View mode : Student | Course manager

## Forums ?

[Group area](#) | 
 [Documents of the group](#) | 
 [Wiki of the group](#) | 
 [Chat of the group](#)

[New topic](#) | 
 [Search](#)

[Forum Index](#) > [Group 1](#)

Group 1				
Topic	Posts	Poster	Seen	Last message
There are no topics for this forum. You can post one.				

**4.4.9.4.5 Group wiki** -There is a separate wiki tool beside from this wiki tool, we will elaborate some aspect of wiki. First thing is to ask what is a Wiki as an ordinary learner or faculty may not be familiar in the term wiki.

[http://searchwebservicestechtarget.com/sDefinition/0,290660,sid26\\_gci943070,00.html](http://searchwebservicestechtarget.com/sDefinition/0,290660,sid26_gci943070,00.html)

*“A wiki (sometimes spelled "Wiki") is a server program that allows users to collaborate in forming the content of a Web site. With a wiki, any user can edit the site content, including other users' contributions, using a regular Web browser. Basically, a wiki Web site operates on a principle of collaborative trust. The term comes from the word "wiki wiki," which means "fast" in the Hawaiian language.*

*A wiki allows a visitor to the "wikified" Web site to edit the content of the site from their own computer. Visitors can also create new content and change the organization of existing content. The simplest wiki programs allow editing of text and hyperlinks only. More advanced wikis make it possible to add or change images, tables, and certain interactive components such as games.*

*A wiki provides a simplified interface. At any time, contributors can conveniently view the Web page as it looks to other subscribers, before and after the changes they have made. It is not necessary to know HTML (hypertext markup language) or perform work in HTML code. The best known example of a wiki Web site is [Wikipedia](#), an online dictionary building collaboration.*

”

The image below shows you the wiki page and the list of wiki. You can create a new wiki and do some operations in each wiki such as see the changes,



its properties, delete the wiki. You can click the link group name on the top of the page to return in the group page.

# [E-learning Tool](#) > [EL101](#) > [Groups](#) > [Group 1](#) > [Wiki](#) View mode : [Student](#) | [Course manager](#)

**Group 1** ?  
**Wiki : List of Wiki**

 [Create a new Wiki](#)

Title	Number of pages	Recent changes	Properties	Delete
 <a href="#">Group 1 - Wiki</a>	<a href="#">1</a>			
This is a sample wiki				

The image below shows you a wiki being added, you can type the details in the needed text area and then scroll down to see the rest of the form.

# [E-learning Tool](#) > [EL101](#) > [Groups](#) > [Group 1](#) > [Wiki](#) > > [Properties](#) View mode : [Student](#) | [Course manager](#)

**Group 1** ?  
**Wiki : Create new Wiki**

Wiki description

*You can choose a title an a description for the wiki :*

Title of the wiki :

Description of the Wiki :

The image below shows you the bottom page of the form to add wiki. You can set which users can edit, read and create pages. You can click the save button when done.



Access control management

You can set access rights for users using the following grid :

	Read Pages	Edit Pages	Create Pages
Course members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Others (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(\*) anonymous users, users who are not members of this course...

Save

Cancel

The image below shows you the newly added wiki you can review and change the settings of the wiki by clicking the property icon, it is similar to adding the wiki. You can click the group name above the page to go back in the group page.

[E-learning Tool](#) > [EL101](#) > [Groups](#) > [Group 1](#) > [Wiki](#)

View mode : [Student](#) | [Course manager](#)

Group 1

Wiki : List of Wiki

Wiki creation succeed

Create a new Wiki

Title	Number of pages	Recent changes	Properties	Delete
<div>Group 1 - Wiki</div> <div>This is a sample wiki</div>	1			
<div>New Wiki</div>	1			

**4.4.9.4.6 Accessing group wiki** -The image below shows you the new wiki being accessed. You can edit the content by clicking the link “edit this page” (with pencil icon). Wiki are designed for collaboration and act as a public document for all users who can access the wiki.



[E-learning Tool](#) > [EL101](#) > [Groups](#) > [Group 1](#) > [Wiki](#) > New Wiki > [Main page](#)

Group 1

Wiki : New Wiki

[Main page](#) | [Recent changes](#) | [All pages](#) | [List of Wiki](#)  
[Back to page](#) | [Edit this page](#) | [Page history](#)

## Main page

This is the main page of the Wiki New Wiki. Click on **Edit** to modify the content.

The image below shows you the new wiki being edited when the edit this page link is clicked, you can type your text in the text area and then click the save button or preview it before saving.

[E-learning Tool](#) > [EL101](#) > [Groups](#) > [Group 1](#) > [Wiki](#) > New Wiki > [Main page](#) > [Edit](#)

Group 1

Wiki : New Wiki

[Main page](#) | [Recent changes](#) | [All pages](#) | [List of Wiki](#)  
[Back to page](#) | [Edit this page](#) | [Page history](#) | [Wiki syntax](#)

## Main page

**B** *I* U **S** “ ” **C** ↶ ↷ pre    

This is the main page of the Wiki New Wiki. Click on '''Edit''' to modify the content.

This is a test edit

[Preview](#) [Save](#) [Cancel](#)



**4.4.10 Course users** -The image below is the link to access the users tools in the course website menu (left side of the page).

You can click the link similar in this image, its part of the left menu in the course website welcome page.
























 [Users](#)

The image below shows you the page view of the user tool page which gives you the list of registered learners in your course. You can see the operations that you can perform in the page, the link to add users, subscribing to a class, group management and even unregistering learners.

[E-learning Tool](#) > [EL101](#) > [Users](#) View mode : [Student](#) | [Course manager](#)

**Users (number : 8)** ?

[Add a user](#) | [Add a list of users](#) | [Subscribe a class](#) | [Group management](#) | [Unregister all students](#)

Last Name	First Name	Role	Group	Group Tutor	Course manager	Edit	Unregister
 1 <a href="#">Abenoja</a>	<a href="#">Almario</a>	Lecturer	-	Group Tutor	Course manager		
 2 <a href="#">Student1</a>	<a href="#">Student1</a>		Group 1 (1)	-	-		
 3 <a href="#">Student2</a>	<a href="#">Student2</a>		Group 4 (4)	-	-		
 4 <a href="#">Student3</a>	<a href="#">Student3</a>		Group 3 (3)	-	-		
 5 <a href="#">Student4</a>	<a href="#">Student4</a>		Group 2 (2)	-	-		
 6 <a href="#">Student5</a>	<a href="#">Student5</a>		Group 3 (3)	-	-		
 7 <a href="#">Student6</a>	<a href="#">Student6</a>		Group 2 (2)	-	-		
 8 <a href="#">Student7</a>	<a href="#">Student7</a>		Group 1 (1)	-	-		

The image above also shows you on its right area of the page which you can locate the icon to edit (pencil) and unregister (red x mark) each learner. You can also click the name of the learner to see the details of the learner.

[E-learning Tool](#) > [EL101](#) > [Users](#) > [User](#) View mode : [S](#)

**User**

[<< Back to users list](#)

Name	Role	Group Tutor	Course manager	Edit	Tracking
<b>student2 student2</b>		-	-		



You can see the image above which gives you the details of a certain learner with an option to edit its details or check its statistics by clicking the tracking link. You can click the link “Back to users list” to return in the list of users.

The image below shows you the page when editing a student details you can set several parameters and by clicking the ok button the changes will be reflected.

# [E-learning Tool](#) > [EL101](#) > [Users](#) > [User](#)

**User**

[<< Back to users list](#)

Name	Role (Optional)	Group Tutor	Course manager	
<b>student2 student2</b>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Ok"/>

[<< Back to users list](#)