LJ CREATE™
Learning for life

ClassAct Laboratory
Management Instructor's Guide

MS224/D

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Class*Act*

Section 1 – System Installation and Configuration

Introduction to the ClassAct System

Classroom/Laboratory Configuration

A typical classroom/laboratory consists of a number of Student Workstations each equipped with one or more modules covering an area of study. All Student Workstations are linked to a Management System computer within the classroom running the ClassAct NT management software.

To deliver learning materials to students and track their progress, including their responses to questions embedded in the learning content, each student workstation needs to be running the ClassAct workstation launcher client. This client can either be installed locally to each student workstation or installed to a server.

Note: *Although the main client functionality can be set up to run from the server, certain components must still be installed and configured on the local workstation.*

From Version 1.5 onwards, multiple ClassAct management systems can be installed and configured to access a common shared SQL database. In this way, a number of rooms can be configured to each manage a class of students with the collected data being available to analyze and report on from any of the ClassAct management systems.

Note: *You must purchase one network license for your site and one additional lab license for each extra ClassAct management system you wish to run. All ClassAct systems prior to version 1.6B require a valid Software Security Key to function fully (See Page 7). ClassAct is supplied on copy protected CDROM from Version 1.5 onwards.*

Learning Materials

The learning materials are packaged as modules (sometimes referred to as 'Study Modules') covering a single area of study. Each module is divided into a number of chapters/assignments dealing with a single topic, typically containing some hands-on activities tracked using built in questions. The chapter/assignment generally concludes with an assessment section containing a series of questions testing the understanding of the work carried out.
Many assignments require a student to complete their own workbooks, typically to store the results of activities or to complete written reviews of the work. Workbooks may be paper-based or stored in electronic form and often have an instructor marked element associated with them.

A study module may require additional hardware and software resources. For example, a module on Electronics may require the use of circuit boards and test equipment. Equally, a module on chemical reactions may require the use of a piece of simulation software or a video or book.

Each module also has an element for use by the instructor/teacher. This typically includes information on how to install the module, how to mark the student workbooks, an answer key with all the correct answers and a list of consumable items. This instructor information may be supplied in printed form or may be provided electronically.

Installation of a module therefore needs to take account of not just the learning materials but these additional items as well. For full details on installing and setting up a module you should always follow the instructions supplied with module.

ClassAct Management System Software

The Class*Act* management system software effectively manages the day-to-day activities of your students, automatically guiding them through their activities and recording their progress, time and responses to the questions within the learning content. It allows the instructor to monitor the progress of all students active on the network and to view their answers and scores as they work through an assignment. ClassAct also stores a permanent record of the student work for use when generating reports.

The Class*Act* management system's real-time screens assist the instructor in identifying those students experiencing problems with a particular part of an assignment.

Reports

The management system has a comprehensive set of built in utilities for providing both competence and score based reports based on the collected data. Reports can be generated on both classes and individual students and can be viewed on-screen or printed. The reporting tools also provide the instructor with the ability to create specific reports based on the results of a pre-programmed set of work.

Management Computer Software Installation

This chapter describes how to install the Class*Act* management software onto the management computer.

System Requirements

The Class*Act* management system requires a Microsoft® Windows based computer. More detailed requirements will be displayed during the installation process, including any pre-requisite components such as Adobe Acrobat® reader.

To track and manage students, the management system computer and all student workstations must be connected to a local area network (LAN).

Finally, it is recommended that you have access to a printer for printing reports.

The management computer software installation is divided into two stages:

❶ Installation of the Class*Act* Management System software

❷ Installation of Lesson Module Templates and Report Profiles

Note: *For information on how you might use Windows deployment techniques for installing the ClassAct management system, visit the Support pages of the LJ Create website.*

❶ Installing the Class*Act* NT Management System Software

Insert the Class*Act* management system software installation CD into the management computer's CD drive and follow the on-screen installation instructions.

The on-screen instructions will guide you through the entire installation process, including the installation of any required or recommended 3rd party components (such as Adobe Acrobat ® Reader).

If you intend to install multiple Class*Act* management systems and share a common SQL database, refer to the 'SQL database option' section of the on-screen installation instructions.

Note: *During installation, the gauges may appear to halt while some background tasks execute - be patient and wait for any further on-screen instructions.*

Upon completion remove the CD from the drive and store it in a safe place. You may be asked to reboot the computer.

Program Items Installed

The Class*Act* programs shortcuts are added to the **Start** menu as shown below:
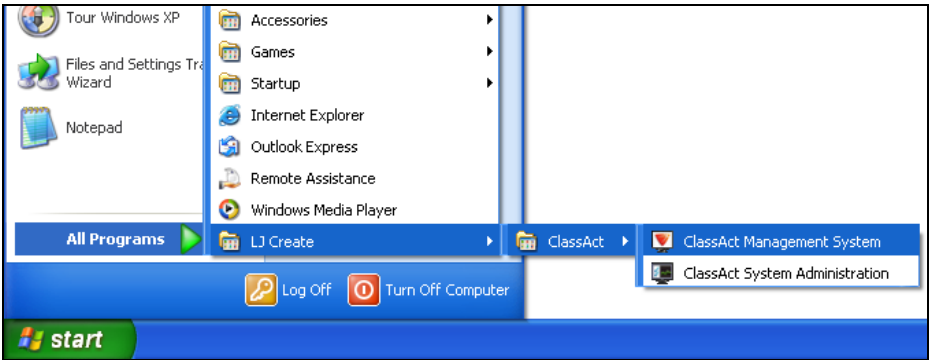
The Software Security Key

All versions of Class*Act* NT prior to V1.6B are protected from unauthorized use by a **Software Security Key**. This key will be either a USB or Parallel Port device. Ensure it is fitted to the computer before starting the software. You may want to secure the key to the computer to ensure that it is not stolen.

Class*Act* Version 1.6B or later does not require the software key but is provided on a copy protected CDROM.

Note: *Where supplied, the software key determines the maximum number of workstations which can be concurrently logged on to the management system. The key provided with your software pack will have been programmed with the user license information that you purchased. This information is briefly displayed when* Class*Act* *is first started. The network component of* Class*Act* *will only run when a key is present.*

❷ Installing Lesson Module Templates and Report Profiles

To be able to track, manage, mark and report on student work, the management system requires that the **Lesson Module Templates** for all study modules being used are installed into ClassAct's database.

Each learning package is supplied with the appropriate Lesson Module Templates. Some modules will have the lesson module(s) on the same CD used to install the learning content files with instructions on how to install them. Other modules may be supplied with a separate CD containing lesson modules for a number of learning packages.

In addition, some learning packages are supplied with Report Profiles. These provide new Competence based reports for the modules and should also be installed into ClassAct's database.

Note: *As changes are made to the learning materials, maybe in response to changes in third party applications or as general improvements/updates are made to the modules, it is often necessary to change the information in the Lesson Module Templates/Report Profiles. It is important that the correct versions of Lesson Module/Report Profiles are used with each module. If the Lesson Module has been provided on a learning content CD then you can be sure that it is the correct version. However, if the Lesson Module is being installed from a separate CD, then you must follow the instruction provided with the learning material to ensure that you install the correct version.*

Lesson Modules and Report Profiles are installed into the system's database using the **Data Safe Installer** Utility. To use this utility, proceed as follows:

1) Insert the CD containing the Lesson Modules into the management system computer. If this is a module content CD, you should read the on-screen instructions and select the option to install the Management System items (templates and/or reports). If this is a separate Lesson Module CD, the DataSafe application should automatically start.

Note: *With either type of Lesson Module CD, if the CD does not AutoPlay, follow the instructions printed on the CD.*

2) The installation of these items may happen automatically in which case you can skip the rest of this section. If not, the installer will display a list of all the items it finds in a list box on the left of the displayed screen.

3) Select all items in the left hand list box that you wish to install and click the **Add** button. The selected items will move to the list box on the right of the display.

Tip: *When installing Lesson Modules and Report Profiles, select only those items that you wish to use. Selecting items that you will never use will only slow down the installation process and fill the database with unwanted data. Lesson modules and Report Profiles can always be installed at a later date if required.*

4) If the **Overwrite Options** panel towards the bottom right of the display does not show **Prompt**, then click the **Overwrite** button and select the Prompt mode. This guarantees that if DataSafe finds an item of the same name and number already installed in your database, it will prompt you to confirm that you wish to overwrite it before continuing.

5) Click the **Install Listed Items** button. The selected items will now be installed.

   DataSafe makes a number of cross-reference checks as it installs each item. These checks may cause the installation of lesson modules and Report Profiles to take several minutes.

Note: *Multiple versions of the same lesson module can coexist in the ClassAct database. Any work completed using a previous version will remain linked to that version. For students to begin using the new version, you must assign it to their course profile - See Tutorials 8 (Page 53) and 9 (Page 53) of this manual. You will receive a warning message telling you that this new version will not be added to the default course profile.*
If you are re-installing the same version of a module you should choose the 'Overwrite' method of installation.

   If Report Profiles are also being installed, DataSafe automatically generates a list of all the report elements available in the profile(s) which are linked to Lesson Modules currently installed on your system. Click the **Install** button to continue.

Report profile elements marked with an [A] are 'Append' elements. If your system already has a report element with the same name as an append element, the new report information will be appended to the existing report.

6) When all items have been installed click the **Exit** button in the top left corner of DataSafe.

Student Computer Software Installation

Each student workstation requires a PC running Microsoft Windows® which can communicate with the Class*Act* NT management system via a Local Area Network (LAN) connection. A list of the basic computer requirements and any 3rd party pre-requisite components needed to run the Class*Act* workstation will be displayed at the start of the installation process.

The computer requirements may also be dictated by the study modules being used at the workstation – for example, a 'Graphics & Animation' module may require a certain minimum video card specification. Refer to the Instructor's guide supplied with the module package for specific workstation requirements.

The student workstation computer requires the following system software components:

♦ The Class*Act* Launcher from which the student logs on and requests work. The Launcher handles all communications between the workstation and the management system.

♦ Program structures to display the learning materials to the student. These include the Computer Aided Instruction materials (CAI) and On-Screen Manuals (OSM) which accompany many modules.

♦ The PC Data Terminal to enable students to enter question responses when working from paper-based learning materials.

♦ A utility to set up the workstation options and preferences.

In addition, the workstation requires the study module content. These are the learning packages which the student is to study and contain the graphic, text, movie, sound and video files to be presented as CAI and OSMs.

The installation of the student workstation therefore divides into two stages:

❶ System installation

❷ Module content installation

❶ System Software Installation

System software installation only needs to be performed once on each student workstation computer. If the system is already installed there is no need to install it again unless it is being updated.

The workstation system installation is provided on CD with full on-screen installation instructions.

If the workstation computers are networked and you wish to install the software to a fileserver, refer to Appendix A - Networked Workstation Installation (Page 53) for further instructions.

For more information on how you might use Windows deployment techniques to install the workstation components to multiple machines, visit the Support pages of the LJ Create website.

To start the standard installation from the CD:

1) Insert the Class*Act* Workstation CD into the first workstation computer.

Note: *If the installation instructions do not appear after a few seconds, remove the CD and read the instructions printed on the label for manually starting the install.*

2) Follow the on-screen instructions to install the software making any selections when requested.

3) Upon completion remove the CD. You may be asked to reboot the computer.

4) Repeat this procedure on all student workstation computers.

The program items will be added to an LJ area on the Windows Start Menu and will include a 'Student Logon' item and a 'Workstation Setup' item.

❷ Module Content Installation

Many of the study modules have associated Computer Aided Instruction packages (CAI) and On-Screen Manuals (OSMs). Although the program structures required to run these packages were installed during the Workstation System installation, the module content files themselves must be installed before the student can load the learning content. The content files are supplied on CD with the module.

Note: *If the system has been set up as a network install, the learning content files need only to be installed to the fileserver. (See 'Appendix A - Networked Workstation Installation' Page 53 for more information)*

In addition, each module may have other application software to install. This may be produced by LJ Create, or it may be supplied by a third party, e.g. Microsoft Encarta®.

Note: *Detailed installation instructions for each module are supplied in the Instructor's guide for that module or will be displayed automatically when the module installation CD is inserted. You should always follow these instructions.*

System Configuration

This chapter covers configuring the newly installed software. It includes the setting up of both the management system software and the student workstation. Some of these settings are essential to the operation of the system, others are just personal preferences.

Both the management system and student workstation computers have administration/setup utilities. These utilities are kept separate from those used for normal day-to-day operation.

Class*Act* System Administration

During the management system software installation a program item labeled **Class*Act* System Administration** was created. This item runs Class*Act*'s **Administration Manager** used to setup some of the features of the management system software.

In addition, if you intend to use any of the LJ eContent HTML based learning materials, some further items may need setting up.

The items covered in this section are:

❶   Keeping data backups

❷   Setting Class defaults

❸   Setting up to view and mark Class*Act* HTML eContent

❹   Setting up the workstation network

❶ Keeping data backups

Any data stored on a computer is vulnerable and volatile. Hardware failures, viruses and even theft can and do cause loss of valuable computer data. Hopefully this will not happen but making backups is like taking out insurance. You hope that you will never have to make a claim but you pay the premiums for peace of mind.

Class*Act* automatically stores all the answers and scores for a class of students in its database. As students work through the lesson modules, this class data becomes an important record of their work that needs to be retained for future report generation. However, there is no guarantee that this data will still be there next time you start the management system. It is therefore essential to adopt a backup procedure to store a copy of the data, preferably on a different machine or media.

Fortunately, Class*Act* comes with built-in functions to perform complete database backups and restores – all you have to do is ensure that they are setup and being used.

Class*Act* systems using a local Microsoft Access Database

By default, Class*Act* is installed with the automatic backup option switched on. This will save a complete copy of your database every time you exit the application. When first installed, the copy is made to the BACKUP folder alongside the DATA folder containing the current database. Ideally you should change this backup folder to a location on another computer or fileserver. To do this:

1. Start the Class*Act* Administration Manager and enter the password when prompted.
2. Click the 'Database Housekeeping' button and ensure that the 'Backup on exit' option is checked.
3. Browse for the folder where you wish the backups to be stored.

Press the F1 key for more help on the backup and restore options.

Class*Act* systems using a Microsoft SQL database

During the installation of the Class*Act* database onto your database server, a separate database backup/restore utility will have been installed. You will have been prompted to run this utility after installing the database.

You can also run this utility separately from the Windows Start menu to reconfigure your backups. Follow the on-screen instructions and use the built-in help (press F1 while the utility is running) for more information on configuring the backup location and schedule.

This same utility can also be used to restore a previously backed-up database. Again, use the on-screen help for more information on performing a database restore.

If you are running the full Microsoft SQL server edition, you may choose to use the built-in functions for backing up and restoring databases. Refer to the help supplied with SQL server for setting this up.

❷ Setting Class Defaults

Each time a new class is added to the system, its initial settings are taken from a **'Default Class'** already stored in the database. The settings copied include items such as the order in which students are listed on the management system and which load work options will be available to students at their workstations. Under normal operation this class cannot be seen or its settings changed, however, when accessed from Administration Manager, the default class can be configured.

To set the class defaults:

1) Click the Windows **Start Menu** and choose the Class*Act* System Administration item from the LJ menu group.

Note: *You will be prompted to enter the Master Password. This prevents unauthorized access to the Administration Utilities. The password is set to* **'LJ'** *during installation. Once access has been gained to Administration Manager, all the system's passwords, including the master password can be changed.*

2) Click the **Default Class Settings** button.

3) The display will show the current settings for the default class. (The first two tab pages of this screen are disabled in this mode).

Some of these settings are covered in '*Tutorial 12 - Examining the Class Settings*' (Page 53) later in this manual. Details on all the settings displayed on this page are contained in the on-line help - press the **F1** key to display the help for this screen.

4) Once all the changes have been made, click the Return button at the top left of the toolbar to return to the Administration Manager main menu and then exit 'Administration Manager'.

❸ Presenting and Marking ClassAct eContent

If you are using eContent learning modules on your system and you wish to preview, present and mark student workbooks at the Class*Act* management system, then you need to perform some additional setting up.

Presenting Class*Act* eContent

The Class*Act* eContent Browser application enables you to run Class*Act* HTML learning content in presentation mode from the management computer. This is the same learning content your students will use and has options for optimizing the appearance for use on projectors and whiteboards.

To be able to open the HTML learning content from the management system, the content must either be installed onto the management computer or accessed off the network.

Installing eContent modules onto the Class*Act* Management System
You can use the same module content CDs to install the learning content onto the Management System as are used to install the content to the student workstation. Simply insert the CD and follow the on-screen instructions.

Using eContent from a Network Install
If the learning content has already been installed to a network for access by the student workstations, then you must inform the system how to access it:

1) Run the Class*Act* Management System from the Windows Start Menu.

2) Select the '**Preview eContent Learning Material**' option from the Class*Act* Main Menu. If the learning content cannot be located automatically, you will be prompted to browse for it.

3) Browse for the network location containing the learning content, usually located in the **X:\LJCAI\MANUALS\HTML** folder, where X is the network drive mapping where the workstation and content files are installed.

Note: *This folder should contain a series of sub-folders, one for each installed eContent module, designated with an 'M' followed by a unique 6-digit module number.*

Press the **F1** key while you are in the eContent Browser for more help on making this setting.

Installing eContent Instructor Resources
Regardless of whether you are accessing the learning materials off the local machine or the network, you may also have the option to install additional '**Instructor Resources**' off the eContent installation CD. These usually contain additional notes on the module, answer keys and typically completed work. You should install these either to the local management system computer or a network location which your students do not have access to.

Marking Student Workbooks

Many of the eContent based study modules have an electronic student workbook where students can save written/typed answers and attach files. The student can choose where to save this workbook information. Typically it would be in their own 'Users' area on the network or their 'My Documents' area – the same place they would use to save other work such as Microsoft Word documents.

As well as the student's copy of a workbook, the system can be setup to save an additional copy of each completed workbook to an area available to the management system. The completed workbooks can then be viewed and marked by the tutor.

This involves setting up a shared location where all student workstations can automatically save completed workbooks. This same location can then be accessed through the management system by the tutor.

Detailed instructions on setting up this option are given in the on-screen help accessed from the eContent Browser application. Run the browser by clicking the 'Preview eContent…' button on the Class*Act* Main Menu and then press **F1** for more information.

An alternative approach which requires no setting up is to ask the students to print their completed workbooks and hand them in for marking.

❹ Setting up the Workstation Network

Before student workstations can be logged onto the network, the Class*Act* management system must register all stations and assign a unique network ID number for each one.

To detect each workstation in the network all units must be switched on and the Scan facility started. Before scanning the network you will therefore need to setup the student workstation computers. In the last section of this chapter, we will return to Administration Manager and complete the scanning process.

Student Workstation Setup

This section deals with the setting up of student workstation computers and the LJ workstation Launcher client.

During the Student Workstation System Installation the **Launcher Setup** utility was installed onto the workstation computers. Some of the features and settings provided by this are:

❶ Workstation Passwords

❷ Startup options

❸ Learning Programs

❹ Fault insertion settings for LPT/USB/COMM

❺ CAI and OSM Module content installation

❻ Creating and Editing Application Launch Codes, (App Codes)

Note: *Ensure that you have sufficient rights to the local computer (and network if this is a network installed workstation) to save the changes made to setting in this utility. You may need to logon as Administrator – see your Network Administrator for more help.*

Starting the Workstation Setup utility

Using the Windows **Start Menu**, choose the Workstation Setup item in the LJ ClassAct submenu to start the Launcher Setup utility.

Note: *You can also start the Workstation Setup utility from within the Student Launcher client by clicking the Launch CAI/App button on the Launcher and entering an App Code of '*SU'.*
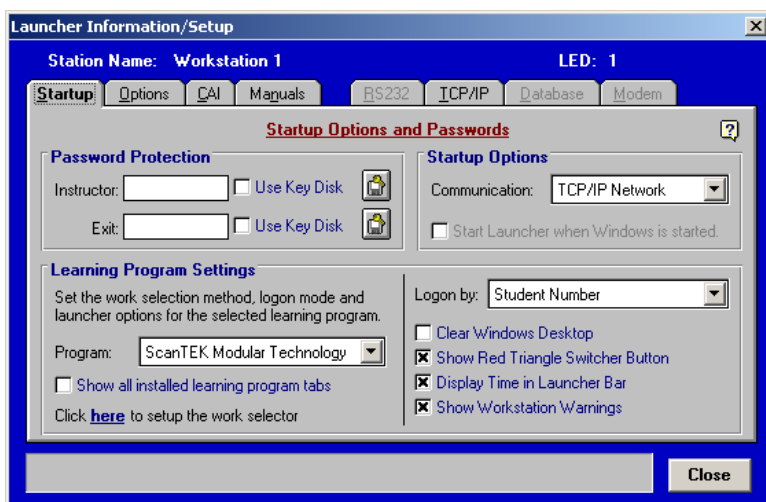
The **Launcher Information/Setup** utility consists of a number of tab pages each containing settings and information for a different area of the workstation. When the utility is run it will display the Startup page (you may have to enter the 'Instructor' password if one has been set).

Notice the help image 🛈 to the top right of the application. Click this image (or press the F1 key) to call up comprehensive on-screen help with information for all the settings in the utility.

The Setup utility gives you the opportunity to save or discard any changes when you exit the program.

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❶ Workstation Passwords

In most classroom situations you will want to restrict access to some functionality on the computer. By setting passwords and the startup options you can achieve a level of control over which applications students have access to.

Note: *The restrictions supported by the Launcher software are only meant as a first line of defence. To fully protect the workstation you should investigate Windows policy restrictions and third party protection systems. Discuss these issues with your network administrator.*

Initially there will be no password required to run this utility. However, since the intention is that students should not be able to access the settings in this application, you should add a secure 'Instructor Password' before allowing students on the computer.

Instructor Password: Restricts unauthorized access to the Launcher Setup utility.

Exit Password: Prevents students from exiting the Launcher client and returning to Windows.

❷ Startup Options

These two settings determine how the Class*Act* Launcher will behave at startup:

Communication: [TCP/IP Network   ▼]

The options in the above drop-down box determine how the system will connect and communicate with the management system's database. This should be set as shown above. See the on-screen help for more information on the other options available in this box.
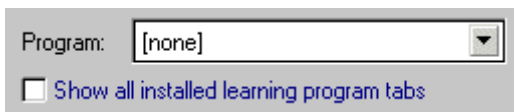
☒ Start Launcher when Windows is started.

When this box is checked, the Launcher client will automatically start when Windows is started.

❸ Learning Programs

The various study modules have been grouped together under higher level categories called 'Learning Programs', examples include 'Scantek' and 'Living with Science'. Each Learning Program can have its own set of options. These include how the student will logon and select work, whether to display the time and the red triangle switcher button in the Launcher bar and other settings.

The first choice to make is whether you want the students at this workstation to select their work from a graphical menu (called the Graphical Work Selector). If you prefer that your students are not able to see and browse through learning material they will be using in the future, then you should not use the Work Selector. Without the Work Selector enabled, students must either enter the ID numbers of the work they wish to load or select from simple pop-up menus.
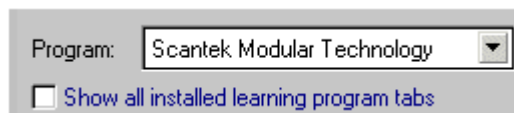
If you choose '[none]' as shown on the right, students will not see the Graphical Work Selector.

Program: [none] ▼
☐ Show all installed learning program tabs
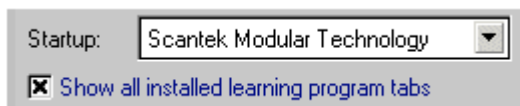
If you choose a Learning Program, then the student will be able to select their next piece of work from a graphical 'Work Selector'.

Program: Scantek Modular Technology ▼
☐ Show all installed learning program tabs

The graphical Work Selector has tabs for each Learning Program installed. If students using this workstation need to load work from different Learning Programs then you will need to check the box allowing all installed Learning Programs to be displayed. When you do this, the program you originally selected becomes the tab which will be selected at startup. In the following example, a student logging on will see all the Learning Program tabs but the Scantek tab will be selected.

Startup: Scantek Modular Technology ▼
☒ Show all installed learning program tabs

Having decided which method of work selection to use, you can now set the other options to the right of this box to apply to this workstation. The main options are listed below, for further information on these and the other settings see the on-screen help.

Clear Windows Desktop	With this option set, the Launcher will attempt to hide all items on the Windows Desktop and switch off the Task bar and Start Menu when it first starts. This provides a degree of protection to the Windows operating system although other protection mechanisms should be employed to provide full tighter security.
Show 'Red Triangle' switcher button	Determines whether the Launcher's red triangle application switcher button is displayed in the bottom right corner of the display.
Logon Mode	Determine which information the student enters to logon to the management system.

Note: *If this is a network installed workstation, Learning Program settings will automatically apply to all ClassAct workstations on the network.*

The 'Work Selector' application also has a number of settings to determine how it appears and operates. You can run this program in Administration mode by clicking the link as shown below:

Click **here** to setup the work selection dialog

When running in this mode, the Work Selector options can be set by right-clicking on various items (mostly the Learning Program tabs) and selecting from the pop-up menus which appear.

Once you are happy with the settings for the Work Selector and Workstation then you should close both setup applications saving any changes if prompted.

For more information on Learning Programs and the Work Selector, refer to '*Appendix B – Work Selector Learning Programs'* (Page 53) at the end of this manual.

❹ Fault Insertion Settings – LPT/USB/COMM

If the student workstation is connected to one of the LJ circuit board platforms, Virtual Instrument Panel (VIP), Experiment Platform (ExP/EP) or Panel Trainer, it can be configured to automatically switch circuit faults in and out at the appropriate times in the coursework.

To instruct the Launcher to send the fault information to the unit, make the following settings:

1) First ensure that the Launcher Setup utility is running.

2) Select the **Options** page.

3) Select the port to which the fault information should be sent (usually the first entry in the list will function with most workstations).

4) Connect the appropriate unit to the workstation and use the **Test** button to check that the fault switching is functioning correctly.

❺ CAI and OSM Module Content Installation

The CAI tab page of the Launcher Setup Utility provides options for, removing, setting up and test running CAI content packages. The 'Information' button is useful for finding out the Lesson Module version requirements for a selected module. Similarly, the OSM tab page provides the same options for On-Screen Manual packages.

CAI and OSM module content installation was covered in detail earlier. Refer to the on-line help for more information on the other functions on these pages.

❻ Creating and Editing Application Launch Codes

An Application Launch Code consists of a string of up to 10 characters linked to an application executable file to be run when the code is entered by the student. For paper-based work, the code is given to the student in the manual but only when it is needed. If the station restrictions (covered in previous sections) have been setup, this prevents the students from running applications until the correct time. For on-screen material, the student may be asked to click a link or button to run an application, however, this may still be linked to the application through the launch code.

New application launch codes are added automatically during module content installation, however, you may wish to run other applications from the launcher or change existing launch codes if applications are installed to different locations or moved after installation. The Launcher Setup utility provides a way of doing this:

1) First ensure that the Launcher Setup utility is running.

2) Select the **Options** page and click the **Apps** button.

3) The Application Codes box listing all the current application codes appears. To create a new launch code click the **Add** button. To edit an existing one, first locate and select it in the list and then click the **Edit** button.

4) The App Code Setup dialog box allows you to enter or edit the App Code that the student is to use to run the application.

5) Enter the full path to the executable file of the application in the Path to Application box, (use the Browse button if you are unsure of the path).

6) Select the required options and click OK and then close the Application Codes dialog box.

Setting Up and Scanning the Workstation Network

The Class*Act* NT management system's **Administration Manager** is used to **Scan** the workstation network to detect and assign a unique ID number to each student workstation. Once the scan is complete, the management system displays a schematic image of the classroom/laboratory on the screen. The layout of this representation can be adjusted to mimic your classroom and each workstation can be named.

Note: *ClassAct automatically detects and assigns unique network IDs to any new units added to the network even when running in its normal operating mode. If a workstation which has previously been assigned a network ID is removed, the normal operating mode will not remove its associated unit icon. While this doesn't affect the operation of the system, over time the layout screen may become 'cluttered' with unused icons so you may wish to re-scan the network.*

This section assumes that your workstation network is functioning correctly. The steps needed to scan the network are:

1) Starting at the management system computer, run the Class*Act* Administration Manager as described in the previous section.

2) Click the **Network Manager Settings** button on the 'Main Menu' and then the **Set Network Workstation Layout** button on the 'Network Functions' screen.

3) Switch on the first Student Workstation and start the **Launcher Setup** utility from the 'Student Workstation Setup' shortcut in the LJ ClassAct Windows Start Menu group.

4) Switch to the **TCP/IP** tab and enter the computer/network name or IP address of the Class*Act* management system computer into the box provided.

Tip: *Move your mouse over the Management icon on the ClassAct Management System's Network Layout screen and its IP address will appear in the Status bar.*

5) Click the **Scan** button on the Launcher Setup.

Note: *If the management system is not detected after a few seconds, an error message will be displayed. Check that you have entered the correct IP address/name and that the management system is running and showing the network mimic screen.*

6) Repeat this process for all the remaining student workstations.

7) Now return to the management system and click the **Scan** button in the top right of the Class*Act* toolbar and continue through the message prompts which appear.

8) After a short delay, a number of workstation icons will appear on the screen. Check that the correct number of icons has appeared, if not then one or more of the stations is probably not active.

9) 'Drag' the icons on the screen to create a representation of your classroom.

   If you wish, you can right-click on an icon and set a name for that workstation to help you identify it later. Additionally, you can add a background bitmap image to the network screen – this would typically be a representation of your room and enables you to overlay each workstation in its actual position. Press the F1 key for help on setting these options up.

10) Once the workstation layout and details are complete, click the **Home** button to return to the Network functions menu, click **Home** again to return to the main menu and **Exit** to leave Administration Manager.

11) Now return to each workstation and close the 'Network Number Scan' dialog box and then click the 'Close' button to exit the Launcher Setup utility saving any changes.

   The network setup is now complete.

Class*Act*
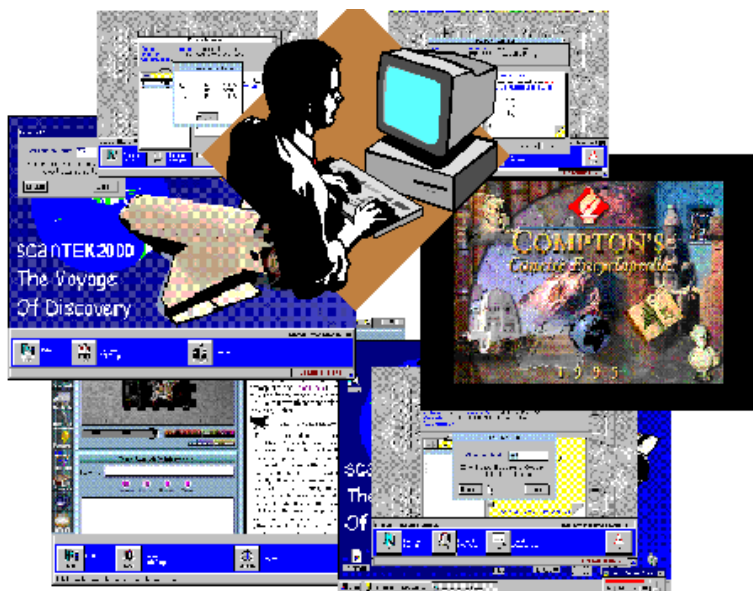
Section 2 – Class*Act* Tutorials

*Phase 1 - Basic Class**Act** Operation*

This chapter covers the basic day-to-day running of the Class*Act* system. It assumes that the system is installed and ready to run.

You will need to work on both the management system and at least one student workstation.

The tutorial covers the following areas:

Note: *These tutorials assume that you are familiar with using the Windows operating system. If not, you should first familiarise yourself using the help and guidance supplied with Windows.*

Tutorial 1 - Starting the Class*Act* Management System

Start the Class*Act* Management System program by selecting it from the **Start** button as shown:
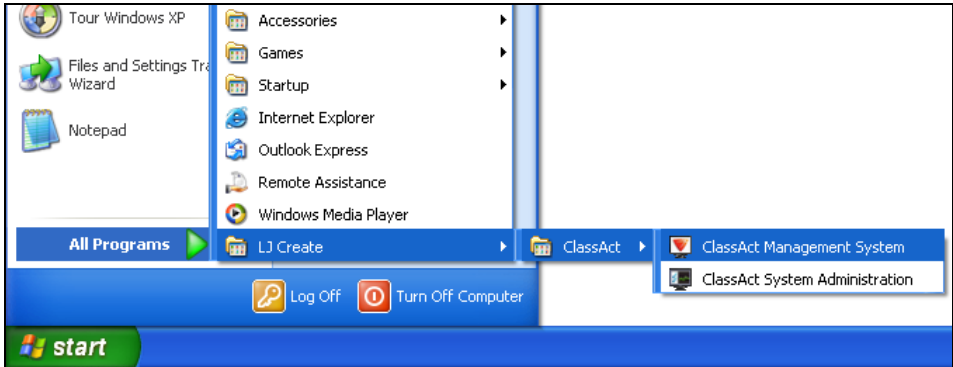
Unless it has been de-selected by a previous user, the opening screen contains an information box that shows that a comprehensive system of on-screen help is provided:
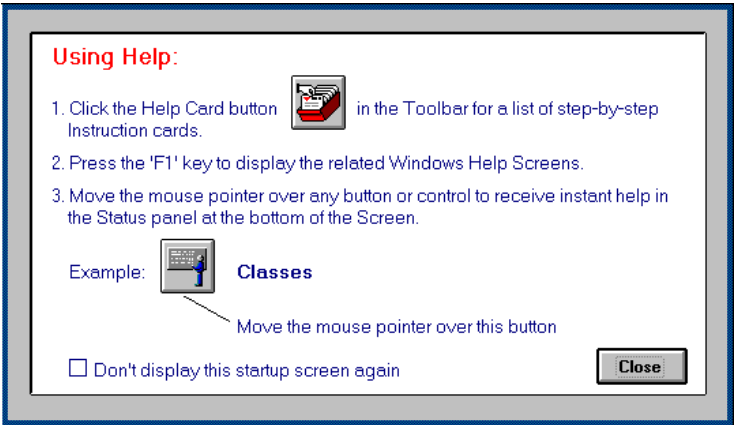
Help screens throughout Class*Act* are context sensitive, that is, the help information displayed is appropriate to the activity you are currently engaged in.

You can explore this facility by following the on-screen instructions.

Click the '**Close**' button to remove this information box.

The core Class*Act* Management System functions can be accessed using the buttons and links on this Menu page. The exact appearance will depend on the items you have installed on your computer but will look something like the screenshot below:
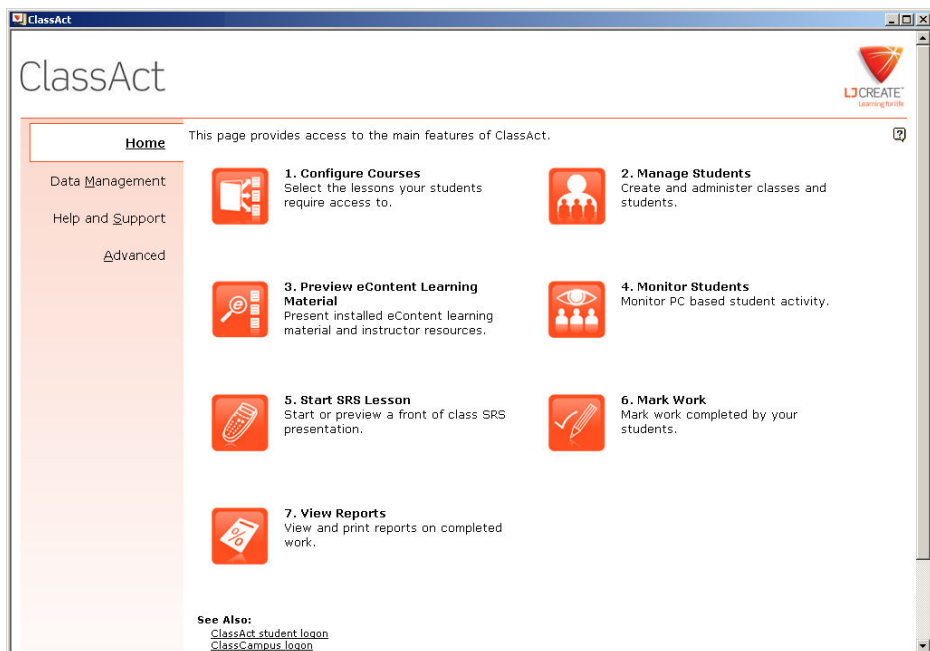
In working through the following tutorials you will be introduced to the classroom management facilities available to you from this menu.

More functions can be accessed by selecting the different tab pages listed down the left.

Note: *As well as clicking the button with the mouse, the button functions can be accessed by pressing ALT + the number key and then the Enter key – so for example to manage your students you can press* **ALT** *+* **2** *followed by* **Enter***.*

Tutorial 2 - Registering students on the system

For the purposes of this tutorial, a class of students has already been partly created and is pre-installed on your system.

Viewing the Class list

1) To view the class list click on the **Manage Students** button from the Menu screen. A screen similar to that following will be displayed

The left hand tab (labeled **Class**) is automatically selected and your screen will show the class (or classes) that are on your system. Note that classes have a reference number together with a name.

A fictitious class of students with handed in work has been created for use with this tutorial called **Tutorial Class.**

2) If it is not already highlighted, click anywhere on the row:

99   Tutorial Class
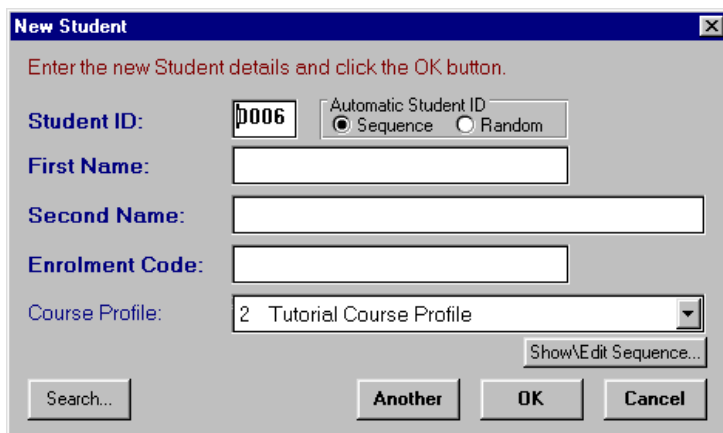
There are three major sections in the Class Manager window. These can be accessed by clicking on each of the tabs labeled **Class**, **Student** and **Class Settings**. The four buttons located in a vertical line on the right hand side of the current screen enable you to create and modify class related information. We will investigate their use later. Click on the '**Student**' tab. A list of the students in this class is displayed together with their 4 digit student ID number.
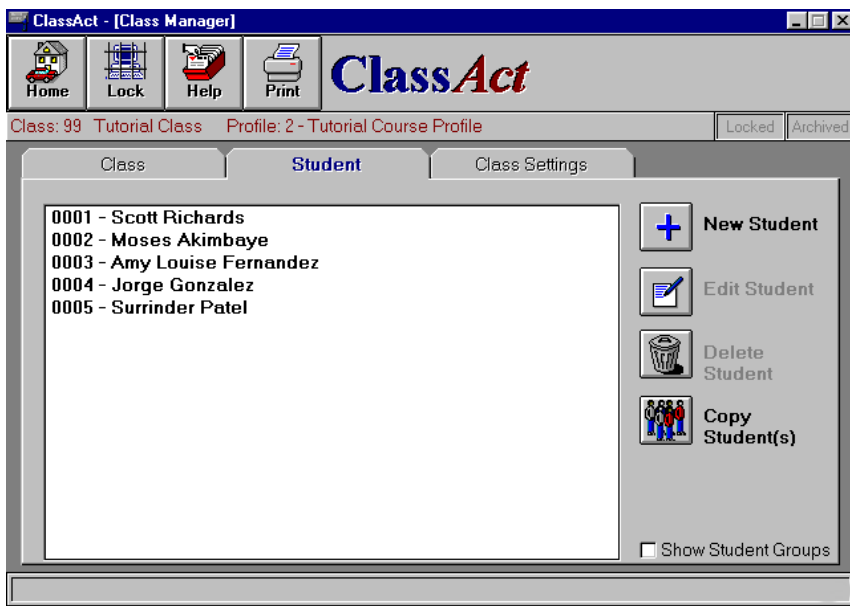
Adding new students to a class

In the following exercise we are going to add three more students to this class.

1) Click on the '**New Student**' button.

The displayed Student ID has automatically been generated to follow in sequence
with existing student IDs. For the moment we will accept the number displayed
but note that you can edit the student ID to any number between 1 and 9999 with
the proviso that the number is not already allocated to a student in this class. An
alternative option is to select the '**Random**' button. This will generate a random
unique 4 digit student ID for you.

2) To select the **First Name** field either use the Tab key or position and click the
mouse cursor in the First Name field. Type a first name e.g. Sarah. Select the
Second Name field and type a second name e.g. Edwards. The **Enrolment Code**
is optional and we will use this facility later.

The Course Profile is already correctly selected. We will explore the concept and creation of course profiles in a subsequent exercise.

3) Click on '**Another**'. In the dialog box enter another student's name e.g. John Harper in the first and second name fields respectively.

4) Click on '**Another**'. In the dialog box enter a third student's details.

5) Click on '**OK**' to accept the third student's details and close the dialog box.

The three student names you have entered can now been seen in the student list.

Make a note of the students' IDs that you have created and the class number (99) - you will need them later in this tutorial guide.

Student Groups

As well as individual students, Class Manager can also be used to create student groups. A student group consists of a group name and 4-digit group ID number. Up to eight students from the class can be assigned to each group. At logon time, the students in the group can logon with their group ID, in this way all members of the group are logged on in a single action.

To show, add, edit or remove student groups, click the 'Show Student Groups' check box. To move students into a group, select and then drag each one to the required group.

Note: *Students who are members of a group can still logon individually providing their group is not currently logged on.*

You have now completed this tutorial. Before starting the next tutorial you need to return to the Class*Act* Management System main menu screen. Click on the '**Home**' button in the top left hand corner of the screen.

Tutorial 3 - Monitoring students working on the network

In this tutorial you will investigate some of the facilities that allow you to monitor student activity on the network.

From the Class*Act* Main Menu screen click on the '**Monitor Students**' button. Class*Act* displays the **Network Mimic** screen for your installation. (The exact appearance of this screen will depend on the setup for your installation).
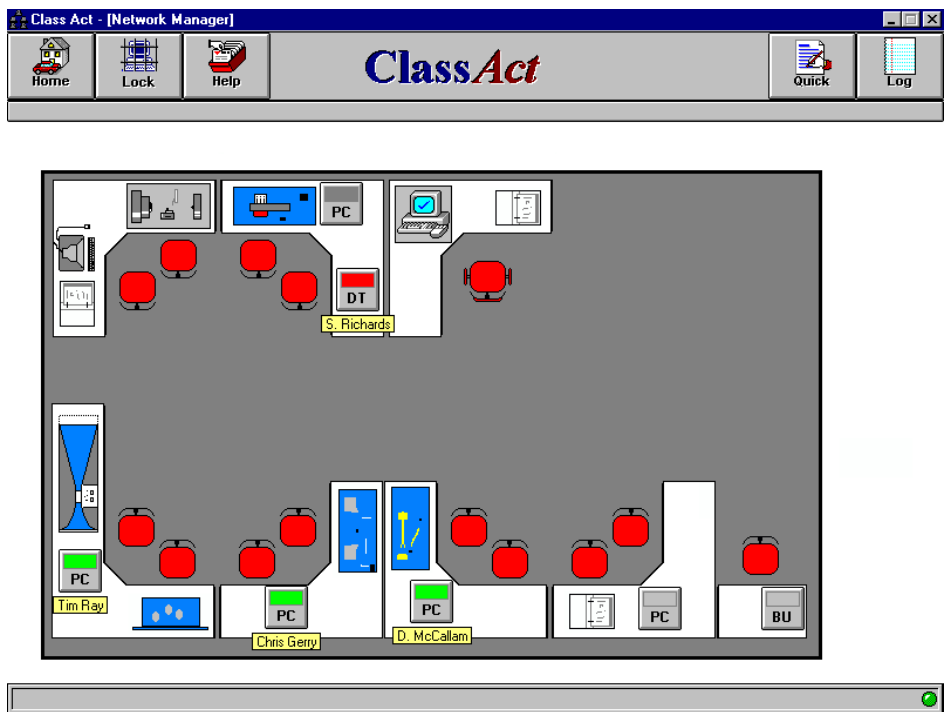
This screen enables you to quickly identify which student workstation(s) are being used. When a student logs-on to the system the icon representing the workstation that the student is using will change color and their name will appear underneath the icon.

Data entry

> In order for students to enter their responses to the questions in the curriculum material, they need to log-on via one of the range of L J student workstation(s). For this tutorial you will also need to be able to log on to a student workstation and complete a piece of work.

Note: *If you are not already familiar with the operation of the student workstation then you should refer to the 'Getting Started Guide' and 'Workstation Tutorials' provided on the ClassAct Workstation CD. Use Class 99 and the student ID of the first student you created in the previous tutorial.*

Collecting student answers

1) Log on at a student workstation using the third student's ID that you created in Tutorial 1.

2) Load Assignment/Chapter **1** of Module **71.00**

3) We need to generate some "student" responses. Enter the following answers to the prompts for the two questions in the first section of the Data Terminal tutorial:

Q1   **Yes**

Q2   **Yes**

4) Move on to the next section of the Data Terminal Tutorial and enter the following responses to the first three questions in this section:

Q1.1a   **C**

Q1.1b   **4**

Q1.1c   **Yes**

Monitoring student activity

The Watch Window

1) To monitor the progress of a student who is currently logged-on to the system, double click on the icon representing their workstation on the management system computer.

This screen displays the details of all the questions in the assignment/chapter currently being worked on. The screen will update in real time as new responses are made.

Note: *Depending on how your system has been set up, the term 'Assignment' may be replaced with 'Chapter'. To prevent having to continue referring to assignment/chapter, all future references in this manual will be referred to as assignment only.*

2) Return to the student's workstation and answer the next question (Q1.1d) as **48** (Although the correct answer is actually **45**).

3) Return to the management computer. The student's response to Q1.1d is shown in red, indicating that their response is incorrect and the student has been awarded 0 marks in the right hand column. Also note that the student's current section score of 60% is displayed in the row at the top of this section.

4) Click on the '**Return**' icon.

The Network Log
It is possible to view the progress of a number of students simultaneously:

5) Click on the '**Log**' button in the toolbar (top right hand corner of the screen). Class*Act* displays the **Network Log** screen.

   There is only one student line displayed in the log because only one student is currently logged on.

6) At the student workstation enter -273.1 (w*here -273.1 is the correct answer to Q1.1e)* in response to the 5th question. Note that, on the management computer, the fields relating to Section Progress (Sec Prog), Assignment Score (Asn Score) and Section Score (Sec Score) have been updated in response to the student's correct answer.

7) You should now Hand-in the student's work but **do not** log-off yet.

Tutorial 4 - Reporting students' work

We will now investigate some of the facilities that enable you to generate reports on students' work.

1) From the Network Mimic or Network Log screen on the management system computer, click on the '**Quick**' button in the toolbar to generate the first report.
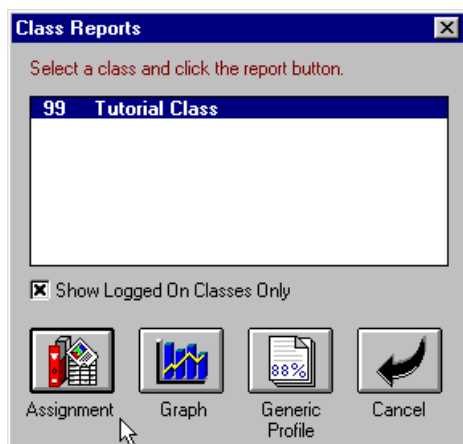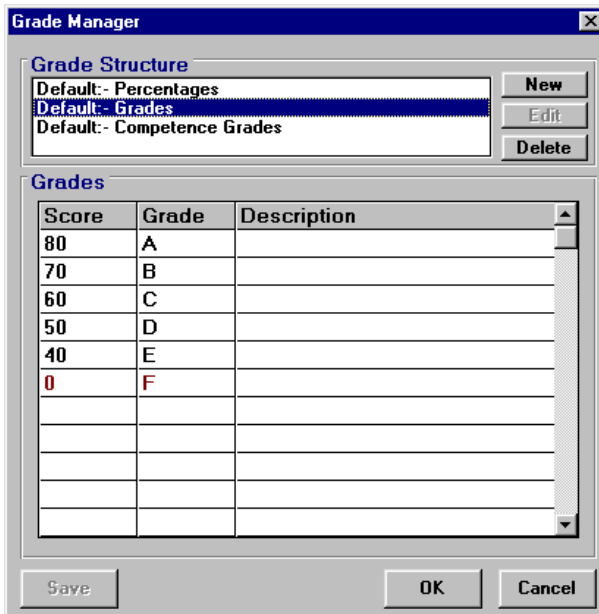
Since only a single student is currently logged on, a box appears containing the name of the class which the logged on student belongs to. If students from more than one class were logged on, then those classes would also be listed. (To show all classes regardless of whether students in them are currently logged on, uncheck the **Show Logged On Classes Only** box).

2) Click the '**Assignment**' button to generate an Assignment report for the selected class. The report shows the individual results of all students' work in this class.

Setting up Grade Structures

1) Click on the '**Grades**' button. The grade and optional grade description associated with each score band for the selected grade structure is displayed:

```
Grade Manager                                              ⊠

 Grade Structure
 Default:- Percentages                              New
 Default:- Grades                                   Edit
 Default:- Competence Grades                        Delete

 Grades
 ┌──────────┬───────┬──────────────────────────┐ ▲
 │ Score    │ Grade │ Description               │
 ├──────────┼───────┼──────────────────────────┤
 │ 80       │ A     │                          │
 │ 70       │ B     │                          │
 │ 60       │ C     │                          │
 │ 50       │ D     │                          │
 │ 40       │ E     │                          │
 │ 0        │ F     │                          │
 │          │       │                          │
 │          │       │                          │
 │          │       │                          │
 │          │       │                          │ ▼
 └──────────┴───────┴──────────────────────────┘

   Save                          OK       Cancel
```

All fields can be edited in order to achieve a particular grading structure but note that the lowest grade must be set to a value of 0. Right-click in the Description field for a grade to set its color.

2) Click in the field immediately below the Score column heading. Edit the number to **85** and press the '**Enter**' key. Click in the Grade field and edit the contents to display **D** and press the '**Enter**' key. Click in the Description field and type **Distinction** and press the '**Enter**' key. Now edit the other fields to produce the following grade structure:

```
┌─ Grade Manager ──────────────────────────────────────── ⊠ ┐
│                                                             │
│  ┌─ Grade Structure ──────────────────────┐    ┌────────┐ │
│  │ Default:- Percentages                   │    │  New   │ │
│  │ Default:- Grades                        │    ├────────┤ │
│  │ Default:- Competence Grades             │    │  Edit  │ │
│  │                                         │    ├────────┤ │
│  └─────────────────────────────────────────┘    │ Delete │ │
│                                                  └────────┘ │
│  ┌─ Grades ───────────────────────────────────────────────┐│
│  │                                                      ▲ ││
│  │  │ Score │ Grade │ Description          │             │ ││
│  │  │ 85    │ D     │ Distinction          │             ▒ ││
│  │  │ 75    │ M+    │ Merit Plus           │             ▒ ││
│  │  │ 65    │ M     │ Merit                │             │ ││
│  │  │ 50    │ P     │ Pass                 │             │ ││
│  │  │ 40    │ R     │ Referred             │             │ ││
│  │  │ 0     │ F     │ Fail                 │             │ ││
│  │  │       │       │                      │             │ ││
│  │  │       │       │                      │             │ ││
│  │  │       │       │                      │             │ ││
│  │  │       │       │                      │             │ ││
│  │  │       │       │                      │             ▼ ││
│  └────────────────────────────────────────────────────────┘│
│  ┌────────┐                        ┌────────┐  ┌────────┐  │
│  │  Save  │                        │   OK   │  │ Cancel │  │
│  └────────┘                        └────────┘  └────────┘  │
└─────────────────────────────────────────────────────────────┘
```

3) Click on OK and observe the effect of the changes on the displayed report.

Alternative grading structures

It is possible to apply alternative grading structures to the students' question responses.

1) Click on the '**Grades**' button and select the grading structure Default:-Percentages. Click on '**OK**' and observe the new report display.

2) Click on the '**Grades**' button once more and select the grading structure Default:-Competence Grades. Click on '**OK**' and observe the alterations to the report display.

Printing the report

If you have a printer connected, you can print the on-screen report.

1) Click on the '**Print**' button in the toolbar

2) Edit any details that you wish to change in the dialog box which appears and click the '**Print**' button.

Note: *ClassAct uses your Windows default printer. To change the printer, click on Setup and then Change Printer.*

3) Click the Return button in the top left of the toolbar to leave Report Manager.

Tutorial 5 - Instructor Marked Work

Some assignments have been designated Instructor Marked. These contain work which cannot easily be graded by the student answering questions. An example of this is a presentation of a topic to a group of students or a written review of an assignment. In this situation you need to be able to manually score the students on their presentation skills and topic knowledge.

Many modules have Enrichment Activities which the student may be optionally directed to perform. These activities might cover presentation and report writing skills and have a suggested scoring procedure in the module's Instructor's Guide.

Assignment 5 of the Tutorial Module 71.00 contains a typical example of Instructor Marked work.

Note: *An assignment may contain both student questions and Instructor marked questions – this is termed a 'Combined' assignment.*

Selecting a Piece of Work to Mark

There are a number of ways in which an Instructor Marked piece of work can be called up. The system can be setup to automatically inform you when a student passes a point in the course where instructor input is required or the work can be manually selected using the View Grade/Work facility. Both methods are covered here:

Selecting Work using View/Grade Work

1) Return to Class*Act*'s Main Menu by clicking the Home button.

2) Click the '**Mark Work**' button. This calls up ClassAct's Assignment Manager. One of the purposes of this utility is to select instructor work to mark.

3) In the **Filter Options** section of the screen set the **Work Type** to **Instructor** and ensure that all three boxes in the **Work Status** section are checked.

4) Now select the **Tutorial Class** in the **Class** box and click the student whose work you wish to mark from the box underneath.

   After a few seconds a list of Assignments will appear in the box on the right. The contents of this list will depend on which Lesson Modules have been installed into your database.

5) Select assignment **5 Instructor Marked** in module 71.00 from this list.

6) Click the '**View/Grade**' work button at the bottom of the screen. Class*Act*'s **Watch Window** is displayed only this time with a yellow background and question descriptions.

Selecting Work from the Instructor Warning Icon

If the Course profile has been setup correctly, an Instructor Warning will be added each time a student passes a point in the course which requires instructor marked work to be marked. Instructor warnings are indicated with an exclamation symbol ![!] alongside the management system icon in either the network mimic or network log views.

Clicking this icon will bring up a list of assignments that are waiting to be marked. Double-click an entry to call up the Watch Window for the selected assignment ready for marking.

Marking an Instructor Assignment

Each piece of instructor marked work is typically broken down into a number of questions. Each of these can be assigned a number of marks. Once all questions have been marked, an overall score/grade is generated and assigned to the student's data record.
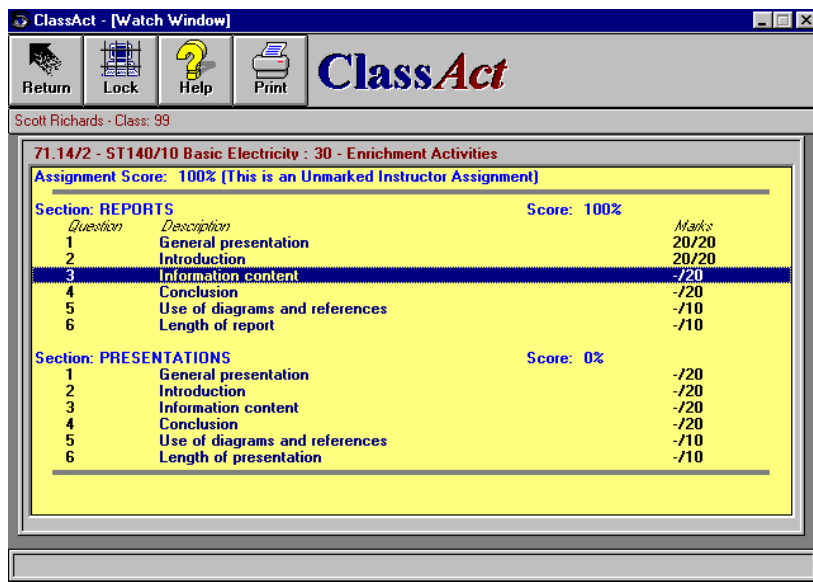
If the assignment being marked is from an HTML based eContent module, and the management system has access to the HTML learning content files, a ![] button will appear in the top right of the Watch Window. Clicking this button will open a copy of the learning content associated with this assignment in a preview browser window.

Additionally, if the assignment has an Electronic Student Workbook associated with it and the system has been setup to have access to the student workbook data files (see Page 20), a ![] button will appear in the top right of the Watch Window.

Clicking this button will open both the student's workbook and the Instructor Resources for the assignment. The Instructor Resources contain useful information on the assignment including help on marking workbooks.

For more information on the eContent Browser, see the installation section of this guide and the eContent Browser's own on-screen help.

To enter marks in the Watch Window:

1) Click on the line containing the first question. A panel appears displaying the question description and a box to enter your score.

2) Type in the number of marks you wish to assign to this question into the box. The maximum number of marks is displayed in parenthesis to the right of the box.

3) Press the '**Enter**' key to accept the marks. The selection automatically moves to the next line. (Press the '**Escape**' key instead of Enter to abort the entry).

4) Repeat steps 2 and 3 until all questions have been marked.

5) Click the Return button in the top left corner of the screen. You will be prompted to Hand In the marked work. Click '**Yes**' to record the work in the student's data record.

6) The work list displayed in Assignment Manager will now show this assignment in green to indicate that it has been completed, (although since this assignment is currently selected it will be in its highlight color).

Tutorial 6 - Closing Down Class*Act*

Any students still logged on when you choose to shut down will automatically be logged off. Their current work will be suspended until they next log on.

1) Return to Class*Act*'s **Main Menu**.

2) Click the Close button ❌ in the top right of the window.

3) If there are students still active on the network you will be warned.

4) Click the '**Yes**' button to continue with the shut down, Select '**No**' to abort it

Shutting down may take several seconds depending on how many students are currently logged on and whether the automatic database backup option is enabled.

During the shutdown process you may be prompted on a number of items, depending on the options currently set for your management system, these include:

a)   Saving the positions of any new or moved unit icons on the mimic screen.
b)   Compacting the database, (this is periodic).
c)   Creating backup data on floppy disk (autobackup mode).

5) Answer each of the prompts to complete the shutdown.

*Phase 2 - More Class**Act** Facilities*

This section of the tutorial covers more facilities of Class*Act* including setting up Course Profiles, backing up data and generating reports.

You will need to work on the management system and at least one student workstation.

The tutorial covers the following areas:

Tutorial 7 - Enabling a student to repeat work

When a student hands in work, their score for the attempted assignment is displayed on the student's workstation. At this stage the student can request and review their responses to the handed in work but cannot alter them. If the student is required to re-attempt the handed in work, the student's instructor must first release it.

1) Log on as a "student" who **has not** attempted the Class*Act* workstation tutorial (you may need to create another new student). With the Watch Window displayed, follow the steps in Tutorial 3 to achieve a score of 80% on assignment 1 of the tutorial module. Hand in the work but do not log off.

2) When the work has been handed in, return to the Class*Act* management computer. Position the mouse cursor on the Network Log entry or Network Mimic icon relating to the student and click on the **right** hand mouse button.

Note: *The right hand mouse button is widely used in ClassAct to give access to facilities related to the currently selected item.*
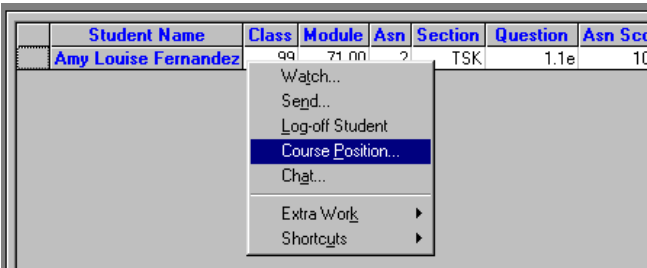
3) Click on **Course Position** in the displayed pop-up menu. The student's course position within the assigned work list is displayed.

Handed in assignments are shown in green and there is a ➡ symbol shown to the left of the next assignment to be undertaken.
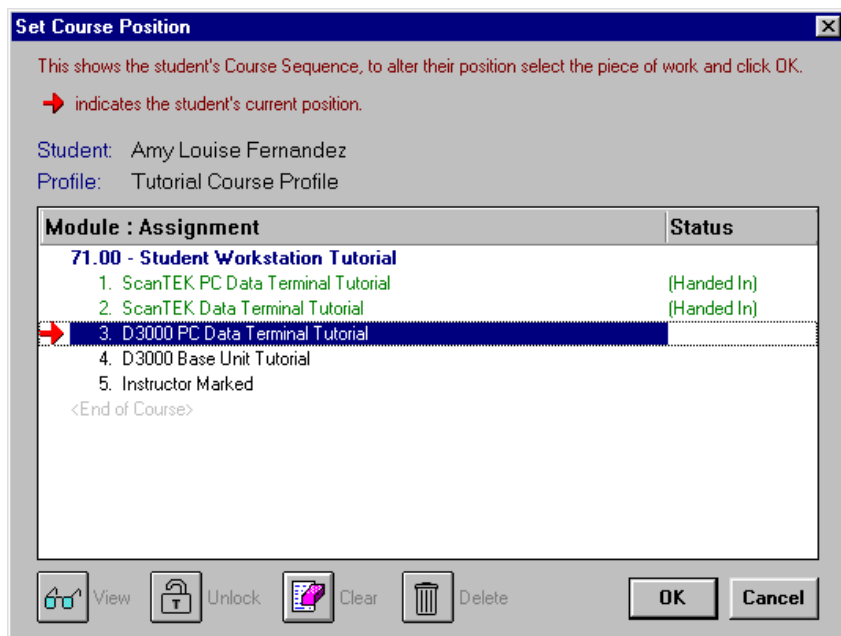
The assignment selected when the **OK** button is clicked will become the next assignment in the student's sequence. This facility can be used to manually re-position a student within their sequence.

Note that the four buttons at the bottom of the window are currently dimmed. Click once on the line, shown in green, relating to the Scantek Workstation Tutorial just completed. The four buttons are now enabled, giving you the following options:

View   Displays the Watch Window showing the student's individual responses for the selected assignment. In Tutorial 3 this same window was used to watch the student's responses as they were being entered. With a handed in assignment the individual responses can even be changed. Click on the line that you wish to edit and enter the new response. When you exit the Watch Window you will be asked if you wish to save or discard any changes made.

Unlock   Enables the student to load previously handed in work, view **and modify** their previous responses and hand in the work again for marking. Note that their first attempt is still recorded in the database.

Clear   Enables the student to load previously handed in work, enter responses to the questions, and hand in the work again for marking. Note that the student's previous responses are not displayed as they move through the work and that their previous attempts of the assignment are still recorded in the database.

Delete   Enables the student to load previously handed in work, enter responses to the questions, and hand in the work again for marking. Note that the student's previous responses are not displayed as they move through the work and that their last attempt is **deleted** from the database.

Enabling the student to repeat the work

1) Ensure that assignment 1 of the tutorial is highlighted then click on **Unlock**. The Status column shows that this work is (Unlocked). Click on **OK**.

2) Return to the student workstation, and request the first assignment of the tutorial again. Edit the response to question 1.1d to show 45 and press Enter. Hand in the work.

3) Return to the Class*Act* management computer and use the right mouse button to select **Course Position**. The Status column shows that the work has been handed in.

   Note that double clicking on the line for Assignment 1 displays the student's question responses, the same as clicking the **View** button.

   The effects of **Clear** and **Delete** can be investigated by repeating the steps in the previous paragraph but using the **Clear** or **Delete** options as required.

Tutorial 8 - Examining a course profile

A course profile defines the modules that a student will study and the order in which the student will undertake the assigned work. A Class*Act* managed classroom will typically have a range of course profiles to reflect the range of courses delivered. Once a course profile has been defined it can be assigned to either a whole class or an individual student.

1) From the Class*Act* main menu screen click on **Configure Courses**. A list of the profiles on your system will be displayed. This list will include the Default Course Profile and the Tutorial Course Profile.

2) Click on the **Tutorial** profile and then the **Available Modules** tab. The left hand panel contains a list of all the modules on your system that are available to be included within this course profile. The right hand panel shows that module 71.00/1 Student Workstation Tutorial is the only module that is included in this course profile.

3) Click on the **Course Sequence** tab. The display shows the single module in the course profile. Right click on the text 71.00 Student Workstation Tutorial and select **Expand All**. The 5 assignments of the tutorial are now displayed.

This course profile and course sequence are useful to introduce the idea and screen displays but they are not representative of a typical course profile and course sequence.

4) Click on the **Course Profile** tab, select the **Default Course Profile** and click on the **Available Modules** tab. The contents of the two windows will depend on the modules that have been installed on your system and selected for inclusion in the profile.

5) Click on the **Course Sequence** tab. The defined course sequence is shown in the right hand panel. Use the **Expand All** facility to display the detail of the course sequence. Use **Collapse All** and then double click on any module displayed in the right hand panel. This time only the assignments associated with the selected module are displayed.

Tutorial 9 - Creating a course profile

In principle, the modules and assignments installed on the system can be combined in any order to construct a desired course profile.

1) Click on the **Course Profile** tab and select the **New Course Profile** button. Enter a **Profile Name,** for example 'Myprofile'. A Profile Comments box is provided as an optional notepad for information relating to the profile. Click on **OK**.

2) In the displayed **Modules Available for Selection** window select around 5 or 6 modules by clicking and dragging over their titles. Click on the **Add** button and the selected modules will now be removed from the **Modules Available for Selection** window and transferred to the **Modules Available to Profile** window.

3) Previously selected modules can be removed from a course profile. Click on one of the modules and then click on **Remove**. The selected module is now transferred back to the **Modules Available for Selection** window.

4) To create a course sequence, click on the **Course Sequence** tab. The individual modules available for inclusion in this course sequence can be selected by clicking on the down arrow box underneath and to the right of **Available Modules**.

Note: *The Hide Excluded Assignments check box will remove those assignments which have been excluded from the course sequence by default. (Assignment exclusion is setup from Module Manager)*
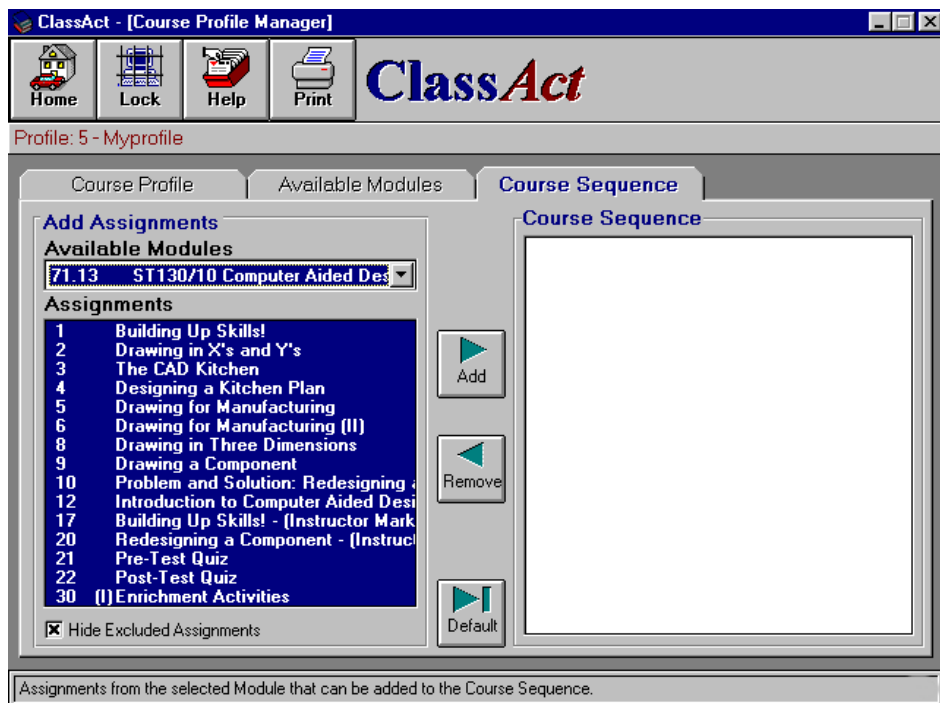
5) Click on **Default** to include all modules in their default order; these will be displayed in the **Course Sequence** window.

   The order that a student is presented with the modules can be pre-set by changing the order that the modules are displayed in the **Course Sequence** window.

6) Click and drag the icon for the second module and place it after the last module in the list. The screen display will be updated to reflect the desired change in module order.

The Course Sequence box showing the programmed order of work.
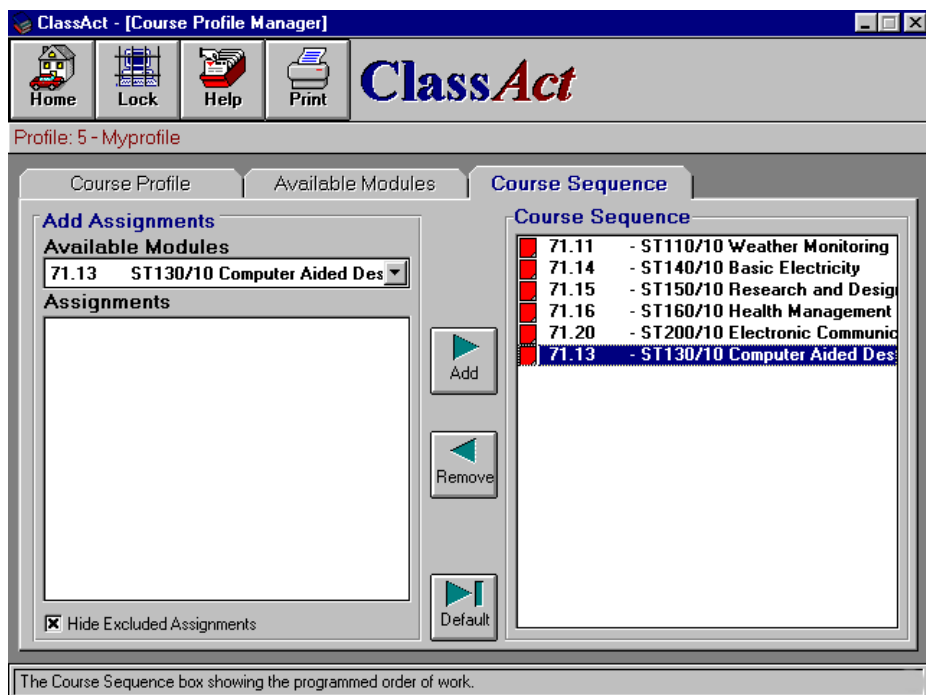
This editing of the course sequence can be performed at assignment level. Use **Expand All** to display the structure of the modules. Click on the third assignment icon in the first module in the list and drag and drop it after the second assignment icon in the second module in the list. Your screen display should look similar to the following diagram:
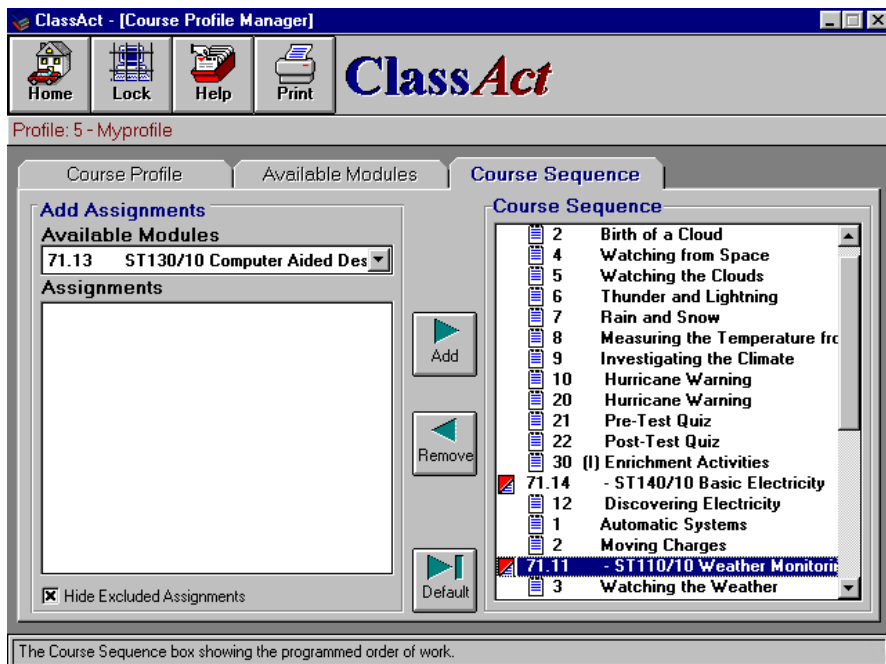
Assignments displayed with an (I) are instructor marked assignments. By placing these in the course sequence it is possible for the system to flag you when a student passes this point in their course - an instructor warning is added as described in tutorial 5.

Individual assignments can be removed from the course sequence.

7) Click on the second assignment in the first module of your course sequence. Click on **Remove** to remove it from the course sequence and return it to the **Available Modules**. Note that complete modules can also be removed by the same process.

In summary, the method described above to create a course profile amounts to selecting all modules for possible inclusion in the profile. The course sequence is then created by removing unwanted modules or assignments and editing the order of the remainder to reflect the order in which they are to be presented to students.

An alternative approach would have been to select the first required module in the **Available Modules** window, select the required assignment titles in the **Assignments** window and then click on **Add**. The process would then be repeated with subsequent modules to build-up the course sequence.

The name and number of your profile are displayed in red underneath the button tool bar. Make a note of the profile's details and click on **Home**.

Note: *ClassAct allows more than one version of a module to be installed on your system. Each version of a module is identified with a number following the module number, e.g. 71.10 /3 is version 3 of this module. A Course Profile can only contain one version of a module. During the modules available selection you must select which version of a module you require. The version of a module which the student receives is determined by the version contained in their course profile.*

Tutorial 10 - Using the Help cards

Extensive help facilities are built into Class*Act*. Help files can be accessed at anytime by pressing the function key F1. Context sensitive Help cards are also provided to guide you through specific features of Class*Act*.

1) Select the **Manage Students** button from the Main Menu then click on the **Help** button in the toolbar at the top of the Class Manager screen. Ensure **Create a Class** is highlighted and click on **OK**. The 'Create a Class' Help card is now displayed.
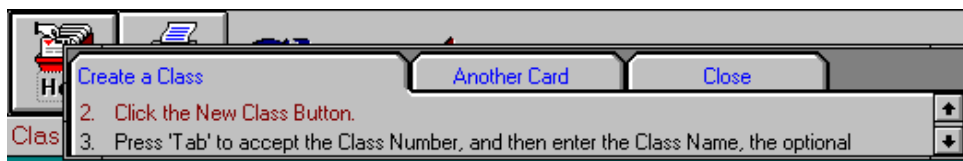
2) Carry out instruction 1 and then follow the rest of the instructions to create a Class called **Myclass**. Note that the next procedure to follow is always highlighted in red. You can scroll all the stages in this help card by using the scroll bars on the right hand side of this window. Alternatively, you can select another card by clicking on **Another Card**.

The Class*Act* screen now displays the student tab window and the Help card system automatically displays the Help card to **Create a Student**. The help information starts at instruction 3 because you have effectively already implemented instructions 1 and 2.

3) Follow the Help card information to populate the class with 6 students.

Tutorial 11 - Assigning students to a course profile

In this tutorial we are going to assign the course profile you created in Tutorial 9 to the class you have just created.

1) Ensure that you have the **Class** tab window displayed in Class Manager containing the list of all classes on your system. Also ensure that the class you created in Tutorial 10 is highlighted. Note that the name and ID of the selected Class are displayed in red under the button tool bar.

2) Select the **Class Settings** tab and note that the Default Course Profile has automatically been assigned to this class. Click on the **Course Profile** box down arrow to obtain a listing of all the Course Profiles on your system.

3) Click on the name of the profile you created in Tutorial 9. Click on **Show/Edit Sequence** to display the Course Sequence you created. Click **Return**.

All students in this class will now follow the course sequence defined in your 'Myprofile' course profile unless different profiles are assigned to individual students.

Assigning a Course Profile to an individual student

It is possible to assign any student to any profile on the system regardless of the course profile set for the overall class.

1) Click on the **Student** tab and then click on the name of one of your students. Click on **Edit Student** and note that the Class course profile is shown in the **Course Profile** selection box.

2) Click on the **Course Profile** down arrow and select any course profile other than your Myprofile. Click on **OK** and then examine (through Edit Student) the course profile settings of your other students in this class. You will see that they are still assigned to your Myprofile course profile.

Tutorial 12 - Examining the Class Settings

In this tutorial we will examine the most frequently used features for defining a class's settings.

Note: *Section Warnings do not apply to all type of learning content. Many on-screen and CAI based packages have their own help and guidance built in.*

1) From the Class Manager window click on the **Class Settings** tab to view the screen shown in Tutorial 11.

Section Warning Boundaries

There are three warning boundaries that enable Class*Act* to alert the instructor if a student attempts to work outside the boundary settings. The instructor is alerted by indicators on Class*Act* screens (see Tutorial 13).

1) Move the mouse cursor over the **Minimum Score** box. The information bar at the bottom of the screen shows that this feature enables the tutor to set the minimum score that a student must achieve to avoid being asked to repeat the work. Values between 0 and 100% are valid. Edit the box to display 65%.

Note: *This setting can be overridden by minimum score settings in individual modules. This enables the author/tutor to set individual minimum scores for specific areas of work. See the on-line help (press F1 while the settings are on the screen) for information on how these settings are used with CARA based CAI material.*

2) Move the mouse cursor over the **Maximum Number of Attempts** box. Again the information bar at the bottom of the screen describes this feature. Ensure that the value displayed is set to 2 for the purposes of this tutorial.

3) Move the mouse cursor over the **Maximum Time on a Section** box. Again the information bar at the bottom of the screen describes this feature. This setting sets the maximum time allowed (up to 250 minutes) for each of the assignment sections studied by students in this class. However, it is also possible to set within individual sections the maximum time to be allowed and whether the boundary is to be interpreted as either a warning or a limit. Set the maximum time to 2 minutes.

A warning will alert the instructor that a particular student has exceeded the time limit but will allow the student to carry on working. In contrast, a limit will prevent the student from making further responses to a section when the time limit is reached. **Limits** are particularly useful for administering time constrained tests.

Workstation Options

These settings allow the instructor to set the available options that students **in this class** will have at their workstations. The 'Off Campus' option at the bottom only applies to older D3000 Base Units and Handheld Data Terminals (RS232 units). The remaining options apply to all types of workstation. Move your mouse cursor over each check box in turn. Note the description of each feature in the information bar at the bottom of the screen.

The 'Extended Options' button calls up a dialog box containing additional class based settings. Use the on-line help (press the F1 key when the dialog box is displayed) for a full description of the extended settings.

1) Select Allow Load Next Assignment and deselect Allow Load Specific Assignment.

2) Click on the **Allow Student Grouping** check box. The 'Maximum Group Size' box now displayed enables you to set the maximum number of students who can log on together and have the results of their joint work accredited to their individual student records. Ensure that it is set to 2.

Import Class Settings

Each class on the system has individual settings. Once a class has been setup in Class*Act* you can use the Import Class Settings button to import the settings of another class into this class.

Class List Options

This section enables you to determine what information is displayed in the Class list and how it is ordered. Click in each of the drop down lists to view the different options available for displaying and ordering students.

Note: *The Class List Options selected here are used throughout the ClassAct system. For instance, the Student Selection boxes of the Report Manager screen will list and order students according to these settings.*

If you have the time you can experiment with the options available by selecting different combinations of Display and Order settings and observing the effect by clicking on the **Student** tab.

Click on the **Home** button.

Tutorial 13 - Class Settings in operation

1) With the Network Manager log window displayed, log on at a workstation as one of the students in your Myclass who has been assigned to your Myprofile course profile. Note that the workstation prompts for any more students who wish to log on, up to a maximum of 2. Enter the student ID of another student who has also been assigned to your Myprofile course profile.

   When logging on is completed, note that the students can only load the Next assignment - the assignment boxes cannot be modified. With these two options set in this way, the student has no choice but to work on the assignments in the order setup in the course sequence.

Note: *The Course Position facility covered in tutorial 7 can be used to position the student within their Course Sequence.*

   On the Network Manager Log screen note that a **(G)** is displayed alongside the name of the first student who logged on, indicating that they are part of a group.

2) Click and hold down on the student name to show the names of all members in a group.

3) Double click on the Network Log entry or Network Mimic icon for the student to display the Watch Window. Use the information displayed to ensure that you achieve less than 65% in a Section. Note that STARTINV and some other sections in LJ modules require a minimum score of 100%, regardless of the minimum score set for the class.

   On the student workstation, you will see that the students are advised that their score is too low and are redirected to attempt the section again.

4) Edit one or two responses but ensure that your score is still below 65%. The students are advised that they have failed to achieve the minimum score and to seek advice from their instructor. Note that the students are now prompted to move onto the next Section having had the maximum number of attempts (2) set for this class in the Section Warning Boundaries.

5) On the Watch Window note that (Attempts) is displayed in red alongside the
Section Score. Click on this line and a panel displays summary information
relating to the student's work. Click **OK** to remove the box.

In the section to the left of the student's name you will see **!!** displayed in red.
This is to alert you that this student is not conforming to the Class/Section
settings. (If you are using the Workstation Status Indicator panel(s) you will see
that the LED relating to the workstation you are using is illuminated).

6) Give a single click on the exclamation marks to display details of the problem(s).
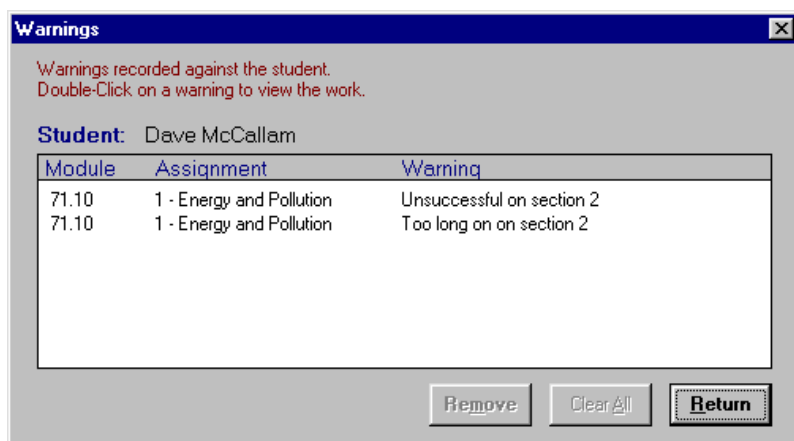
7) Click on **Return** and then click on the network **Mimic** button in the top right hand corner of the screen. Note that both the students' names in the group are displayed. When *more* than two students are logged on as a group, the label will display 'and group' after the first student's name. In this case, click and hold down on the student name to show the names of *all* members in a group.

8) Note also that the icon is displaying a red bar to alert you to the students' problem. Double-clicking on the red bar will again display the Warning Panel. Note the information in the information bar at the bottom of the screen; then click on **Clear All** and select **Yes** when prompted. The student's icon has now returned to green to reflect your action.

Tutorial 14 - Sending messages to students

Ensure that the network mimic shows that a student is logged on to a workstation.

1) Right click on the workstation icon and click on **Send**. The Send Message panel displays the supplied messages.

2) Click on a message of your choice and then click on **Send**. Note that your selected message is displayed on the student's workstation.

   The student clears the message by pressing any key on a Data Terminal/Base Unit console or by clicking **OK** on a PC workstation.

   It is possible to edit any of the installed messages to enable you to send a particular message to a student.

3) Right click on the workstation icon and click on **Send**. Edit the default message to "Come and see me in 5 minutes" and then click on **Send**. Your message will now be transmitted to the student.

   In addition to sending individual student messages, it is also possible to send a message to all students.

4) From the network mimic right click on the management computer icon and select Broadcast. Click on a message of your choice and click on Send. As before, your message will be displayed on the student workstation.

Note: *You can create your own messages and add them to the installed list using Administration Manager. Run Administration Manager, select 'Network Manager Settings' and then select 'Set Network Messages'. Press F1 and follow the on-line help instructions to create additional preset messages.*

Tutorial 15 - The Student's Call facility

A student can indicate that they require your assistance by using the student Call facility. Ensure that the network mimic shows that a student is logged on to a workstation.

1) At the student workstation click the **Call** button on the Launcher bar (or press the button marked either **Call** or **Select** on a Handheld Data Terminal/D3000 Base Unit console).

   In the network mimic window the color of the bar in the student's icon will now be flashing alternately red and green.

2) Click on the network **Log** button to display the Network Log screen. In the section to the left of the student's name you will see **??** displayed in red. This is to alert you that this student is calling for your attention.

   For PC based Workstations, the LED icon in the bottom right corner of the screen will turn red. Click this icon to call up the workstation indicator panel on screen. If you are using the Workstation Status Indicator panels/software, you will see 'Call' indication on the LED relating the workstation you are using.

3) Click **??** on the Network Log screen or on the flashing icon on the Network Mimic screen to display the Student Warnings Panel. Click on **Clear Call** to remove the call and then click on **Return**. The student can cancel a Call as well as the instructor.

4) Repeat the student's call, watching either the Network Log screen or the Network Mimic screen. Click the Clear Call button on the Launcher toolbar or press the button marked either Call or Select again on a Handheld Data Terminal/D3000 Base Unit console. Note that the student's call has been cleared at the management computer.

Tutorial 16 - Using Shortcuts from Network Manager

Shortcuts are available from Network Manager to other parts of the Class*Act* system. These shortcuts provide quicker access to information relating to a specific student.

1) Log on a student from any class on your system, ideally a student with completed work. Load an assignment.

2) Right click on the student's Log entry at the Network Log screen, or on the student's icon at the Network Mimic screen. This displays the Student menu.

3) Click on the Shortcuts option in the menu. This displays a list of shortcuts as shown below:
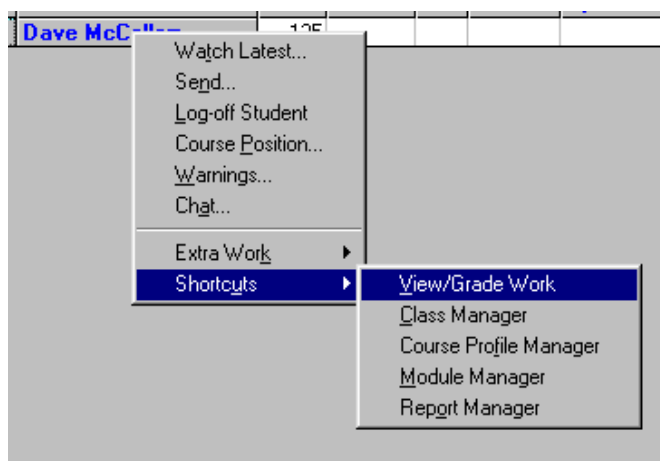
4) Click the Class Manager option. The Class Manager application starts, displays the student list for the selected student's class, and highlights the selected student. From here it is possible to view and edit information relating to the selected student.

5) Click the Return button on the Class Manager Toolbar to return to Network Manager.

The other available shortcuts cause the following actions:

View/Grade Work	Displays the work list for the selected student.
Course Profile Manager	Displays the course sequence for the selected student.
Module Manager	Displays question details for the loaded assignment section. If no work is loaded, Module Manager displays the modules list.
Report Manager	Starts Report Manager with the Student Assignment report and the current class and student already selected.

Tutorial 17 - Report Generation - Score Reports

In tutorial 3 we used the Quick Report button to generate a class assignment report and examined the Grade Manager settings. There are a number of reports that are provided to enable you to display the data held in the database in the form that you require. Reports break down into five main types:

Score Reports:	Reports based on the scores achieved for assignments completed by the students.
Competence Reports:	Reports based on the assignment objectives and pre-defined competencies.
Analysis Reports:	Reports used to analyze the effectiveness of the course material.
Rotation Reports:	Reports based on scores achieved on different modules over set a period.
Attendance Reports:	Reports covering attendance and system utilization.

This tutorial covers the score type reports. The following tutorials will work through the Competence, Analysis and Rotation reports. For details on using the Attendance and Utilization reports refer to the on-line help (press F1).

Note: *It is desirable, but not essential, while working through this Tutorial to have a printer attached to the management computer to enable you to see the printed reports.*

If the student who you wish to report on is currently logged on, then you could use the Quick Report button from the network screen as described in Tutorial 3 and generate the Class Assignment Report.

All the standard reports are selected and generated from the Report Wizard built into Report Manager. The wizard guides you through the necessary steps required to select and generate the desired report. The following tutorials cover the basic usage of this report wizard.

Class Assignment Report

1) From the Main Menu screen, click on the **View Reports** button.
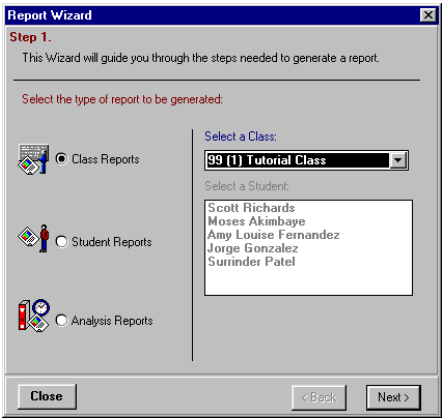
The first page of the report wizard appears. Reports can be based on classes, students or an analysis by Lesson Module. Select the **Class Reports** option and then select class **99 (1) Tutorial Class** from the **Class** selection box.

2) Click **Next** to move onto the next page of the wizard.

3) Select the **Assignment** report type.
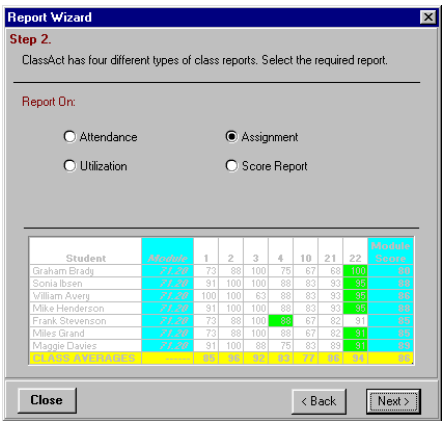
A representation of the appearance of the report is displayed underneath to assist in identifying the correct report.

4) Click **Next** to move on.
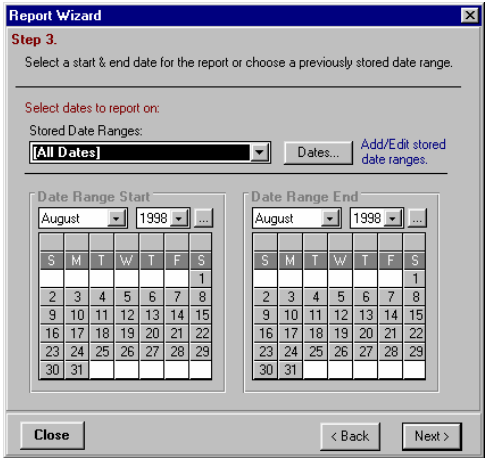
This page is used to select the range of dates over which the report will be generated.

5) For the purpose of this tutorial, ensure that the **[All Dates]** date range is selected.

6) Click **Next** to move on.

Tip: *Click the* [...] *box to pop-up a list of useful dates including today's date and the earliest and latest date from which there is valid data for the currently selected report.*
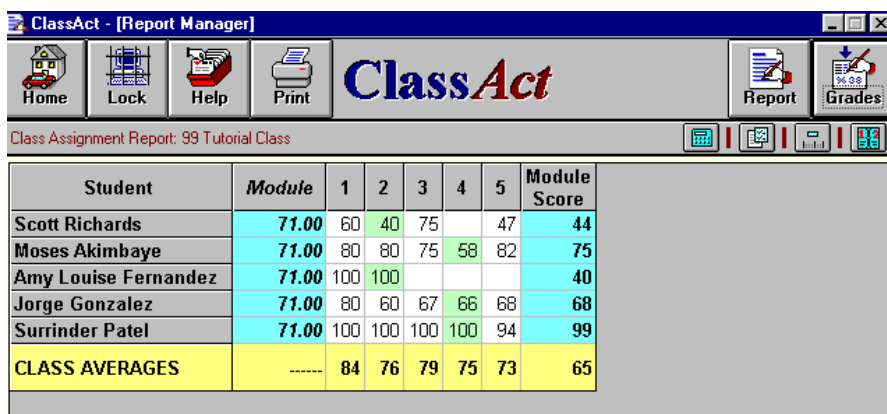
7) Select the module(s) to report on, in this case 71.00/1 Student Workstation Tutorial and click Report. (If the class has worked on more than one module, then a number of modules can be selected for the report. Alternatively the latest module worked on by each student can be selected).
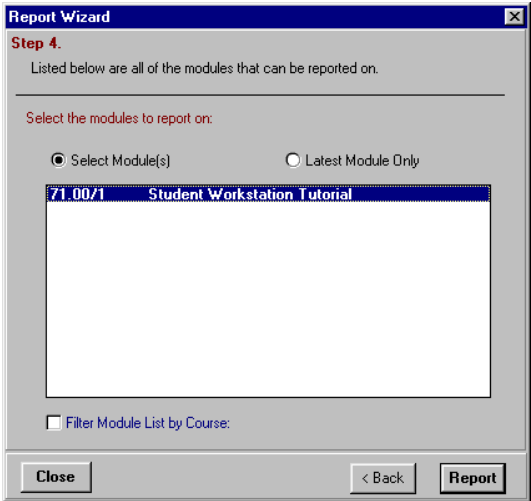
The report shows the grades/scores achieved by each student for each assignment of this module, and the overall module grade/score in the end column. Click on **Grades** and select **Default:- Percentages**, Click on **OK** and note that the report now shows the students' results as percentage scores.

Cells with a light green background indicate the student's most recently completed assignment.

It can be seen that the **Module** score for each student is the average of their assignment scores.

You have options available to you to tailor the way Class*Act* calculates the report. Click on the Calculator toolbar button 🔳 , two options are available:

Handed In Work Only:
Calculates the module score based only on the completed assignments. i.e. If only one of the five assignments of this module has been handed in and the score achieved for it was 75% then the module score would also be 75%.

All Work:
Calculates the module score assuming that all assignments in the module have been completed. Assignments which have not been handed in will effectively be scored 0%. In the above example this would give a module score of 15%.
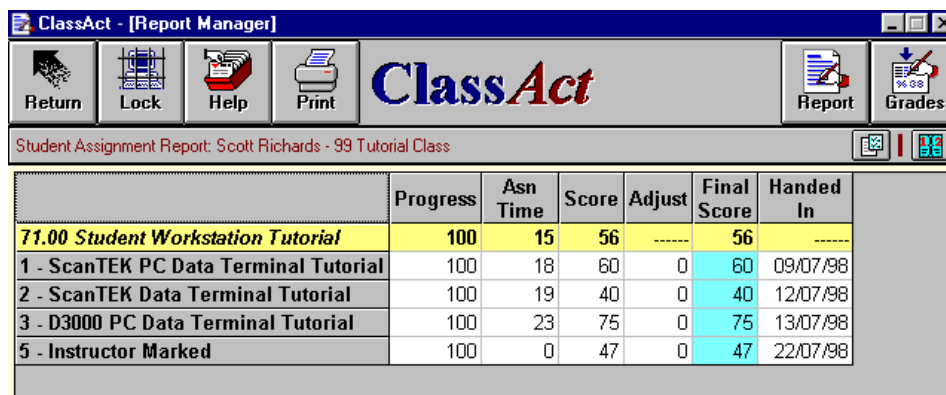
Experiment with these settings and observe the affect on the module score for Scott Richards.

Student Assignment Report

By right clicking on a student's name in the Class Assignment Report we can look in more detail at an individual student report. This procedure of right clicking to look in more detail applies throughout Report Manager. Having generated a more detailed report, you can return to the previous report by clicking the return button in the top left corner of the screen.

1) Right click on Scott Richards and then select Student Assignment Report.

   This report shows additional information about the handed in work including any instructor adjustments which have been made.

ClassAct - [Report Manager]						
Return Lock Help Print **Class*Act***					Report	Grades

Student Assignment Report: Scott Richards - 99 Tutorial Class

	Progress	Asn Time	Score	Adjust	Final Score	Handed In
71.00 Student Workstation Tutorial	**100**	**15**	**56**	------	**56**	------
1 - ScanTEK PC Data Terminal Tutorial	100	18	60	0	60	09/07/98
2 - ScanTEK Data Terminal Tutorial	100	19	40	0	40	12/07/98
3 - D3000 PC Data Terminal Tutorial	100	23	75	0	75	13/07/98
5 - Instructor Marked	100	0	47	0	47	22/07/98

2) Click in the **Adjust** column of the first assignment and insert the number **-5**. Press Enter and note the effect on the **Final Score** column. This facility enables the Instructor to alter the reported score to take account of events, such as extra guidance provided by the Instructor, that may have affected the student's ability to respond to the set questions.

3) Click on the **Options** toolbar button 🔲. You can elect to turn off the display of any of the columns. Click on **Score** and observe the effect on the displayed report. Repeat the process to turn the display of **Score** back on.

4) To look in even more detail at a particular assignment in this report, right click on it and select **Watch Window**. This will bring up the watch window for the selected assignment showing individual question scores. Click Return to return to the Student Assignment Report.

Making Adjustments

The student Assignment report you have just looked at has a separate column for making adjustments. For most of the other types of report, adjustments are made in the actual cell containing the current grade/score. To make an adjustment in one of these reports, click the cell and select the new grade from the drop down box or type a positive or negative percentage adjustment and press **Enter**.

Adjusted cells are shown with a blue background. To remove an adjustment, click the cell again, delete the adjustment and press **Enter**.

Annotating Reports

Each handed in assignment can be annotated with a brief comment. An example of where you might wish to add an annotation is where a student received a lot of support from yourself:

1) Right click on the assignment that you wish to annotate and select the Annotate command from the pop-up menu.

2) Enter "*Needed lots of help with this assignment*" into the text box which appears and click **OK**.
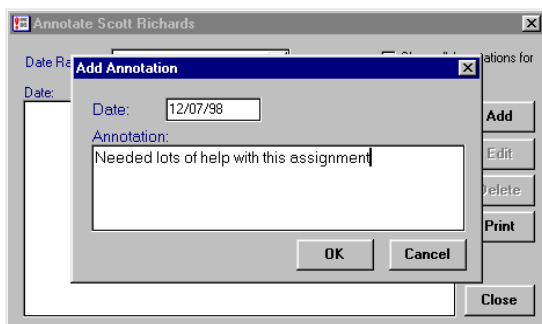
3) This annotation will be displayed in the list of all others alongside the date on which the assignment was handed in. Individual entries can be deleted/edited and new ones added.

Reporting Over Set Dates

Many of the reports can be set up to use work completed between certain dates. These date ranges can either be entered each time the report is generated or more usefully, a date range can be set up once and then selected when it is required. This section describes how to set up and save a date range.

1) With Scott Richards' student assignment report displayed, click the **Select New Report Criteria** toolbar button .

   The Report Wizard re-appears at the Date Range entry point. Dates entered in here will be used for the report but will not be remembered.

2) Click the **Dates...** button alongside the 'Stored Date Ranges' box, **Date Manager** is displayed. Any date ranges that have already been setup will appear in the list box at the top of Date Manager.

3) Click the **New** button to add a new date range. You will be prompted for a name to use for the range of dates you are about to set. Enter "*Tutorial Date Range*" and click **OK**.

4) Now setup the **Start** and **End** dates of the range you wish to report over. Setup the date range of **July 1st 1998** to **July 12th 1998**.
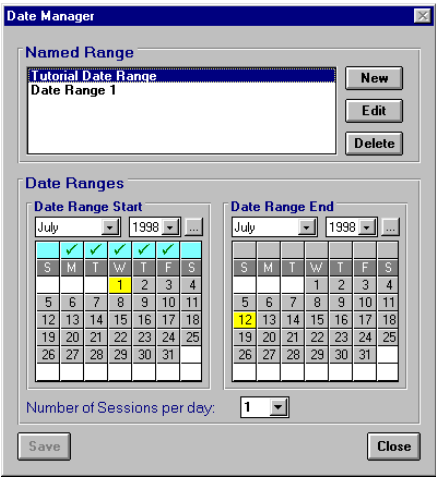
5) Click the **Save** button to save the programmed range and then click **Close**.

6) Now select the newly entered date range, "Tutorial Date Range", from the 'Stored Date Ranges' drop down box and click **Next**. Reselect the Tutorial module and click the **Report** button to regenerate the report. Since Assignment 3 was worked on after the 12th July, this assignment will no longer appear in the report.

7) One of the date ranges will always be **All Dates**. Using steps 1) and 6) above, select the 'All Dates' option to regenerate the report on all work carried out by the student regardless of dates.

Printing Reports

The displayed report can be printed by clicking the print button in the toolbar. A setup dialog will appear allowing various print options to be set. Press the F1 key and read the on-line help for information on this dialog box.

## Tutorial 18 - Report Generation - Competence Reports

Report Manager contains a number of competence style reports. Each assignment of a lesson module has a set of Objective statements. When an assignment is completed a report can be generated which displays the level of competence attained for each of these statements. Many of the modules are also supplied with pre-defined Entry and Exit reports. These link the sub-competencies (objectives) within an assignment to higher level competence statements for the module.

Student Module Objective Report

The Module Objective Report generates a report showing the level of competence achieved for each of the pre-defined assignment objectives within a module of study.

1) Regenerate the Class Assignment report for the tutorial class as covered in the previous tutorial.

2) Right click on **Scott Richards** and this time select the **Student Objective Report** command.

Note: *The Student Objective Report is generated on a single module. If more than one module was selected for the Class Assignment Report, the Student Objective Report option will not be available. If this is the case, return to the main report selection screen to select the report.*
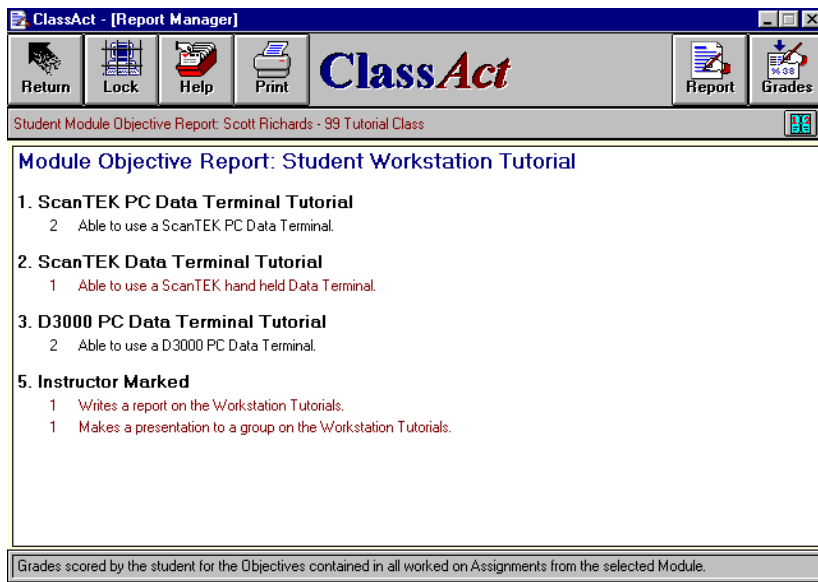
The report shows each assignment completed and the computed grade against each assignment objective.

Note: Since this is a competence type report, the grade structure used should be a competence style structure. The third structure in the grade structure list is a competence type, you can also create your own competence style grade structures.

Student Profile Report

The profile reports require the report profile elements supplied with the Lesson Modules to be on the system. If you have some student data for a module which has an Entry or Exit report, proceed as follows to generate a report:

1) Click the Report button to call up the Report Wizard. Select the **Student Reports** Option.

2) Select the Class and Student you wish to report on and click **Next**.

3) Select the **Competence** report type and click **Next**.

4) Select a date range (or leave 'All Dates' selected) and click **Next**.

5) Step 4 of the wizard displays the report profiles and the elements within those profiles which the student has worked on (between the set dates). Select the required profile.

6) Now select the report element you require. For Scantek modules this would be the entry or exit report. Note: You can select multiple elements although the time taken to generate the report will increase as more elements are selected.
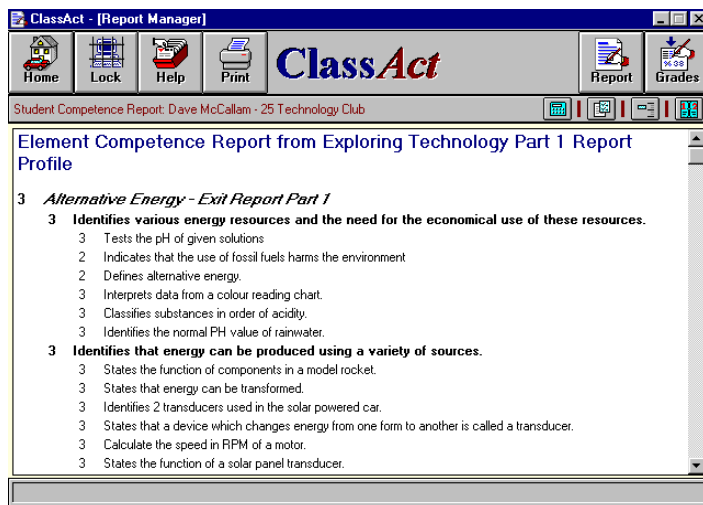
Setting up these types of report will be covered in future tutorials. If you wish to investigate these reports further, use the on-line help (press F1).

Tutorial 19 - Report Generation - Analysis Reports

The analysis reports allow the effectiveness of individual parts of the course material to be assessed. The reports enable you to pinpoint areas which classes as a whole are experiencing difficulties with.

Analysis: Module Breakdown

1) Click the Report button to call up the Report Wizard. Select the **Analysis Reports** Option. Select **All Classes** from the Classes box and click **Next**.

2) Ensure that **All Dates** is selected and click **Next**.

3) You can select to report on an individual module or all modules. Ensure that **All Modules** is selected and click **Report**.

The report generated displays a list of all the modules worked on by all classes. Alongside each module is the total accumulated time spent on the module, the average score achieved and the number of students who have worked on the module.

Analysis: Assignment Report

4) Right click on the **Student Workstation Tutorial** module and select the Assignment Report.

Report Manager now generates a report showing the same information as the previous report only this time on the individual assignments of the selected module.

Assignment Breakdown Report

The analysis reports can be taken one stage further and detailed information about individual questions within an assignment can be reported upon.

1) Right click on assignment 4. D3000 Base Unit Tutorial and select the breakdown report.
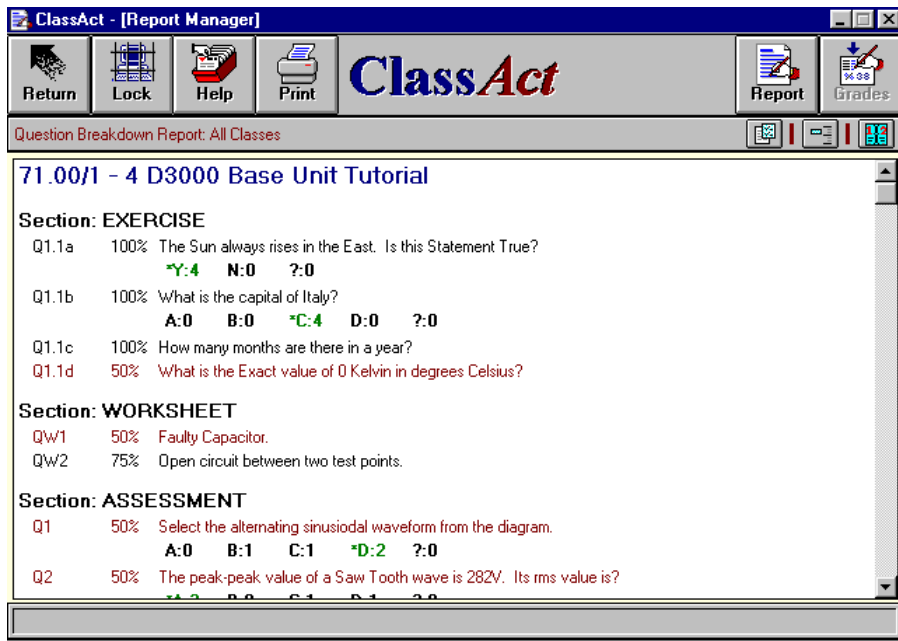
The report shows each question in the assignment. If the question has a description, (this field is optional and may not have been completed for other modules installed on your system), this will also be displayed.

Alongside the question number is the percentage of students who answered the question correctly. If this figure is less than the preset minimum score the entire line will be shown in red. To change this preset score click the option toolbar button and select the **Set Minimum Question Score** command.

Click the expand toolbar button to expand the report to show the individual question responses. If the question was a multiple choice type, then the number of responses for each of the multiple choice options will also be displayed. The multiple choice option indicated with an asterisk is the correct response. The query ('?') indicates the number of students who completed the assignment but did not make a response for this question.

Tutorial 20 - Class Scheduler

The next two tutorials cover specific classroom situations where students are working in pairs or groups 'rotating' round different learning modules within the classroom. Class*Act* functions designed to support this type of setup can only be accessed by switching to the Advance Full ClassAct Menu mode.

If the students in a class are to work in groups upon a number of modules in rotation, then the **Class Scheduler** can be used to schedule the order of their work.

Note: *For a class of students to be able to 'rotate' from one module to another, the length of time taken to complete each module must be the same. For many ranges of module (including Scantek) this is generally the case. For other module ranges, such as D3000, each module may have a different number of assignments and so may not be suitable for scheduling in this manner.*

The modules to be scheduled are taken from those assigned in the **Course Profile**. If only a subset of the entire number of modules are to be worked on then student preferences can also be programmed. At each rotation the scheduler attempts to group different students together.

1) From the Main Menu, select the '**Advanced**' tab page listed down the left and then click the '**Full ClassAct Menu**' option. A new Main Menu will be displayed. The only way to return to the original Main Menu is to exit the application and restart it.

2) The Class Scheduler can now be found under the Tools button in the toolbar.

3) Click on the **Class** tab and select the *Myclass* Class. A Class Information box will appear to the right of the classes. This box indicates the **Course Profile** that will be used for the schedule, the name of this should be the one you created in tutorial 9. Also shown will be the number of students in the class this should be 6.

4) Below the student information are two boxes allowing for the schedule to be configured. Set the number of sessions to 2 and the default group size to 2. This will try to create a schedule with the students working on 2 different rotations in pairs.

5) To select which modules each student prefers to work on, click the **Preferences** tab. The modules selected in the course will be displayed across the top with the students down the left side.

   By default all of the modules are selected, this is indicated by each box/cell being displayed in blue. Right click on the grid and select the **Clear All Preferences** menu option. All of the cells will now be displayed in white.

6) Select two modules for each student by clicking on the box where the student and module intersect. Click the **Save** button to record these preferences.

| | Class | | Preferences | | Schedule | | |

Set Student Module Choices

Modules

	71.11	71.13	71.14	71.15	71.16	71.20	
Mark Flemming	■	■					
Erik Thompson		■	■				
Mary Hilton				■	■		
Claire Goss					■	■	
Dan Green			■	■			
Christopher Day	■					■	

S t u d e n t s

Set Number of Sessions - 2   Save

7) To schedule the class, click on the **Schedule** tab. The Modules are displayed on the left side of the screen with all of the students displayed on the right. Click the **Schedule** button to schedule this session. Students will be moved from the right side to their designated module on the left.

Manual Scheduling

If there are still students on the right (i.e. unscheduled), or you are unhappy with the schedule, then it is possible to manually adjust the schedule.

If you wish to move a scheduled student, click on the student name and hold the mouse button down, a student icon will appear. Move the icon over to the **Available Students** grid and release the mouse button. The student is now available to work on any of the modules listed next to their name.

To manually schedule a student on the right, first select the module on the left of the screen to schedule the student to, the module will be displayed in **yellow**. Any unscheduled students on the right will now be displayed in one of three colors.

If the student is displayed in **green** then the student has the selected module as one of their preferences, and they have not yet worked on the module.

If the student is displayed in **red** then the student has already been scheduled on the selected module and therefore can not be scheduled to work on it again.

If the student is displayed in **yellow** then the student can be scheduled to work on the selected module, although it is not one of their preferred modules.

Click on the unscheduled student and drag them back to a module that they are available to work on.

1) Once you are satisfied with the schedule for this session, click on the **Right Arrow** button to move to the next session, where the students can be scheduled again.

   The yellow gauge underneath the button tool bar indicates how well the class has been scheduled, if this is at 100% it means that all of the students have been scheduled to a module for all sessions.

Note: *The **Auto Schedule** button will schedule all of the sessions starting at the currently selected schedule.*
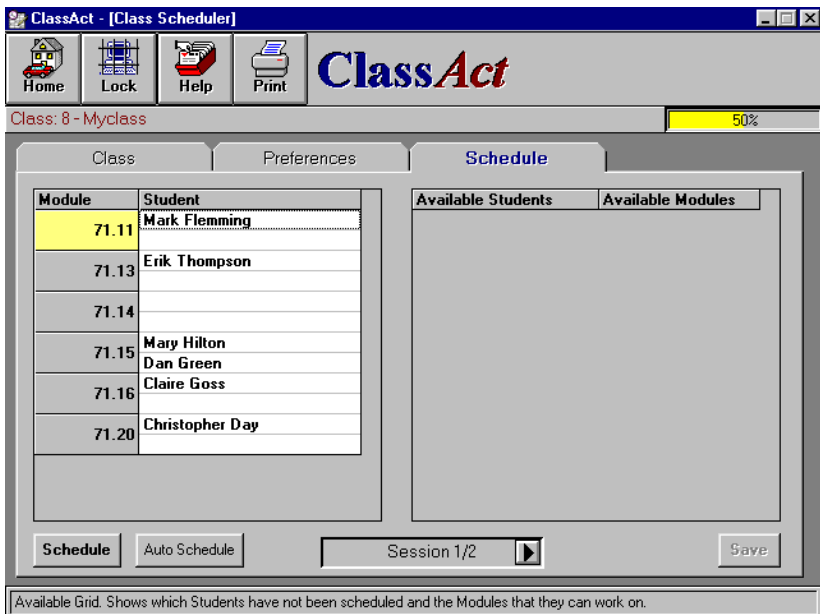
2) When you are satisfied with the complete schedule click the **Save** button, this will record the schedule for the class. The schedule can then be loaded at any time.

3) Once a schedule has been completed it is possible to print it. Click the **Print** button to print the calculated schedule, this will give the option of either printing the whole schedule or just the session that is being displayed.

   Select the **All Sessions** option and click the **Print** button. You will now have a copy of the schedule to show the students which modules they have to work on and on which session.

Tutorial 21 - Setting up a Rotation Report

Overview

The rotation report provides a mechanism for generating a detailed report on a class of students working on a range of different modules over a programmed period of time. It is intended to be used in classrooms/labs where a fairly strict regime of module rotation is followed, i.e. the majority of students in the class start each new module at approximately the same time.

The report examines the student data to determine the points at which module rotations are occurring. A score for each rotation is calculated together with a total score combining all the rotations.

Rotation Report Profiles are set up by linking assignment scores to the columns of a report. These rules are then applied to the modules worked on by the students.

This tutorial will guide you through the creation of a simple class rotation report. Since the tutorial class has only completed a single module, the report will only consist of a single rotation. However, the techniques used are identical to those employed when creating more complex reports containing multiple rotations.

The rotation reporter has built in context sensitive help on all screens. Simply click the help icon 🔃 (or press the F1 key) to access this help.

Create a Simple Class Rotation Report

1) Switch to the Full Class*Act* Menu (see step 1 in Tutorial 20 - Class Scheduler) and then click the **Rotation Report** button and the Report Wizard box is displayed.

2) Before going any further, click the 🔲 help button on the Report Wizard box and view the on-line help for the wizard.

3) Close the on-line help (click the 'X' in the top right corner of help screen).

4) Select the '**Tutorial Class**' from the list displayed in the report wizard and click **Next**.

5) Click the Add button to create a new report.

Completing the Report Properties
Each rotation report profile must be given a name and the range of dates over which the report is to be generated.

6) Type a unique name into the name field box, say '**Tutorial Report**'. If the report will only be applicable to an individual class, you could identify the class in this name.

7) There are a number of methods for setting the range of dates over which the report will be generated:

   ♦ Select a pre-defined date range.

   ♦ Type the dates into the box.

   ♦ Click the arrow at the right of the box and select from the calendar control.

   ♦ Click the ellipses button [...] and select from a system defined date.

   Experiment with the different methods.

8) Now use the system defined date method to set a date range which includes all work completed by the tutorial class as follows: In the Rotation Start date section, click the ellipses button [...] and select **Earliest**. Then click the ellipses button for the Rotation End date and select **Latest**.

9) Leave the **'Include ONLY work …'** option unchecked. This allows work completed outside the date range to be included in the report. Since we have selected a date range which includes all work this option will have no effect.

10) The **'Based On'** box can also be left empty (set to '[none]'). This function allows a future report to be created using the same settings as an already existing one.

11) The properties box should then look as shown below. Click the **OK** button and the Report Design grid will be displayed.

Setting up the Report Profile

The report design grid displays a representation of what an individual rotation within the final report will look like. Students are listed down the left, rotation columns go across the page with totals at the end.

Student	Rtn ? ??/??/??	Asn1 (20)	Asn2 (20)	Asn3 (20)	Asn4 (20)	Asn5 (20)	Rtn ? Score (20)
Scott Richards							
Moses Akimbaye							
Amy Louise Fernandez							
Jorge Gonzalez							
Surrinder Patel							

Adding and Removing Rotation Columns

By default, the reporter creates a profile containing all the assignments available from modules worked on over the report range.
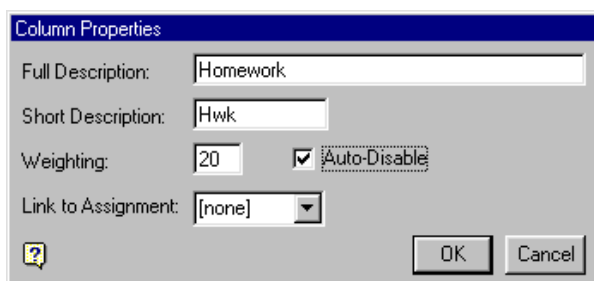
1) Select one of the rotation columns by clicking in the title portion. The column will turn yellow.

2) Click the Remove Column toolbar button .

3) Select 'Assignment 4', Click the **Remove** button and answer **Yes** to the confirmation prompt.

4) Click **OK** and notice that assignment 4 has now been removed from the design grid.

   We will now add assignment 4 back and also add a manually marked column for homework.

5) Select one of the columns and click the Add Column toolbar button .

Note: *In this mode, the Add and Remove toolbar buttons call up the same dialog box. This dialog box can also be displayed by right-clicking and selecting 'Add/Remove Columns'.*

6) Select Assignment 4 from the left box and click the **Add** button.

7) Select the **[Manual Column]** entry in the left box and click the **Add** button.

8) Enter the Full Description '**Homework**' and Short Description '**Hwk**'.

9) Check the **Auto-Disable** box - this will ensure that if the column is not marked, the student will not be marked down (i.e. 0%).

10) The dialog box should look like that shown below. Click **OK** on the Column Properties box and then **Close** on the 'Add/Remove Rotation Columns' box.

The new columns will appear in the Design Grid. Notice that the 'Hwk' column is gray. This indicates that the column is auto-disabled.

Changing the Order of Columns in the Rotation

You will notice that after adding Assignment 4 back to the report, it appeared after Assignment 5. New columns are always added to the right of the report. To change the order:

1) Click and hold down the mouse in the title part of the **Asn4** column.

2) The mouse cursor changes to a horizontal arrow indicating that the column can be moved.

3) Keeping the mouse button down, drag the pointer to the position where you wish the column to be placed, in this case over the **Asn5** column.

4) Release the mouse and the columns of the grid will be re-ordered.

The design grid should now appear as shown below:

Student	Rtn ? ??/??/??	Asn1 (20)	Asn2 (20)	Asn3 (20)	Asn4 (20)	Asn5 (20)	Hwk (20)	Rtn ? Score (20)
Scott Richards								
Moses Akimbaye								
Amy Louise Fernandez								
Jorge Gonzalez								
Surrinder Patel								

Adding a Report Column

The rotation columns just added will be applied to all rotations when the report is generated. For each module rotation, there will be five assignment columns and one Homework column. You can also add columns which will appear only once, either at the start of the report (on the left), or at the end of the report (on the right). These columns could be used for end of term tests, marks for term attendance or any other work for which only one score will be applied over a report period. To add this type of column:

1) Select the right-most blue column on the design grid.

2) Click the ![toolbar button] toolbar button (or right-click and select 'Add Column').

3) Enter the Full Description '**End of Term test**' and Short Description of '**Test**'.

4) Select the '**Auto-Disable**' option.

The End of Term test could be linked to an assignment completed by the student and marked by ClassAct. If you have a test of this nature then you can select the Module and Assignment in the drop down boxes in this last dialog:

5) Click **OK**.

Notice how this latest column appears on the far right of the design grid:

Student	Rtn ? ??/??/??	Asn1 (20)	Asn2 (20)	Asn3 (20)	Asn4 (20)	Asn5 (20)	Hwk (20)	Rtn ? Score (20)	Test (20)
Scott Richards									
Moses Akimbaye									
Amy Louise Fernandez									
Jorge Gonzalez									
Surrinder Patel									

6) Your Report Profile is now setup. Click the **Close** button at the bottom of the screen to return to the Report Wizard.

Additional Setup Features

Other functionality available in design mode but not covered in this tutorial includes:

♦ Column weighting - each column can be individually weighted.

♦ Setting up Rotation Dates.

Refer to the on-line help for more information on these features.

Tutorial 22 - Generating a Rotation Report

In this tutorial we will generate a report using the Report Profile setup in the previous tutorial.

1) If you are not already at the Report Profile selection page of the Report Wizard after completing the previous tutorial, then start the Rotation Reporter, Select the **Tutorial Class** and click the **Next** button.

2) Select the Tutorial Report profile and click the **Report** button.

The report will be generated. This report is relatively small and should only take a few seconds to complete. A progress gauge is displayed during the report generation as larger reports can take some time to complete.

Note: *The length of time a report takes to generate will be dependant on the number of students in the class, the number of columns in each rotation and the number of rotations during the report period.*

The Report Screen

The report lists all the students in the class down the left of the screen with their scores for work completed in columns across the screen. Since all students have worked on the same module, this appears in the rotation column for all students - in a normal classroom/lab, each student would have worked on a different module.

Student	Rtn 1 09/07/98	Asn1	Asn2	Asn3	Asn4	Asn5	Hwk	Rtn 1 Score	Test	Final Score
Scott Richards	Student Workstation Tutorial	60	40	75		47		44		44
Moses Akimbaye	Student Workstation Tutorial	80	80	75	58	82		75		75
Amy Louise Fernandez	Student Workstation Tutorial	100	100	67	75	81		85		85
Jorge Gonzalez	Student Workstation Tutorial	80	60	67	66	68		68		68
Surrinder Patel	Student Workstation Tutorial	100	100	100	100	94		99		99

Individual cells in the report are color coded. Different colors appearing in this report include:

Red - You will notice this in the row for Scott Richards, the Rotation score has a red background. This is to indicate that not all work in module has been completed. In fact, Scott failed to complete assignment 4.

Gray - The cells with a gray background are disabled scores - these will not affect the final score. In this report we set the two manually marked columns as auto-disabled.

Blue - This column marks the start of each rotation.

Other colors may also be present in some reports, use the key in the bottom right to determine the meaning of each color or refer to the on-line help.

Note: *A* *symbol alongside the student's name indicates that additional modules have been worked on during the report period as well as those displayed in the report. Double click the symbol to display a list of those modules.*

Changing the Grade Profile
The Grade Profile used in the report can be changed by simply selecting one of the Class*Act* defined Grade Profiles from the drop down list in the toolbar. You can edit the Grade Profile or add a new one by clicking the button alongside the dropdown list.

Manually Marking Work

1) Right-click on the cell at the intersection between the Scott Richards row and the '**Hwk**' column and select the **Mark** command.

2) Into the dialog which appears, enter a mark for Scott's homework - say '**55**' and click **OK**.
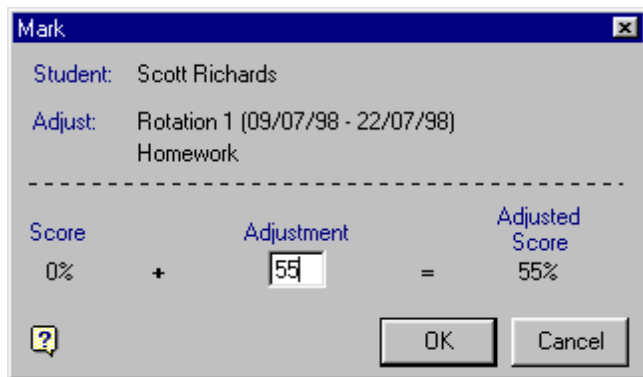
Notice that the mark has been inserted into the cell. The cell has turned blue to indicate that it has been manually marked (or adjusted) and the final score has been recalculated using the entered mark.

To remove this mark, right-click on it, select **Mark** again only this time delete the entry before clicking OK.

Adjusting a Score

As well as marking manually scored work, you can adjust the score for completed work in a similar way:

1) Right-click on the cell at the intersection between the Scott Richards row and the '**Asn1**' column and select the **Adjust** command.

2) Into the dialog which appears, enter an adjustment of -10% and click **OK**.

Notice the effect this has on the score totals in the report.

Disabling Work

If you wish to remove the effect of an individual assignment from the overall
rotation score (and the final report score), but leave a record of the score in place,
you can disable it as follows:

1) Right-click on the cell for Scott Richards '**Asn1**'.

2) From the pop-up menu, select the **Disable** command.

The cell will be grayed. The score remains but is not included in the calculation
for report totals. To re-enable the cell, repeat the process.

Note: *You can select multiple cells (as long as they are in a contiguous block) and then
use the toolbar enable/disable button* *to perform the action on the block of
scores.*

Viewing a Student Report

To view the student report, simply double-click on the student's name. This
serves as a preview of how the report will appear when printed.

Printing Reports

Both Class and Student reports can be printed. Each will call up a dialog box
enabling various fields to be filled and print options to be selected.

To print a student report, select a student (the cell will turn yellow) and click the
print toolbar button. To print reports for multiple students at a time, select
the **Multiple** button which appears in the Student Print dialog box and place a
check mark alongside each student you wish to report on.

To print a class report, ensure that no student is selected (click on any cell not in
the student column) and click the print toolbar button.

Alternatively, both the full report and the Student Report print options can be
accessed from under the **File** menu.

Additional Report Features

A number of features supported by the reporter but not covered in these tutorials are detailed in the on-line help, these include:

♦ Adding comments to a student's record.

♦ Exporting reports to Microsoft Excel.

♦ Exporting reports to Text files.

♦ Report display options.

Class*Act*

Section 3 - Appendices

Appendix A - Networked Workstation Installation

Instead of installing all the Class*Act* workstation software onto each computer in a classroom, you may wish to install it to a network fileserver. This method has a number of advantages:

a) Installation is much quicker. Fewer files need to be installed onto individual workstations.
b) Maintenance is easier. In many cases, only the fileserver's files need be updated and not those on each workstation.
c) Stricter security can be applied to the fileserver access.

The fileserver may be a computer running a server based operating system, for example Windows Server, or it may be a computer in a peer-to-peer network designated as the server and setup with a file-share.

There may be performance issues if a large number of workstations are working off a single fileserver. The graphical nature of some of the content packages means that large amounts of data may need to be passed between fileserver and workstation – this may cause some packages to load more slowly. In this situation, consider faster network hardware, routers and switches to improve performance.

Note: *Many study modules require additional software applications to be installed, for example Microsoft Encarta. Not all of this software can run server based, it may therefore be necessary to load certain applications to the local hard disk. Always refer to the installation instructions supplied with a module for more detailed information.*

Installing the Network Server Image

The workstation files must first be installed onto the network fileserver. This is best achieved by installing from one of the workstations to the fileserver. You will need to ensure that you have sufficient access rights to perform this installation from the workstation – this usually means logging on with Administrator access. You will also need to ensure that you have sufficient space on the fileserver to hold all the learning content files (typically between 100-400Mbytes per module) as well as the workstation system components (typically <100Mbytes).

1) Set up a location on your fileserver with full access permissions. If this is a peer-to-peer network, then set up a file-share on the computer which is going to contain the installation.

2) At the workstation from which you will be performing the installation, map a network drive to the selected location/file-share, for example: drive 'f:'. Choose to reconnect to this share each time the computer is restarted. Each workstation in the room must map to this location with the same drive letter so choose a drive letter that will be available on all workstations. Make sure this mapping also applies to all users that will be logging onto the workstations, not just the Administrator.

3) Follow the normal workstation installation process, (covered in Section 2 of this manual), choosing the 'Network Server Image' install option and following the on-screen instructions.

4) When asked to select the install location, select the mapped drive letter of the fileserver where the files are to reside. An LJCAI directory will be created on this drive and all the files will be copied to it.

5) Allow the installation to complete in the normal way.

Workstation Setup

Each workstation must now be setup to use the fileserver's copy of the installation. In addition, while the main system runs off the fileserver, certain system components, such as Adobe Acrobat ® reader, require files to be installed locally. To perform the workstation installation/setup, proceed as follows:

1) If you have not already done so, map the same drive letter on each workstation to the network file share previously created on the fileserver and make it permanent ensuring that this mapping will be present for all users that need access to it.

Note: *During the installation process, the workstations must have WRITE access to the LJCAI directory on the fileserver. Once installation is complete, the workstations only require read access.*

2) From the first workstation, run the INSTALL.EXE program in the LJCAI folder on the mapped network drive.

   e.g. **F:\LJCAI\INSTALL.EXE**

Note: *You must run this program through the mapped drive and not by using the UNC filepath, (\\servername\folder\install.exe).*

3) Follow the on-screen installation instructions in the normal way and complete the workstation installation.
4) Repeat this for all workstations.

Installing Learning Materials to the Network

For content packages to run from a network installation, the content files must be installed to the fileserver. Once again, this is best achieved by giving write access to one of the workstations and installing the content across the network.

Follow any printed instructions on the content installation CDs to start the installation process then follow all on-screen instructions to perform the installation.

As already noted, if the CD contains applications in addition to CAI, the viability of installing these to the network drive will have to be considered individually. Refer to any installation instructions supplied with the individual packages.

Installing eContent Modules to the Network

eContent learning modules include additional functionality to assist in setting up workstations during a network installation.

By following the instruction below, all applications and Start Menu shortcuts can be quickly added to each workstation:

1) Install all eContent modules to the fileserver in the normal way following the on-screen instructions displayed after inserting the CD.

2) At the first student workstation, insert any one of the eContent Installation CDs. In the instructions which appear, click the link identified as the 'Configure All' option. (If this is not present, try another installation CD – some earlier CDs did not have this link).

3) In the dialog box which appears, select all those modules that you wish to use from this student workstation and click the **OK** button.

All application and presentation Start Menu shortcuts will be created and all applications that require installing locally will be installed. Depending on the number of modules selected, this may take a few minutes to complete.

4) Repeat for all other workstations.

Appendix B – Work Selector Learning Programs

This appendix covers the setting up of Class*Act* workstations wishing to use the graphical 'Work Selector'. Instead of the student typing a module/chapter number or selecting from a simple text list, the work selector provides a graphical method for selecting the next piece of work to load.

To support this feature, and to allow for different Learning Programs which may be aimed at very different age groups, a number of settings have been made Learning Program specific.

While default settings are made during installation, you may wish to change some of these.

Supporting Multiple Learning Programs at a workstation

The Learning Program settings are accessed from the Launcher Setup Utility. The basic settings were covered in the installation and configuration section of this manual (Page 26). More detailed information can be accessed using the on-line help (by pressing the 'F1' key).

Although the workstation can be setup for multiple Learning Programs, the system settings used will be taken from the one specified in the 'Start with:' box. If you wish to run multiple Leaning Programs on the same workstation but want different settings for each, or if you want your students to see only a single Learning Program, (i.e. one program tab in the Work Selector), then you must setup different shortcuts for each Learning Program as described below:

Each Learning Program is given a unique number. By starting the Workstation Launcher application (Launch3.exe) with a command line option containing this number, all the settings for that Learning program will automatically be applied. In addition, the Work Selector will display only the specified Learning Program items (i.e. the other Learning Program tabs will not be displayed). In this way you can setup separate shortcut icons/Start Menu items for different types of user. All Learning Program specific settings, including the logon method will then be applied accordingly.

The command line to pass is:

  \LJCAI\Launch3.exe /ContentMode**X**

Where **X** is the Learning Program number. Numbers currently supported include:

0	=	No work selector - Student must enter the module and assignment numbers manually. The default launcher settings will be applied.
1	=	Living with Science range
2	=	IT2020 Information Technology range
3	=	Scantek Modular Technology range
4	=	Living with Technology range
5	=	ScanMath range
6	=	IT2020 Foundation range
7	=	AEP Electronics Program
8	=	Autolab
9	=	Exploring Science range
14	=	eContent (all eContent is dynamically added in this mode)

Graphical Work Selector Setup

As well as the workstation settings which can be setup for different Learning Programs, there are a number of options for setting up the appearance and behaviour of the Work Selector itself.

To set these options you must run the Work Selector in Instructor mode:

1) At the student workstation, start the Launcher Setup utility.

2) Click the link illustrated below to setup the Work Selector:
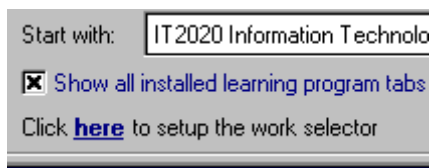
3) The Work Selector will start up with all Learning Program tabs displayed.

4) Select the content range tab which you wish to setup and right-click on the tab label itself.

The options which you can apply to this tab are:

♦ Disable buttons in the work selector which relate to work not in the student's Course Sequence (which is setup on the Class*Act* management system)

♦ Hide those buttons which have been disabled. As well as work not in the student's Course Sequence, module content which is not installed at the workstation may also be disabled – with this setting on, these buttons will also be hidden.

♦ Attempt to automatically select the next piece of work (based on the student's Course Sequence).

Individual buttons on the work selector can also be disabled at the workstation by right-clicking on each button and selecting 'disable'.

Network Installations and File Access Permissions

If the workstation has been setup as a network install (i.e. the workstation Launcher and module content files are being accessed from a network drive), the Learning Program and Work Selector tab settings will be global to all workstations on the network. During the setup of these options it will be necessary to have **Write Access** to the INI files in the LJCAI folder and its sub folders. In addition, the method the workstation will use for selecting content is a setting local to that workstation – **Write Access** will also therefore be required to the LJLNCH.INI file in the Windows folder to be able to change this setting. In general, these means logging on with Administrator access while installing and configuring these items.

The individual button settings in the work selector are programmed locally for each workstation (even if the workstation is installed on the network). This is to allow individual stations to have different settings. While making these settings, it will be necessary to have **Write Access** to the INI files in the Windows folder on the local computer.

Once all the settings have been made, the network area and the Windows folder permissions can be set back to your normal requirements.

Appendix C – Troubleshooting

This appendix covers some of the typical issues which may arise when trying to start or use the Class*Act* system. In each case, a brief summary of the possible causes and solutions are given. Refer to the appropriate sections of this manual and the on-screen help for more detailed information.

Database error messages on startup

One of the first tasks that Class*Act* does when it starts up is to attempt to open its database. The following conditions will cause Class*Act* to display an error at this point:

♦ The database file cannot be found. The location of the database will have been setup during installation and does not normally need to be changed. If your system has been working and now generates this error then ensure that you are logging on to Windows with the correct credentials. To select a different file/location, run the ' DB Selector.exe' application from the Class*Act* Program folder and follow the on-screen instructions and help. If your database really has gone missing then you will need to restore it from an earlier backup (See page 16).

♦ You do not have Write access to the database files and/or the folder in which it resides. Check with your network administrator that you have the correct access to the Class*Act* DATA folder and all the files in it.

♦ The database has been corrupted. Class*Act* will normally attempt to automatically repair a corrupted database. If this fails you will need to restore from an earlier backup. Reasons for a corruption of the database include:

  o The computer was turned off without shutting down Windows – during a Power failure for example.
  o The computer's hard disk is faulty.
  o The computer has become infected by a virus.
  o The database has been opened in another application and the existing file format changed (for example opening it using Microsoft Access).

Students unable to logon

Immediately after starting the Class*Act* workstation Launcher, it will attempt to start communicating with the Class*Act* management system. If after a while this communication cannot be established, the Launcher will display an error and retry message. Possible causes for this error are:

♦ The Class*Act* management system has not been started. (See Page 36)

♦ The Network Management part of Class*Act* has not been started – ensure that the network mimic screen is showing (See Page 42).

♦ Your workstations are not 'pointing' to the correct place. Start the Launcher Setup utility, switch to the TCP/IP tab and ensure that the management system's host name or address are correct. (See Page 31)

♦ The Windows firewall is blocking the TCP ports used by Class*Act*. Insert the installation CD into the management system and each workstation and ensure that the firewall prerequisite entry is not showing as blocked.

♦ There is a general network issue. Check with your network administrator that the network is functioning correctly.

Extra workstation icons appearing in network mimic

Each time a new workstation is detected on the Class*Act* network, the management system will add a new icon for it on the network mimic. Once communication with the management system has been established, the workstation saves its unique identification number in the LJLNCH.INi file in the Windows folder on the local computer. This is why you must have Administrator access to the workstation when installing.

If a new workstation is added (or an existing machine is rebuilt), and write access to this INI file is not granted, the workstation's identity will not be saved. Each time the workstation is restarted the management system will identify it as a new workstation and add another icon. To fix this issue:

♦ Ensure that the first time a workstation is connected to the Class*Act* network that write access is granted to the LJLNCH.INI file – i.e. log on as Administrator.

To remove unwanted icons, rescan the network using Administration Manager. (See Page 31).