



---

---

## Courseworks 7 – Standalone Installation

---

---

A complete User's Guide is located on your Courseworks 7.0 CD (in the Paulson folder) in .pdf format. In order to fully understand how to set up your training, you must read the following sections of the training manual.

Adding Students.....page 109  
Curricula.....page 116  
Enroll Students.....page 135  
Enrollment Requirement..... page 158  
Passwords.....page 163  
Reports .....page 175

### Installing a Courseworks 7.0

**NOTE:** If you have a previous version of Paulson System Manager Software on the computer you will be installing this version on, you must remove it before installing Courseworks 7. If you would like to keep a record of your current training results, following the instructions below.

**WARNING!**

Your current database is not compatible with CourseWorks® 7.0. You will be starting with a “clean” database after you install CourseWorks® 7.0. If you would like to keep your current records, you must export your current database as a .csv file in order to keep a hard copy before installing Courseworks 7.0. You can do this by following the directions below.


1. Open TrackPro
2. File/Create Database
3. Type in the name to save the file as with the extension of .csv
4. Choose the fields to be contained in the database
5. Click Finish
6. The .csv file will be saved in the Paulson/crswrks/db folder
7. Copy your newly created .csv file to a safe place

All CourseWorks® installations require that the user have full administrative rights (read, write, erase, create and modify) through the Windows operating system to the drive that CourseWorks® is being installed to.

**Step 1.** Remove Paulson System Manager Software from the computer if it is currently installed. This can be done by simply deleting the Paulson folder.

**Step 2.** Close any open applications, especially Outlook.

**Step 3.** Insert the CourseWorks® CD into the computer's CD-ROM drive. If “autorun” is enabled on your computer, the installation utility will automatically start the installation process. If autorun is not enabled:

- a. Click on the Computer  icon on your desktop and double-click on the CD-ROM drive to open the contents of the CD. Then double click on the “setup.exe” file to initiate the install process.

The next screen to appear will be the CourseWorks® Installation Utility screen.



Follow the directions on the screen to proceed with the installation.

**Step 4.** When the license agreement appears, you must accept this agreement by clicking “Yes” to continue with the installation (if you do not agree to the terms in the agreement, click the “No” button and return the software to the distributor from whom you made your purchase).



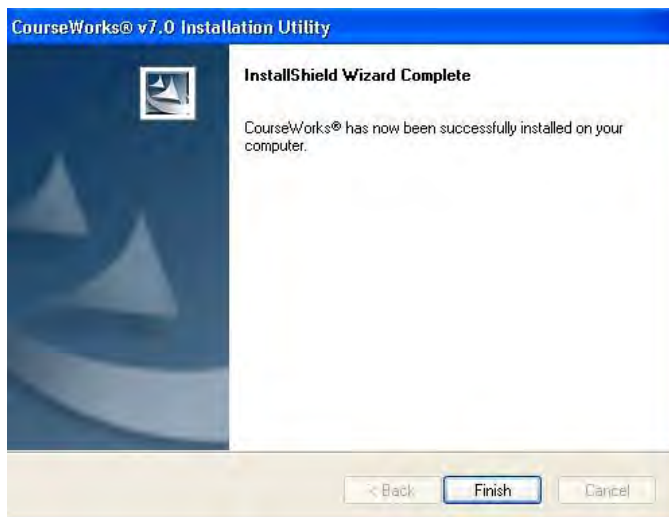
**Step 5.** On the Installation Type screen select the first option, which will “...install either a new copy or an upgrade of CourseWorks®”.



**Step 6.** You will then be prompted to choose the “destination” folder for the CourseWorks® software. You can either have the software install to the default folder, "c:\Crswrks7", or browse to choose a different location.



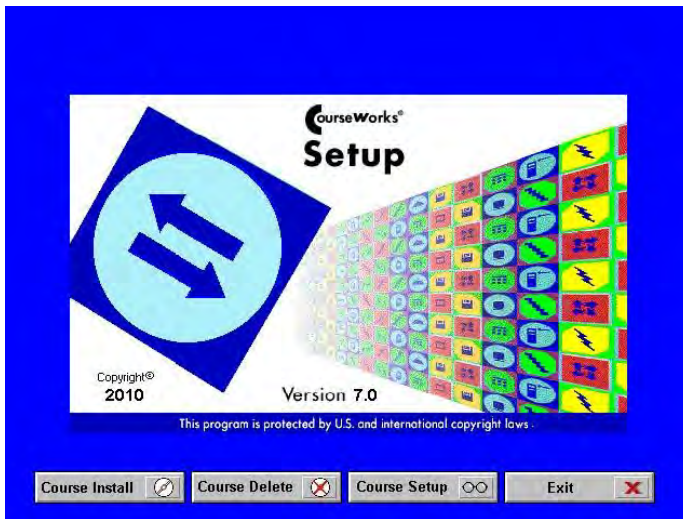
**Step 7.** Click  .



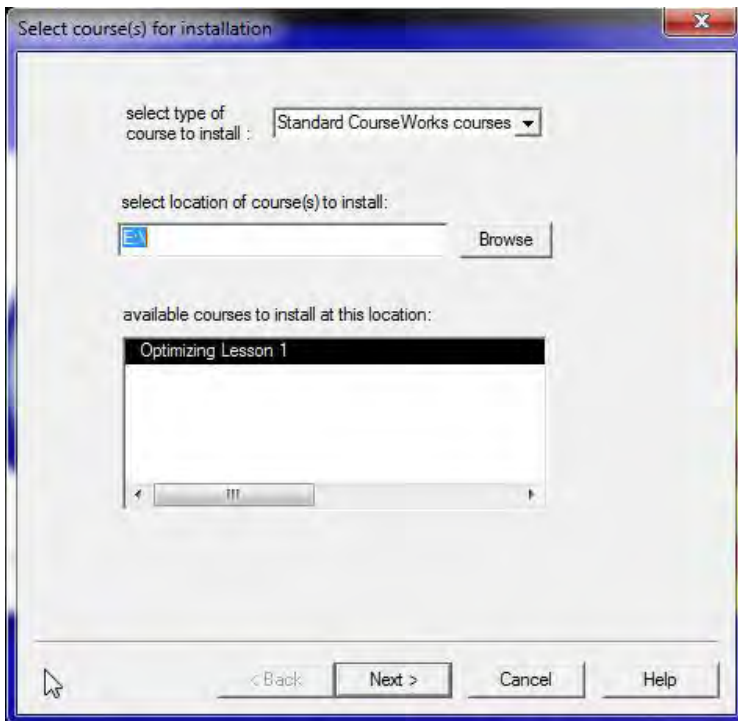
**Step 8.** Click  .

## Installing a Lesson

1. Insert the course CD in the CD-ROM drive of your Server computer.
2. Select [Programs] ▶ [CourseWorks® v7.0] ▶ [Setup].




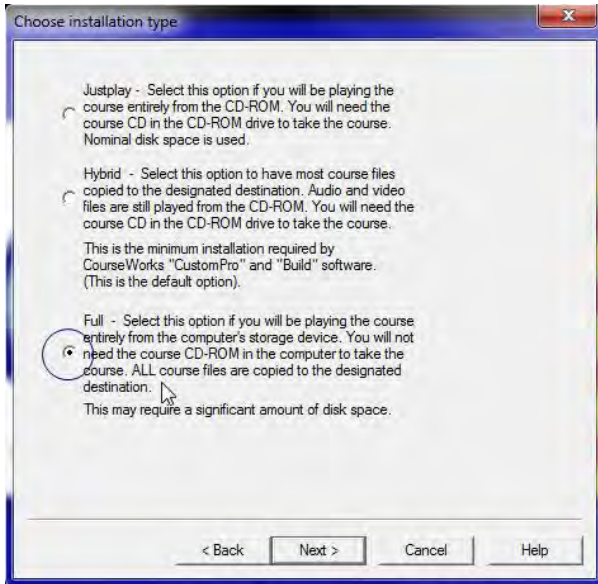
3. Click on the **Course Install** button. The program displays the "Select course(s) for installation" dialog box.




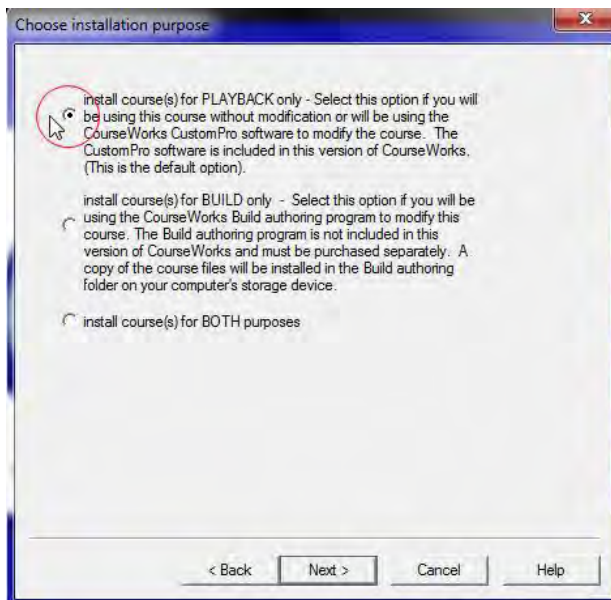
4. Select the type of course you want to install. You will probably choose "Standard CourseWorks® courses". (The second option, "Custom CourseWorks® courses", is used to install courses that you may have customized using the CourseWorks® CustomPro feature. See "CustomPro" for more information.)
5. The title of the course CD that you inserted in the CD drive will appear in the "available

courses to install at this location:" field.

6. Click on the  button.
7. The "Choose installation type" dialog box displays.



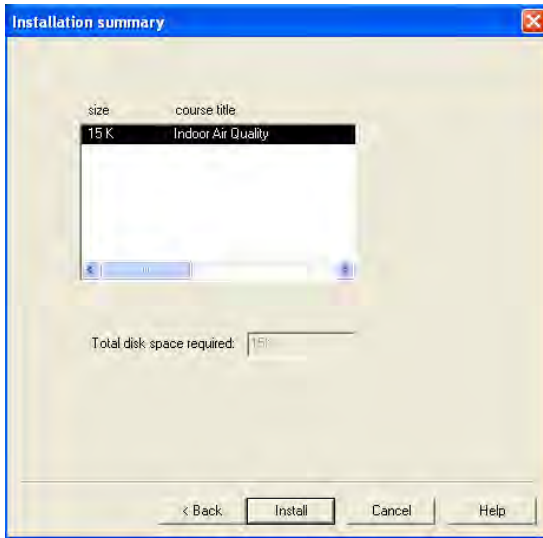
8. You will be prompted to select one of three options. Each installation type option is explained on the screen. Paulson recommends using the **“Full”** install.
9. Click on the  button.
10. The Installation Purpose dialog box appears. Choose the top option **“PLAYBACK only”**.



11. Click on the  button.

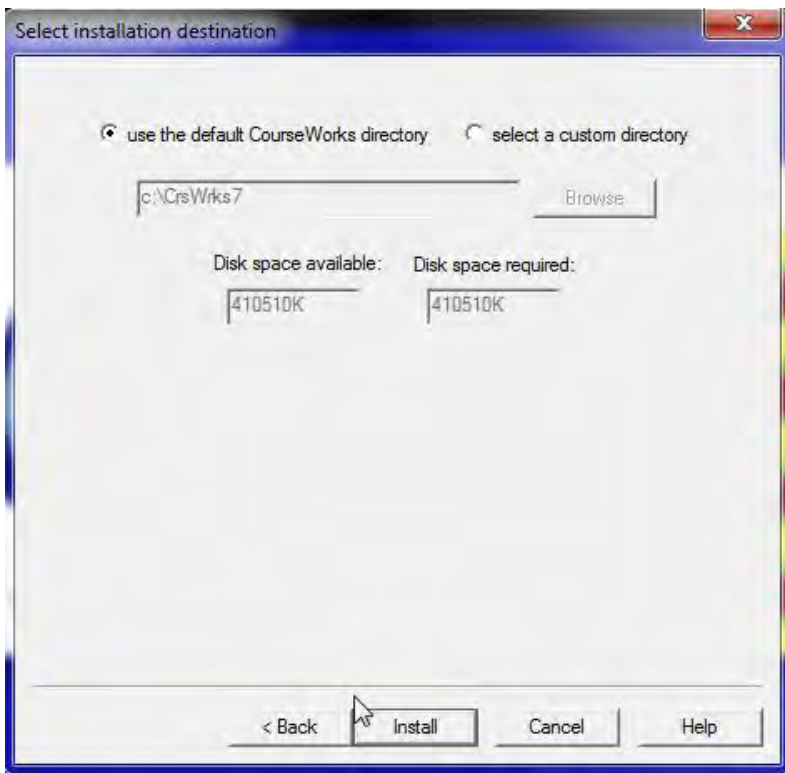


12. The “Installation summary” screen appears with the course CD that is in the computer’s CD-ROM drive highlighted.



13. Click the  button.

14. The Installation Destination dialog box appears. If you would like to install the lessons in a place other than the default location, click on “select a custom directory” and browse to the folder where you would like to install the lessons.

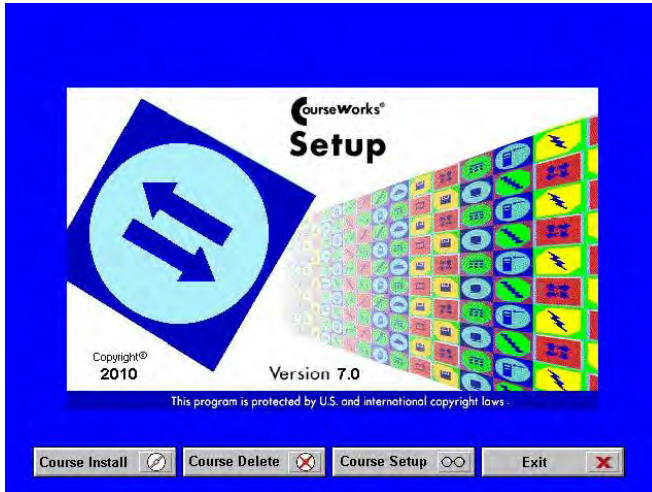


15. Click the  button.





16. When the installation process is complete the program will take you back to the main Setup screen.



17. Repeat this process for each lesson.

## Launching Deliver

1. Double-click on the CourseWorks 7.0<sup>®</sup> icon on your desktop.



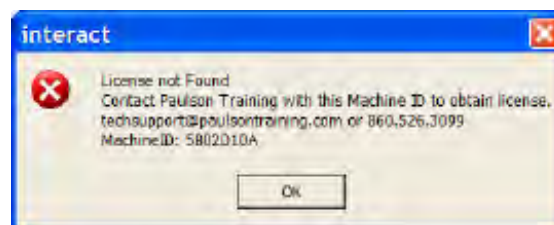
2. Double-click on the "Deliver" icon.



## NOTE: System Manager License

***NOTE: When Deliver is launched the first time, you will notice that a "License not Found" message appears.***

***Paulson will supply the required license file upon receipt of the machine ID. Call Paulson at 860-526-3099 or email at [techsupport@paulsontraining.com](mailto:techsupport@paulsontraining.com) and give us your machine ID.***



3. Once you receive your unlock file, place it in the Crswrks7 folder. This folder will be in the location where you specified the program to install.

4. Launch Deliver again. The Course Selection (Tic-Tac-Toe) Menu will appear.



The Tic-Tac-Toe menu shows up to nine course or curricula buttons at a time. When there are more than nine courses installed on the system, the scroll bar is used to view the additional buttons. The student clicks on a course's button to start the course, or if the button represents a curriculum to display that curriculum's Tic-Tac-Toe menu.

## What you will see next

### 1. Pretest Questions

- The program first starts with 5 pre-test questions. Answer each one of the questions. You will be told whether you are correct or incorrect for each question and then will move onto the next question. (The pretest score is kept in the database file and can only be seen by the administrator for each student.)

### 2. Introduction

- When the pretest is finished, the program will automatically begin the introduction.

### 3. Course Begins

- Throughout the course, the video will stop and you will be asked questions. If you answer the question incorrectly, you will be shown that piece of video again that explains the answer to the question. Only when a question is answered correctly, can you move on to either the next question or more video.

### 4. Post-Test

- At the end of each course, there is a post-test. The post-test is 10 questions and just like the pretest, will show you whether you answered correctly or incorrectly.

NOTE: Pre and Post tests can be set to any number of questions you like. The defaults are 5 and 10, respectively.

## Common Errors:

### 1. **Video Codec error** when starting a lesson:

- a. On your Courseworks 7 disk there is a folder called "codecs". Inside that folder are two files:

Codinstl v4\_v5.exe  
Iv5setup.exe

- b. Double-click on each one of those files to install the codecs.

### 2. **"# of licenses has been exceeded"** error when starting Deliver. This happens because the user did not exit a lesson correctly (not using the exit button). To correct:

- a. Open Track Pro.
- b. Click on "View" tab.
- c. Go to bottom "View Student Network Status"
- d. Highlight students name and click Logout.