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Materials in this Guide

Welcome to CourseWorks® version 10.0! In this three-ring binder you will find three things relating to CourseWorks®:

- A CD containing the CourseWorks® learning management system (LMS) software and its documentation.
- Information on how to access the CourseWorks® v10.0 Trainer's Guide (on the CD).
- Information on how to access the CourseWorks® v10.0 Student's Guide (on the CD).

We have done a number of things to make CourseWorks® v10.0 as easy to use as possible. The CourseWorks® learning management system is menu driven, and incorporates a "Help" document. However, for easy reference we have also provided information about all of these features in the Trainer's Guide. (If you have questions on the materials in this package, or the operation of CourseWorks® v10.0 itself, you should contact the distributor from whom you purchased CourseWorks®.)

The CourseWorks® CD contains two components:

- The Learning Management System (LMS) - This is the "core" of CourseWorks®. Using this system you can do things such as set securities, define logins and activate optional features that can be used with a course. This system also allows you to track employee/student performance by recording information such as the amount of time it has taken them to complete a course, test question results and the like. The CourseWorks® learning management system also acts as the "platform" software that allows you to play the courses themselves.
- A copy of the CourseWorks® documentation in PDF form – This includes the Trainer's Guide and the Student's Guide, and can be accessed using Adobe Acrobat Reader.

As you start using CourseWorks® you will need to make some decisions about how to employ its capabilities. For example, there are several approaches that can be used to install courses on your computer, each with its own advantages.

Additionally, you will want to consider what type of "security" you want to employ with CourseWorks®. For instance, you probably won't want to give employees/students access to the learning management system portion of CourseWorks®... reserving these capabilities for the people who are overseeing and administering your facility's training activities. The materials in this package will help you think through these types of questions and make decisions that result in your training activities running smoothly and efficiently.

One of the first things you should do after receiving this package is to thoroughly read the Trainer's Guide. Not only will it help you to understand the capabilities in CourseWorks®, but it will help you decide how to address the training issues within your organization.

If you still have questions about how to set up and administer your training activities, or the functioning of CourseWorks® itself, contact the distributor from whom you purchased CourseWorks®. They will be glad to help you.

Organizing and Administering Your Training Activities

The way you organize and administer your training activities, as well as how you use CourseWorks® to facilitate and control those activities, can have a significant impact on the success of your training activities. You will want to give a good deal of thought as to how you schedule employees'/students' training, track test scores, generate reports and the like.

One of the most important early issues you will need to deal with is how to have your facility's employees/students access the courses you are using. You will want to consider things like security, limiting access to specific courses and whether or not you want to have particular employees or groups of employees take a predetermined list of courses.

This is tied to determining what features and options within the CourseWorks® learning management system you want to use, including setting security, establishing login requirements and procedures, setting up curricula, scheduling your employees/students for training courses, etc. You will want to consult the "Using CourseWorks® at Your Facility" section of this guide to make these determinations (if you have questions regarding the capabilities in CourseWorks®, or how to use the features and options that are available, call the distributor from whom you purchased CourseWorks®).

You will also want to start thinking about how you will be using the tracking and recordkeeping and capabilities within the learning management system, and what type of reports you would like to generate. This information is also helpful in determining which employees are qualified to move into new positions, who is eligible for promotion, and to legally establish that employees have, in fact, received training in topics such as safety and regulatory compliance. Remember that agencies such as OSHA are placing an increasing emphasis on documenting that employees have received the training the agencies require.

The functions in CourseWorks® can help you with all of this, and you will want to understand its capabilities thoroughly.

Introduction to CourseWorks®

Overview

CourseWorks is the learning management system (LMS) that is used with courses in your Interactive CD-ROM Training Library. CourseWorks® is an easy to use, comprehensive suite of programs for managing the delivery, administration and authoring of CD courses. With CourseWorks® an organization can set up an interactive CD-ROM training environment to handle student enrollment and scheduling, security, tracking student performance and training certification.

This guide is designed for people who are performing training administration using CourseWorks®. Some organizations may have one person designated to perform as the CourseWorks® administrator, or several people may share the administrator tasks.

An administrator can literally have CourseWorks® in its simplest form running in several minutes, with a few mouse clicks... or they may decide to use a number of the optional capabilities in CourseWorks® to configure it to meet their organization's particular needs. Even then, configuring the CourseWorks® learning management environment is fairly straightforward and does not require a tremendous amount of time.

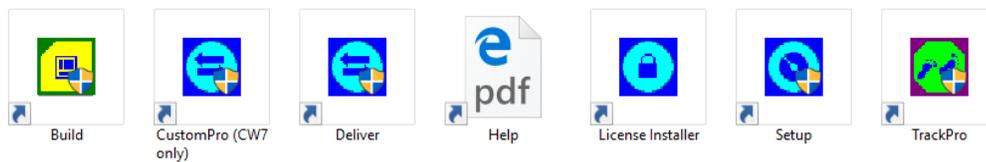
If you will be acting as your organization's CourseWorks® administrator, you should review this guide in order to learn about the many capabilities in CourseWorks® before your students take any courses. For instance, CourseWorks® has a "curriculum" feature that provides an easy means for grouping courses and enrolling many employees at one time, which you may want to use.

CourseWorks® Program Group

With CourseWorks® an organization can configure its interactive training environment to suit its particular needs. The programs available in CourseWorks® where this is done include:

- Setup
- Build
- TrackPro
- Deliver
- Build Lite
- CourseWorks® Help

Each of these programs corresponds to an icon in the CourseWorks® program group and is explained in detail in this documentation.



Setup



The administrator uses Setup to install, set up and delete CourseWorks® courses. Setup is used to configure each course individually by enabling or disabling optional course-related features. Some of these features include:

- "Pre- and Post- Tests" – allow the administrator to create tests, specify the number of questions to include, and specify the tests' passing scores.
- "Assessment Tests" – allow the administrator to give a student the ability to "test out" of various chapters in each course, by creating an initial test that includes questions from each module. If the student answers the questions correctly for the respective chapter, they have the option to skip that chapter.
- "Skip Ahead" – permits students to "skip" out of the video segment they are watching before it has finished playing, and move on to the next part of the course. You can also skip roadmaps, objectives and review menus.
- "Reverse" – allows students to repeat the previous course element.
- "Certificate" – lets students print out a "Certificate of Completion" immediately after completing the course.

**Detailed instructions on how to use these features can be found in the "Course Setup Options" section of this guide.*

TrackPro



TrackPro

TrackPro is used to perform most of the CourseWorks® administrative functions. The administrator uses TrackPro to set up and maintain the training database containing student and course data, as well as to configure the training environment at the systems level. Using TrackPro the administrator can send "messages" to students who are using the system, set passwords and login requirements, and control access to courses and curricula.

An administrator can also use TrackPro to establish login procedures, specify the Deliver "Tic-Tac-Toe" menus that students see when they log in, and trigger the printing of training certificates. TrackPro also lets the administrator review and print reports and perform other database tasks such as importing and exporting student demographic data. The administrator can also monitor students who are logged in to CourseWorks®, as well as log off inactive users.

TrackPro's "scheduler" function is a great tool for monitoring the continual certification requirements that some organizations and industries must adhere to. With the scheduler feature the administrator can establish the start and end dates between which courses are to be taken as well as specify a course's "recertification period" (a time frame in which a student must retake a course, such as annually).

Deliver



Deliver

Students use Deliver to access their courses. When Deliver starts up the student will typically see a Tic-Tac-Toe menu of the training courses or curricula that are available to them.



Build



Build is authoring software that can be used to create new fully functional interactive courses...as well as customize existing CourseWorks® courses.

This CourseWorks® CD includes a "demo" version of this Build authoring software that allows you to explore all of the functions of Build. However you will not be able to save any newly created courses until a license to Build is purchased.

CourseWorks® also includes a "limited" version of Build, called "Build Lite" at no charge. This limited version of the Build software can be used to customize CourseWorks® courses that you have purchased and that have been installed to your CourseWorks® system.

Help



This program displays the CourseWorks® Trainer's Guide. The Trainer's Guide is in a searchable Microsoft Word format and includes instructions for most of the common tasks that will be performed when using CourseWorks®.

The Trainer's Guide is accessible by clicking on any of the Help buttons that appear throughout CourseWorks®. Once the Trainer's Guide is displayed, a "Search" box will appear at the top of the page. Simply enter the topic you would like to find information on and the system will automatically take you to the section of the Guide that contains this information.

Documentation Conventions

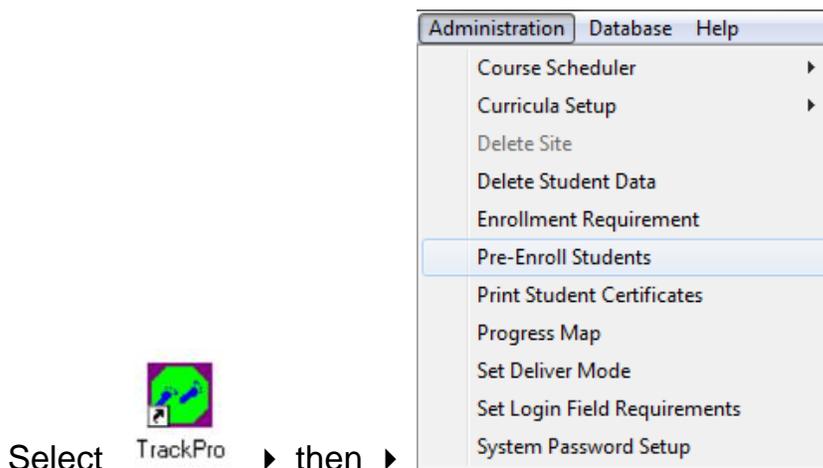
Menu Notation

Instructions in this guide that are directing you to choose from menus will be written with a triangle (▶) symbol separating each menu selection or step.

For example, rather than say... "select '**TrackPro**', and from that menu select '**Administration**', and then select '**Pre-Enroll Students**'"... the instructions will be written in this shorthand notation:

Select **[TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students]**.

This means the same as...



Terms and Definitions

To avoid writing "(s)he" or "s/he", we will generally use the pronoun "she" when referring to an administrator and "he" for a student. (We believe that about 50% of training administrators are female and 50% are male and that the same percentages are true for students. But we just couldn't bear to write "(s)he" or "she/he" everywhere!)

Administrator

Throughout the guide we use the term "administrator" to refer to the person(s) charged with administering the organization's computer-based training environment.

Button

A button is used to invoke its command, i.e. . Some buttons may appear with one letter in its text underlined. When that is the case, you can also press the  key on your keyboard and the corresponding letter to invoke the command. For example, the  button has its "P" underlined. In this case you would press  and **P** in order to invoke the "properties" command.

Check Box



Clicking on a check box creates a checkmark in the box and enables the feature described in the box. Clicking on a check box that already has a checkmark in it will "deselect" it (disable that feature).

Concurrent Accesses

We use the term "concurrent" to describe the situation when more than one student is accessing CourseWorks® on a network at the same time. In a networked environment, the number of anticipated concurrent users usually determines how many licenses of CourseWorks® and course licenses will be required.

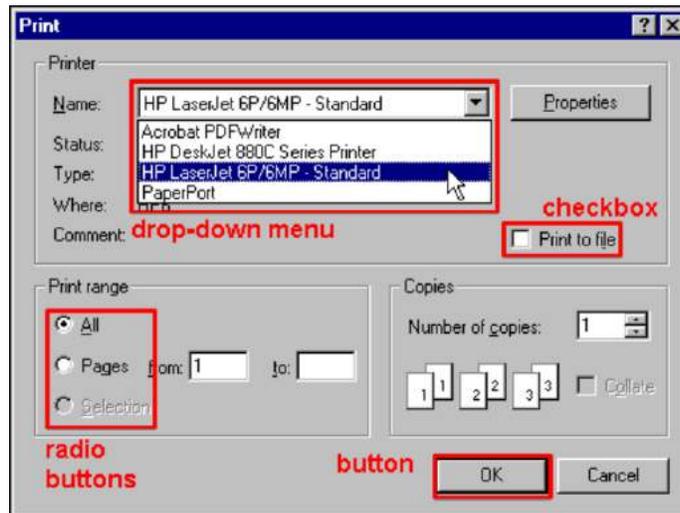
Curricula and Subcurricula

The word "curriculum" is used to refer to one group or set of courses. Whenever we refer to more than one curriculum, we will use the term "curricula". CourseWorks® also allows the administrator to further refine the grouping of courses into "subcurricula".

*See "Curricula" for details.

Dialog Box

In Windows, a "dialog box" prompts the user of a program to select options. For example, most Windows programs have a "Print" dialog box that contains drop-down menus, buttons, and check boxes that allow you to specify things such as where you want to print to, how many copies to print, etc. You'll encounter this type of box in some of the CourseWorks® functions, such as the "scheduling" feature.



Dragging



Drag means to hold down the left mouse button and then, while holding it, move the mouse and release the button at a new location

Drop-down Menu



Drop-down menus are used to display a list of available choices. You click on the  to expand the list. To select an item from the expanded list, you then click on it.

Light Bulbs

Light bulbs can be found in bold type and are "boxed". They denote a "tip" that will help you in using CourseWorks®.

Network Drive

Some organizations use a "client/server" network configuration and others use a "peer-to-peer" network. We use the term "network" to refer to either type of network, since CourseWorks® works equally well with both. The term "network drive" will be used to indicate the drive that CourseWorks® resides on, regardless if the drive is a network drive in a client/server network or a shared drive in a peer-to-peer network.

Radio Buttons

CourseWorks® uses "radio buttons" to prompt the user to make a choice from a series of mutually exclusive choices. The term "radio buttons" implies that these "buttons" behave in a similar fashion to the buttons on a car radio. (When you push in a channel selector button the radio switches to the channel assigned to that button. Only one button can be activated at any one time).



In this example, there are two radio buttons shown. In the left graphic, the "Start date" is the selected option whereas in the right graphic the user has clicked on the "End date" option.

Select

"Select" indicates that you are to highlight an item in a list or menu, then click with the mouse on that specified item.

WARNING!

Warnings are provided in bold type and are "boxed" so that they won't be missed. Warnings generally tell you about things that should not be done within CourseWorks® because they can have dire consequences.

Installing/Removing CourseWorks®

Overview

There are three ways that the CourseWorks® learning management system can be installed:

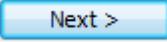
- A new or upgrade installation of CourseWorks® to a local computer.
 - This type of installation is performed when you are installing CourseWorks® on a single computer that is to be used as a workstation. See *"New or Upgrade Install of CourseWorks® on a Standalone Computer"* for more information.
- A new or upgrade installation of CourseWorks® over a network to a server computer.
 - This type of installation is performed when you are installing CourseWorks® on a server computer on your network and will be accessing the training from client computers on your network. See *"New or Upgrade Install of CourseWorks® over a Network"* for more information.
- A CourseWorks® network client installation.
 - This type of installation is used to configure a network computer to be a CourseWorks client. CourseWorks® must have already been installed by one of the 2 previous methods described. See *"Creating a CourseWorks® Client"* for instructions.
- Removing CourseWorks®.
 - See *"Removing the CourseWorks® Installation"* for instructions.

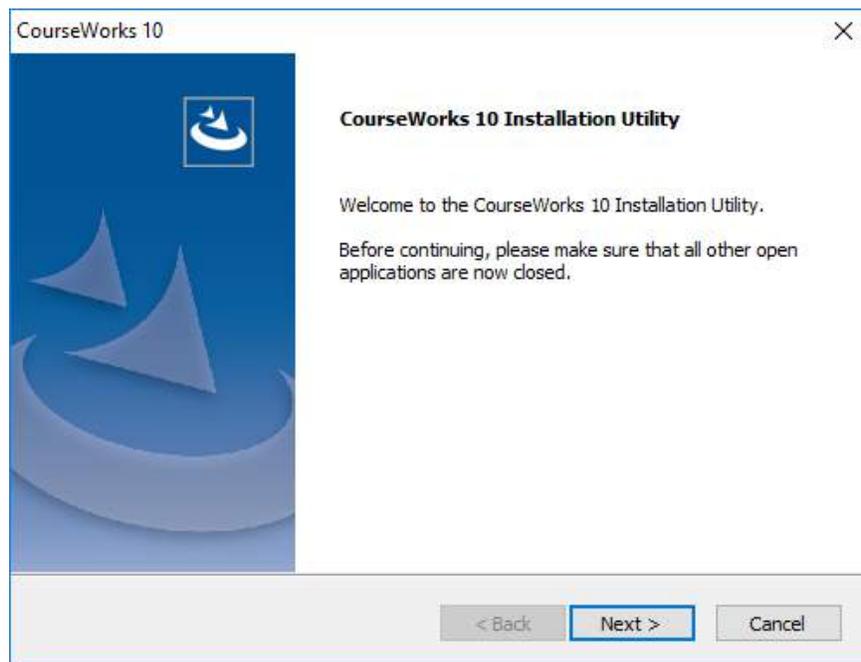
All CourseWorks® installations require that the user have full administrative rights (read, write, erase, create and modify) through the Windows operating system to the drive that CourseWorks® is being installed to. In addition **if the option is available with your version of Windows, the installation must be in "Run as Administrator" mode.** This is necessary because the operating system must be able to install various Microsoft components that require special administrative rights.

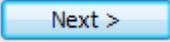
Remember, as with any software you should close all open windows before starting the installation process. Specific instructions for each type of install are provided in the next sections.

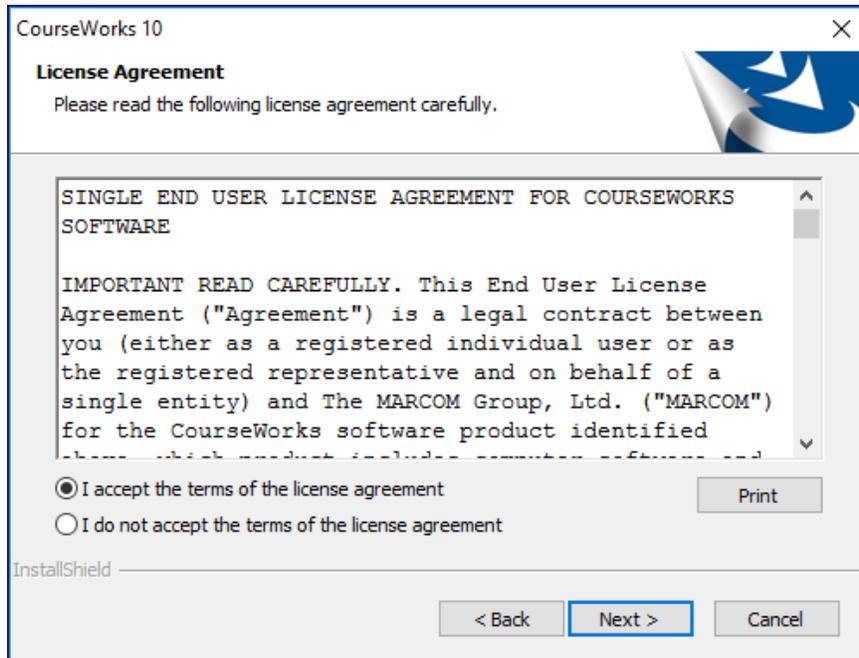
New or Upgrade Install of CourseWorks® on a Standalone Computer

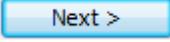
To perform this type of installation:

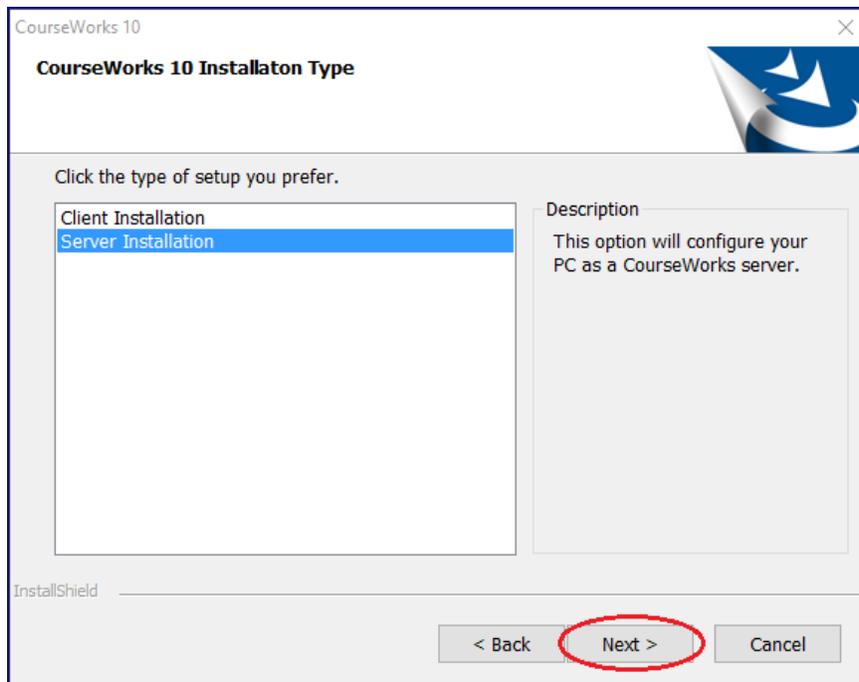
1. Click on the Computer  icon on your desktop and double-click on the CD-ROM drive to open the contents of the CD. Then double-click on the "setup.exe" file to initiate the install process (if applicable to your Windows configuration right-click and choose "Run as Administrator").
2. The next screen to appear will be the CourseWorks®10 Installation Wizard screen. Click the  button:

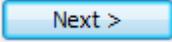


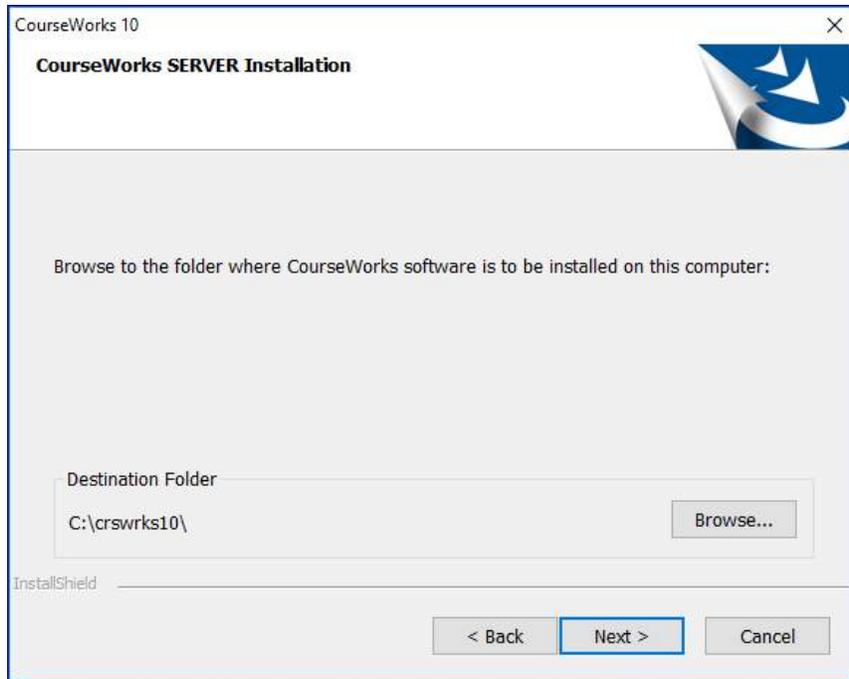
- When the license agreement appears, you must accept this agreement to continue with the installation (if you do not agree to the terms in the agreement, return the software to the distributor) and click on the  button:

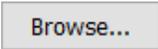


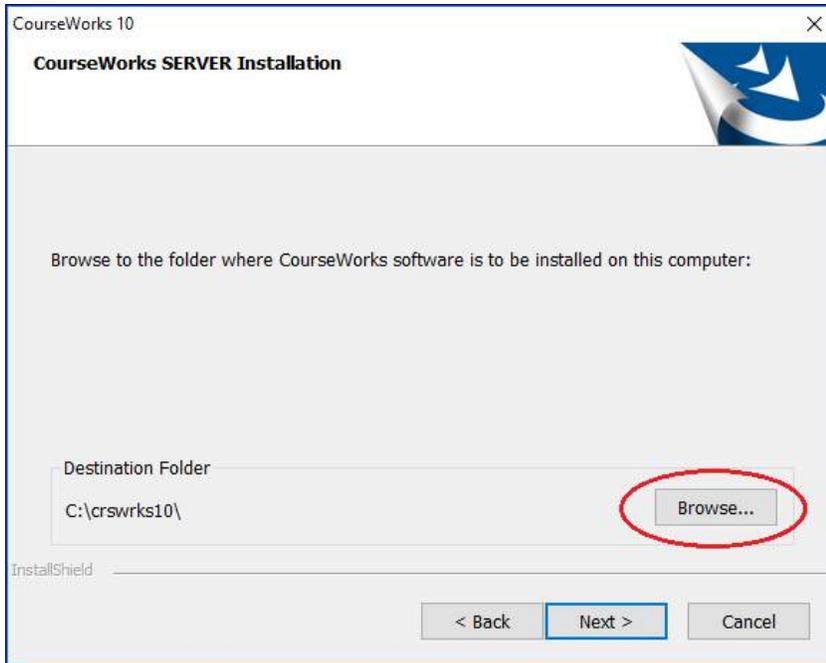
- The next screen allows you to choose the setup type. Since this is the initial installation of CourseWorks[®] 10, choose 'Install CourseWorks SERVER software' and click :



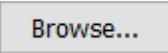
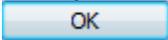
5. You will then be prompted to choose the "destination" folder for the CourseWorks® software. The software can be installed to the default folder on the local machine "c:\crswrks10" by clicking :

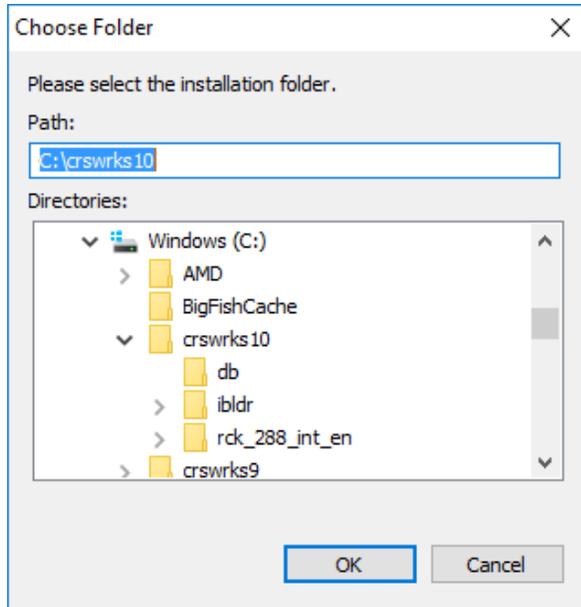


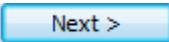
6. Or you can browse your computer files to choose a different location on the local machine by clicking the  button:

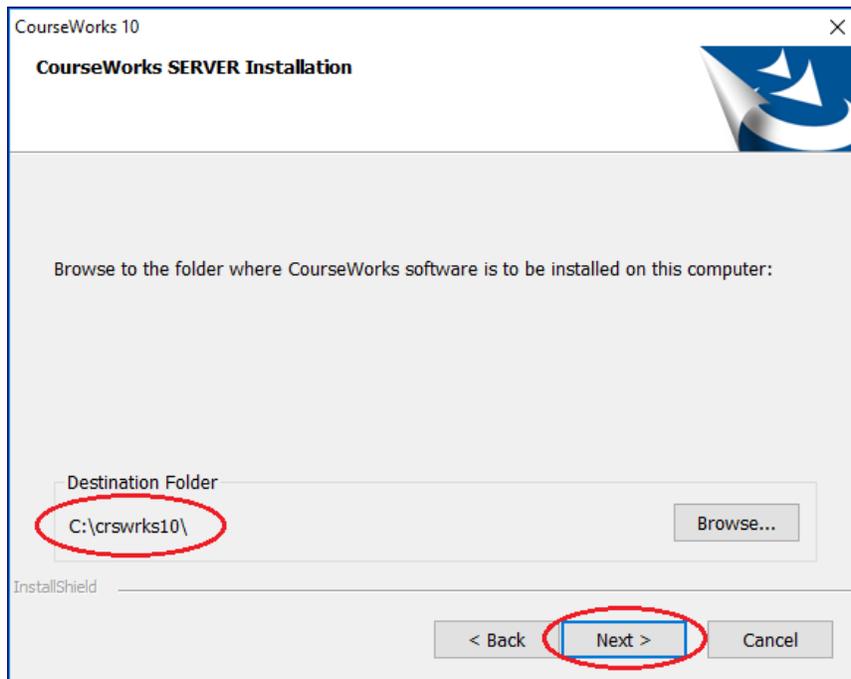


*Note: If this is an upgrade from a previous version of CourseWorks, the installation process will automatically redirect your existing database and courses to the new CourseWorks8 location. Therefore, it is extremely important that you **DO NOT** delete previous CourseWorks install folders.*

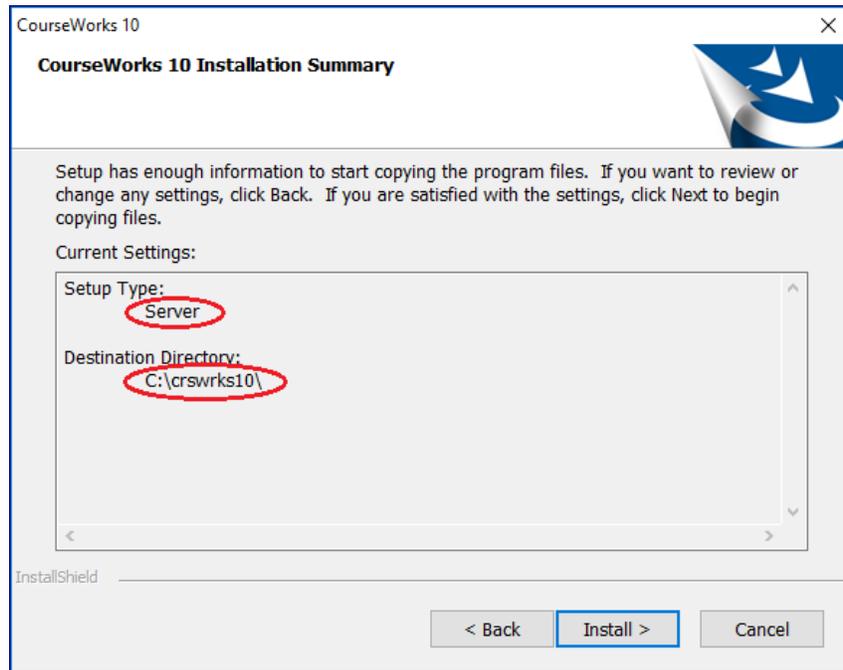
7. Clicking the  button presents another dialog box allowing you to specify a different location by using either the directory tool buttons or by typing in the full path in the 'path of CW server' edit box, then click the  button:



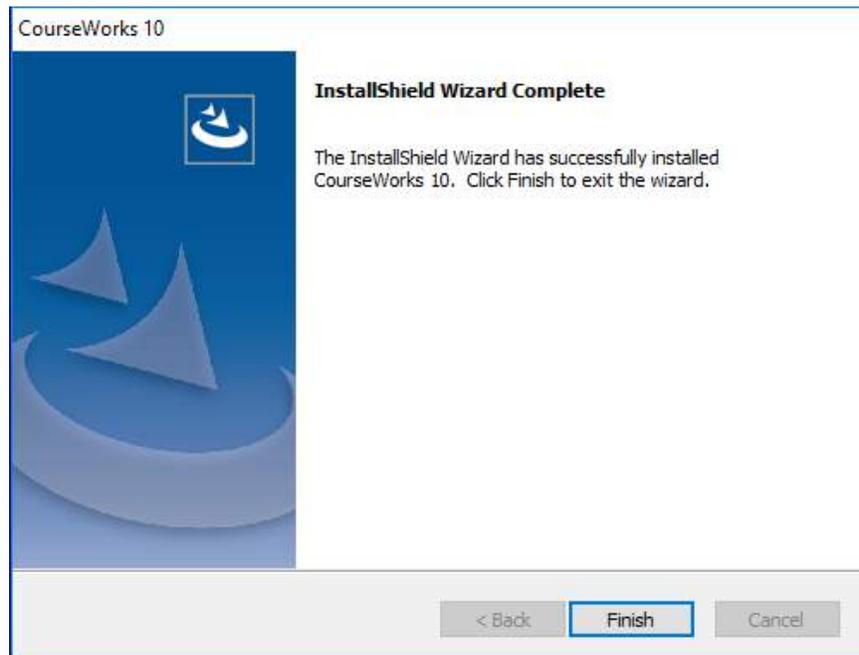
8. Verify that the CourseWorks® installation folder is correct and then press the  button:



9. Verify that the setup type and destination folder are correct and click to begin the installation process:

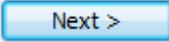


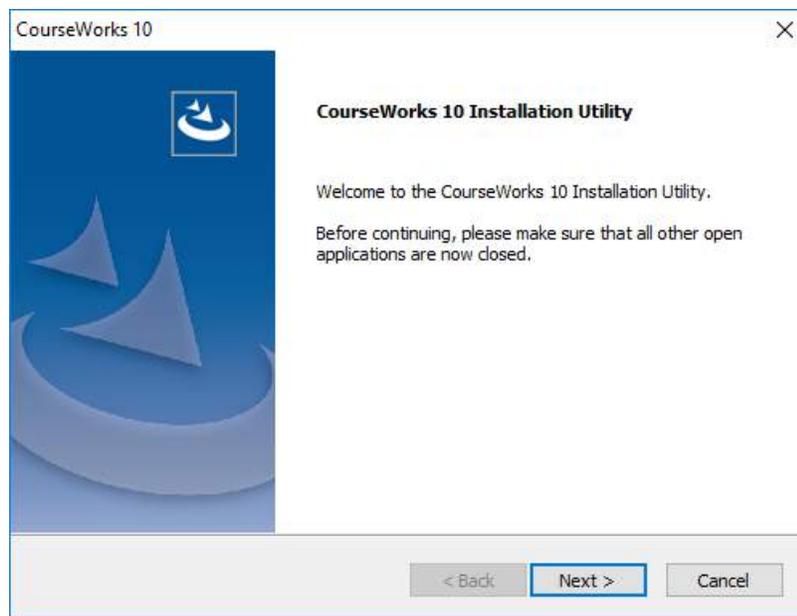
10. The completion dialog box will appear when installation is complete. Click to end the process.

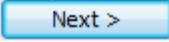


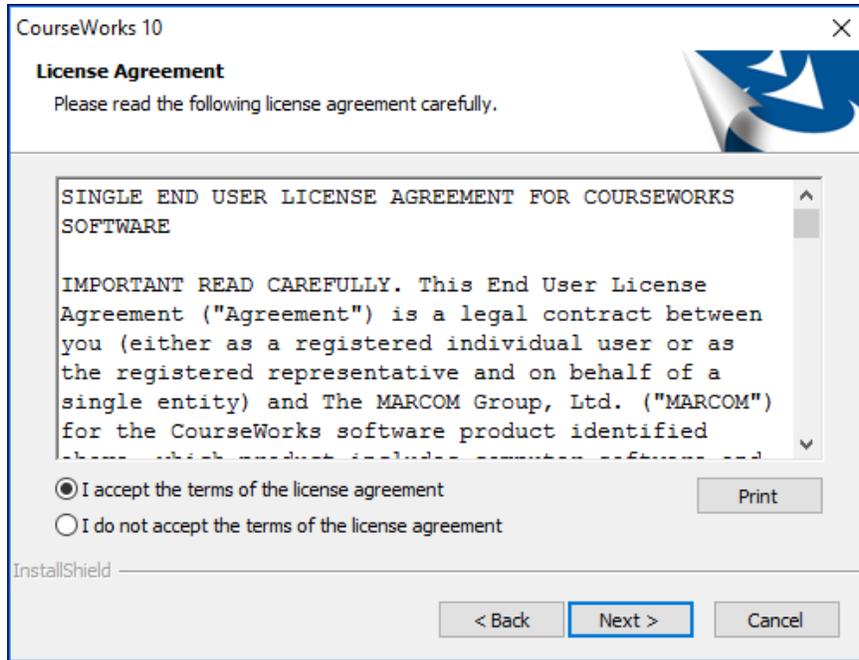
New or Upgrade Install of CourseWorks® over a Network

To perform this type of installation:

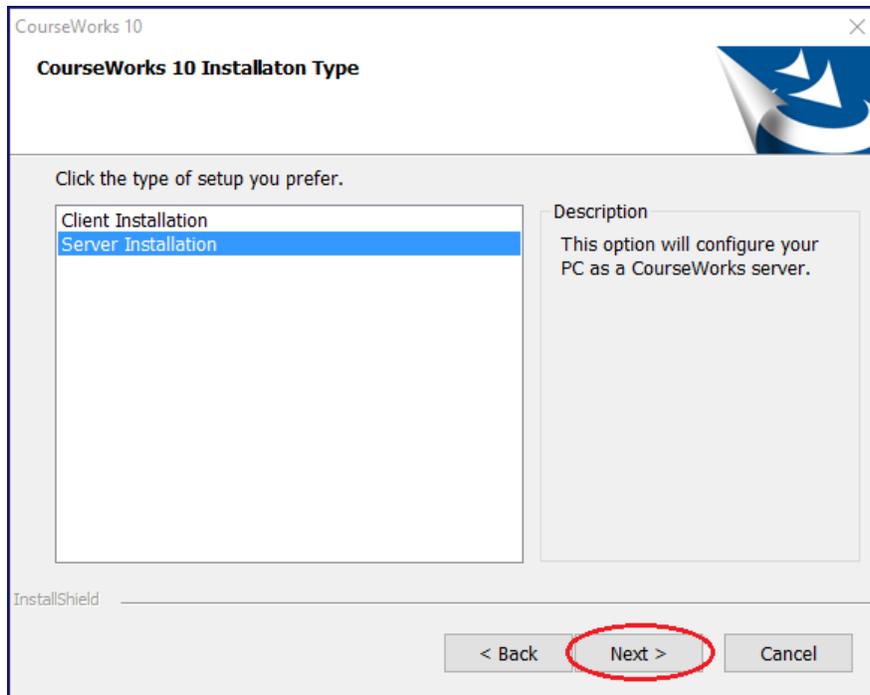
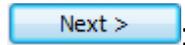
1. Click on the Computer  icon on your desktop and double-click on the CD-ROM drive to open the contents of the CD. Then right-click on the "setup.exe" file and choose "Run as Administrator" to initiate the install process.
2. The next screen to appear will be the CourseWorks®10 Installation Wizard screen. Click the  button:

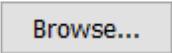


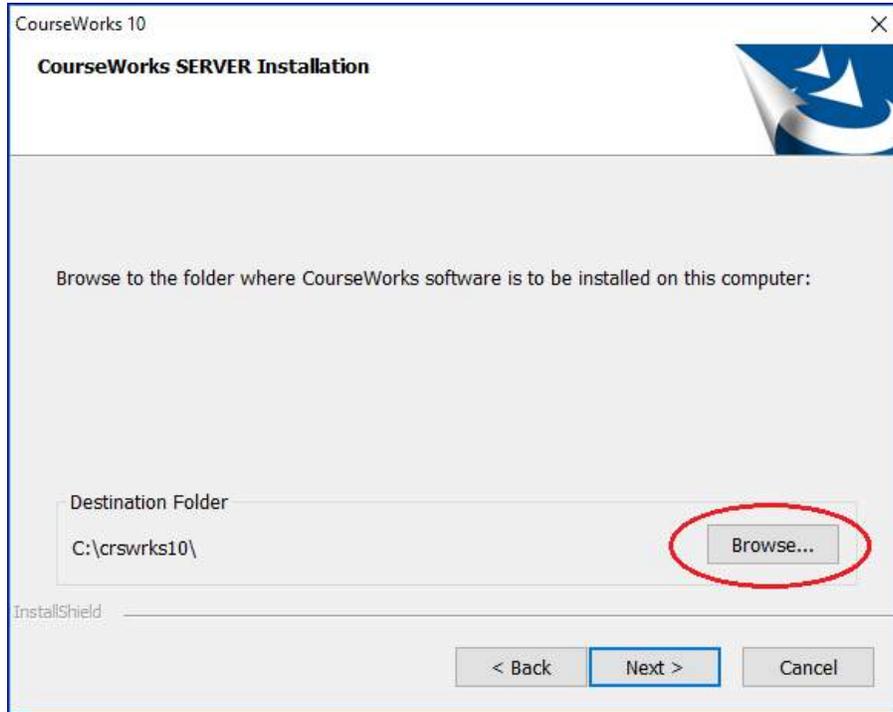
3. When the license agreement appears, you must accept this agreement to continue with the installation (if you do not agree to the terms in the agreement, return the software to the distributor from whom you made your purchase) Once you click to accept the terms, click the  button:



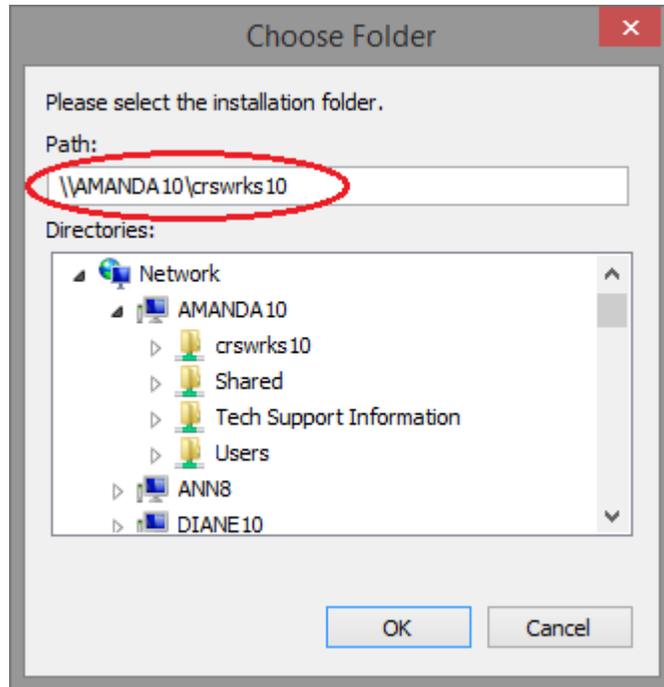
4. The next screen allows you to choose the setup type. Since this is the initial installation of CourseWorks® 10, choose 'Install CourseWorks server software' and click



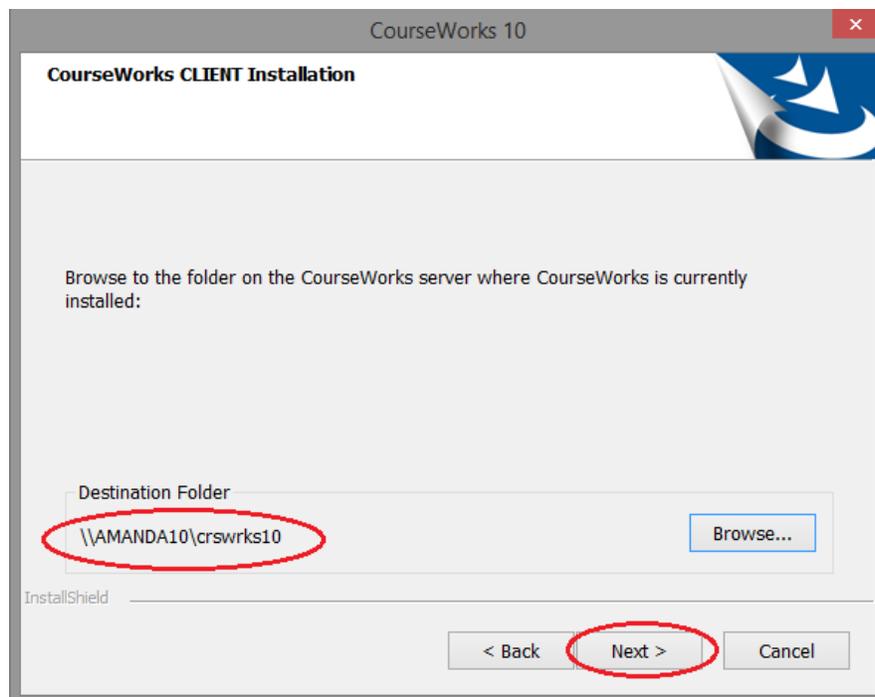
5. You will then be prompted to choose the "destination" folder for the CourseWorks® software. You must choose a location on the network machine by clicking the  button:



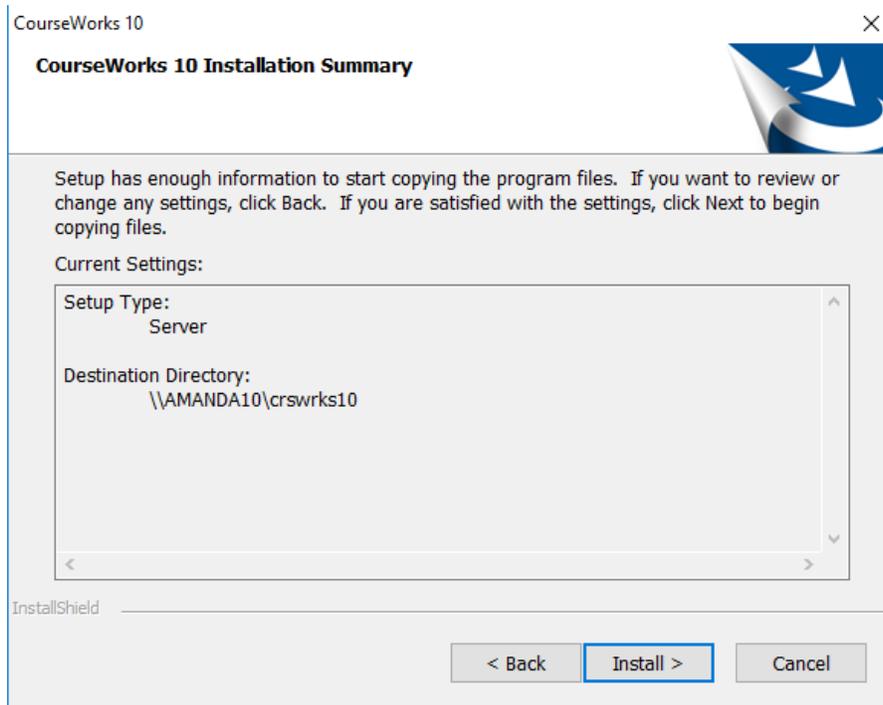
6. Clicking the **Browse...** button allows you to specify the network location by typing in the full UNC path of the networked computer location in the 'UNC path of CW server' edit box, then click the **OK** button:



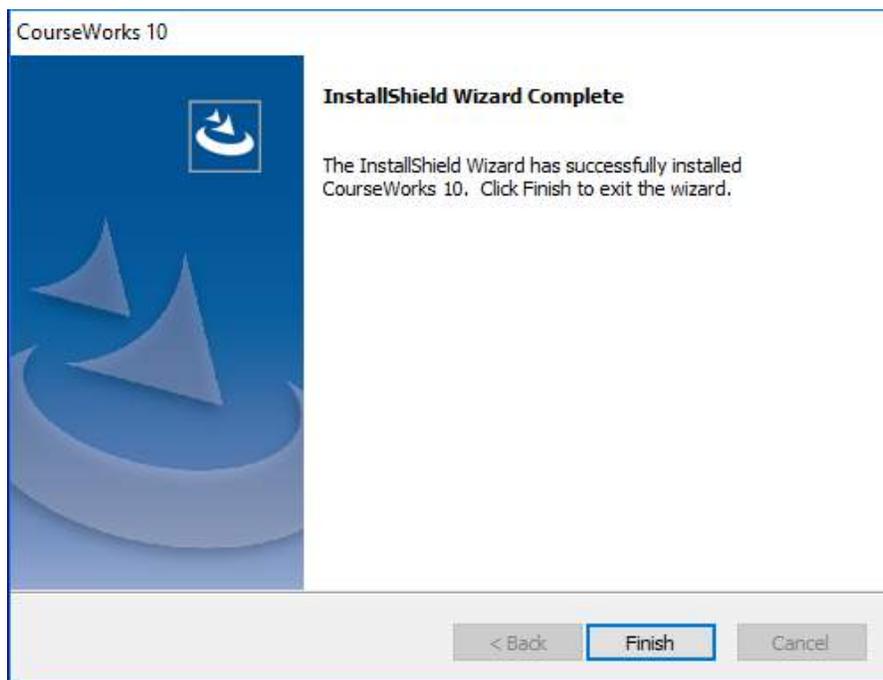
7. Verify the CourseWorks® installation folder and then press **Next >**:



8. Verify that the setup type and destination folder are correct and click  to begin the installation process:

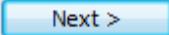


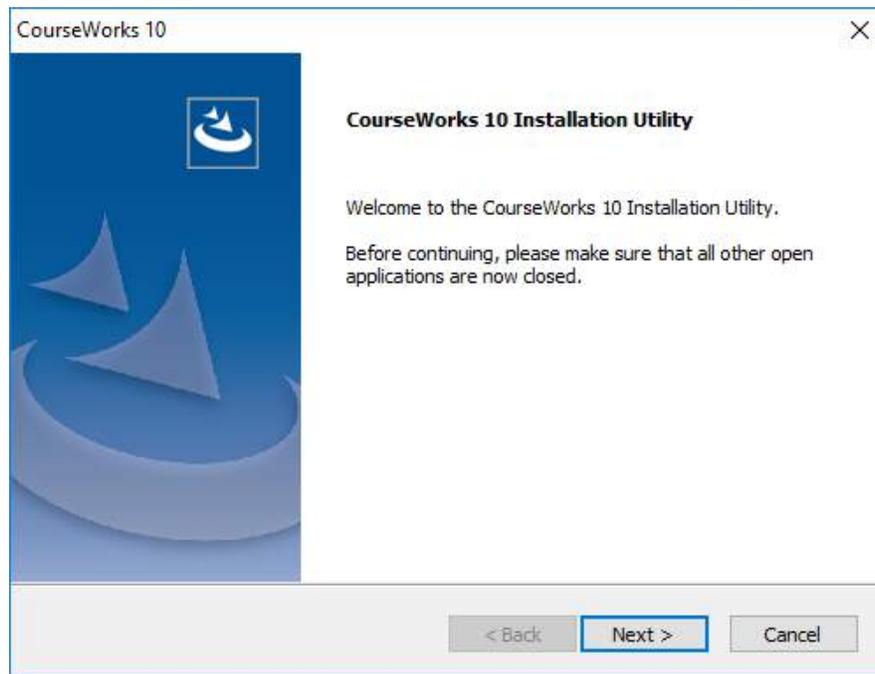
9. The completion dialog box will appear when installation is complete. Click  to end the process.

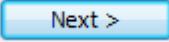


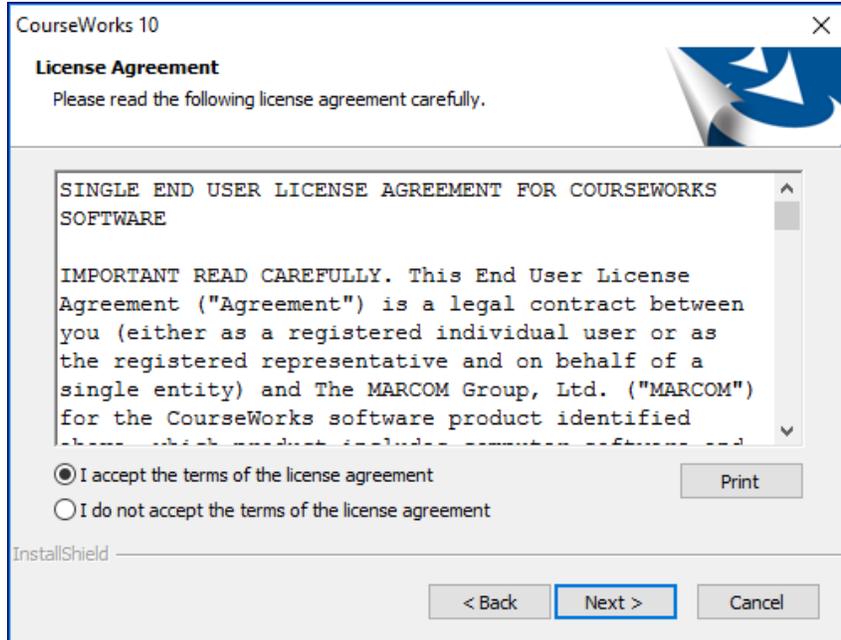
Creating a CourseWorks® Client

To perform this type of installation:

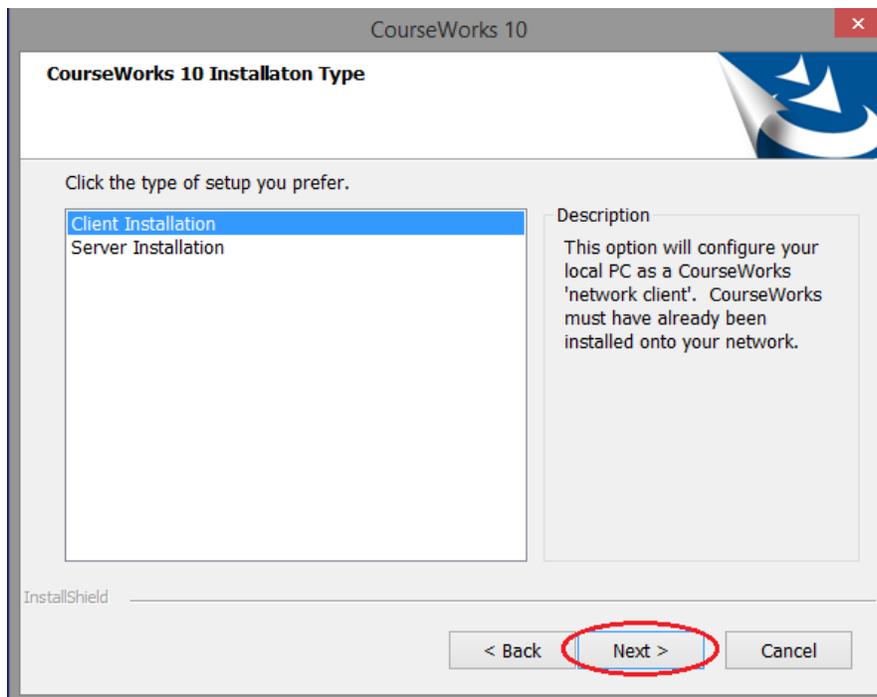
1. Click on the Computer  icon on your desktop and double-click on the CD-ROM drive to open the contents of the CD. Then right-click on the "setup.exe" file and choose "Run as Administrator" to initiate the install process.
2. The next screen to appear will be the CourseWorks®10 Installation Wizard screen. Click the  button:

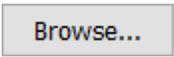


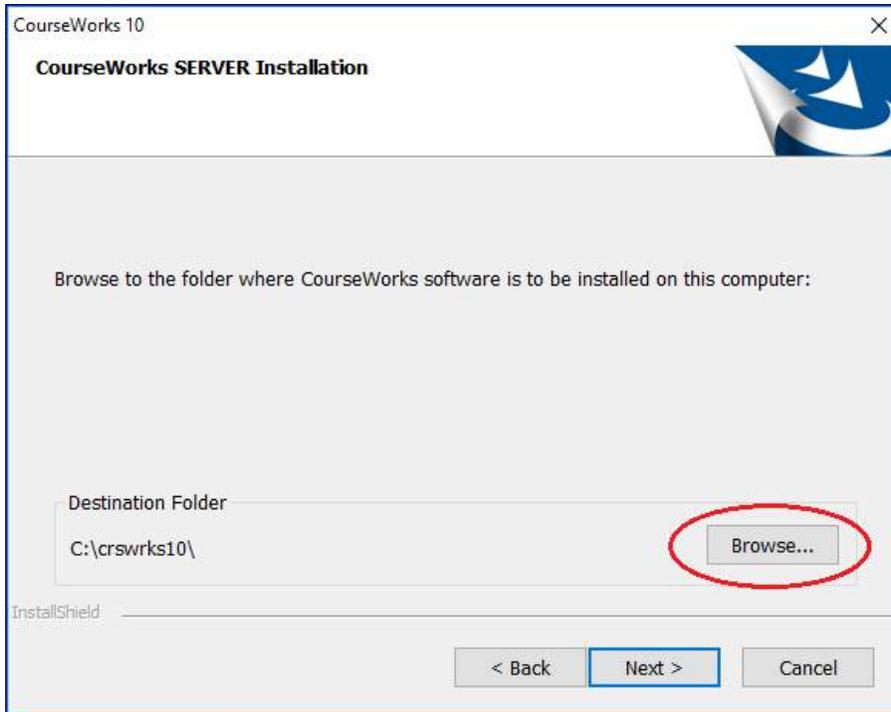
- When the license agreement appears, you must accept this agreement to continue with the installation (if you do not agree to the terms in the agreement, return the software), then click  to continue.



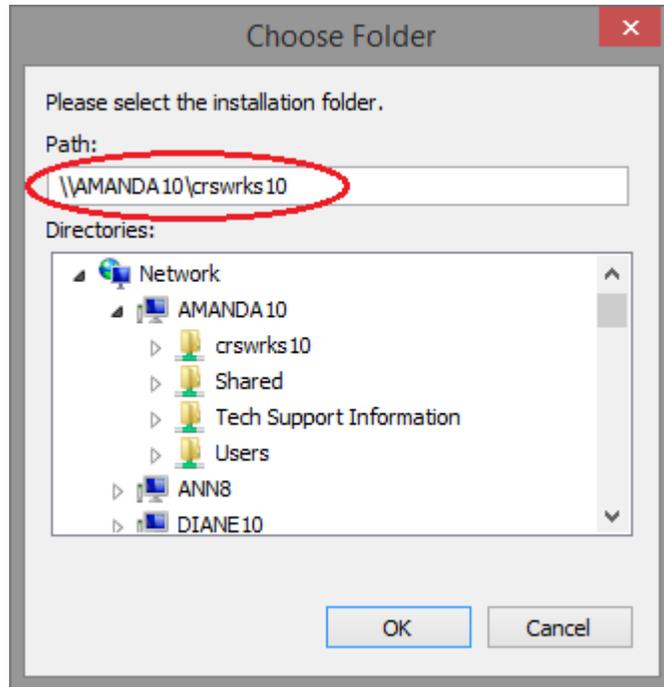
- The next screen allows you to choose the setup type. Choose 'Install as a CourseWorks client' and click :



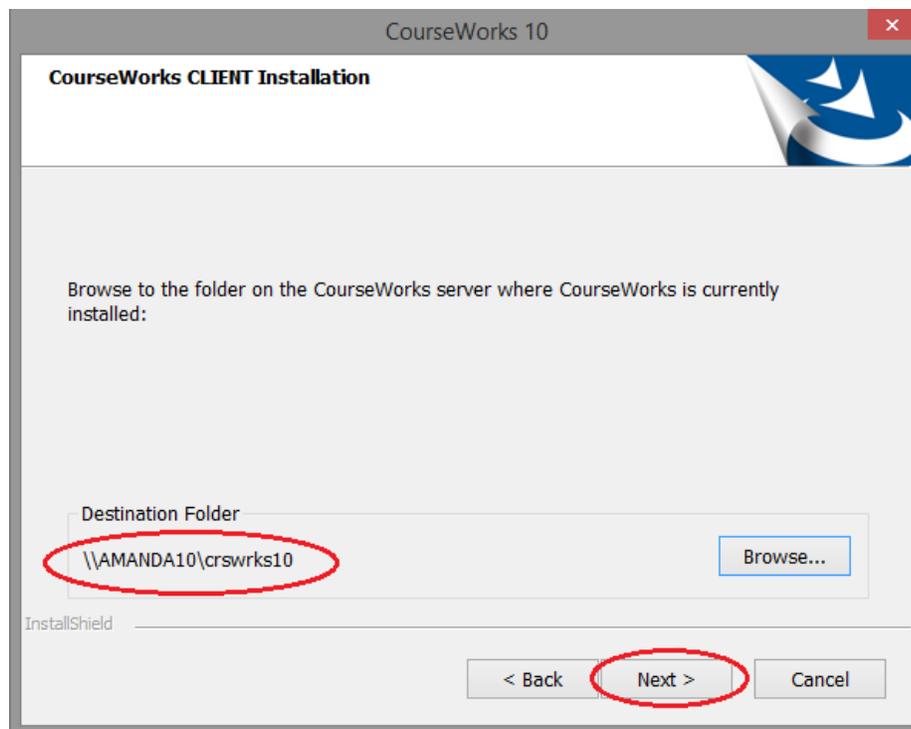
5. You must choose the location where CourseWorks is installed on the network server by clicking the  button:



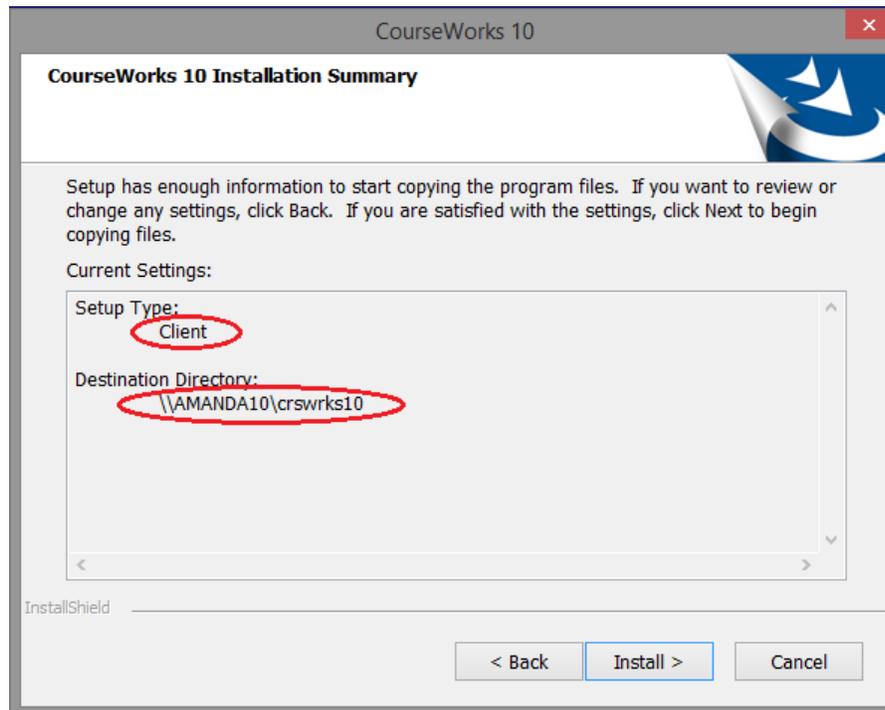
6. Clicking the **Browse...** button presents another dialog box where you specify the network location of the server by typing in the full UNC path in the 'UNC path of CW server' edit box, then click **OK**:



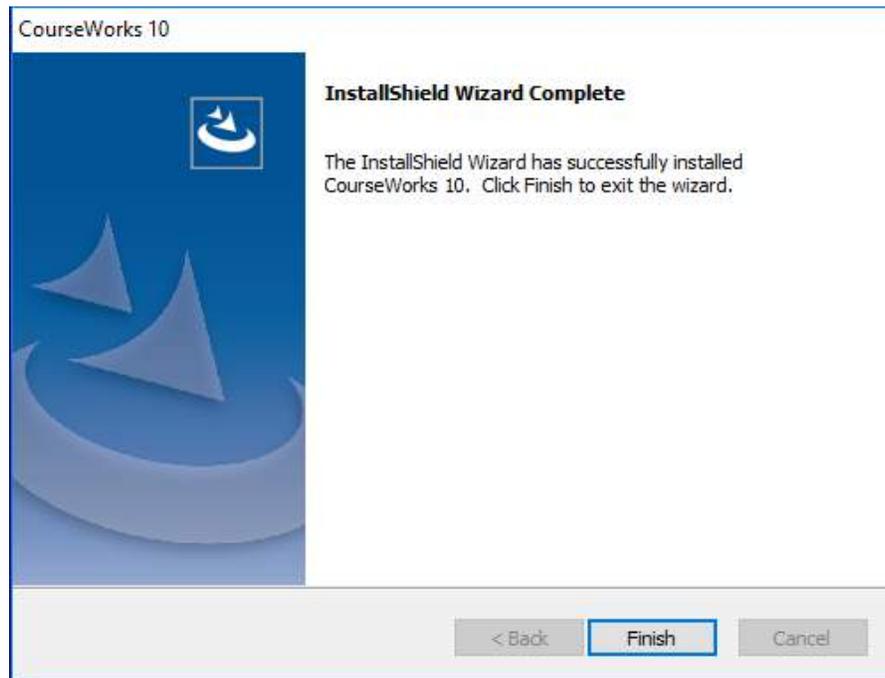
7. Verify that the CourseWorks® installation folder is correct and then press the **Next >** button:



8. Verify that the setup type and destination folder are correct and click to begin the installation process:



9. The completion dialog box will appear when installation is complete. Click to end the process:



Removing CourseWorks®

If you need to remove CourseWorks it is done through the Windows "Add/Remove Programs" feature in the Control Panel. For more information using this method, consult your Windows operating system documentation.

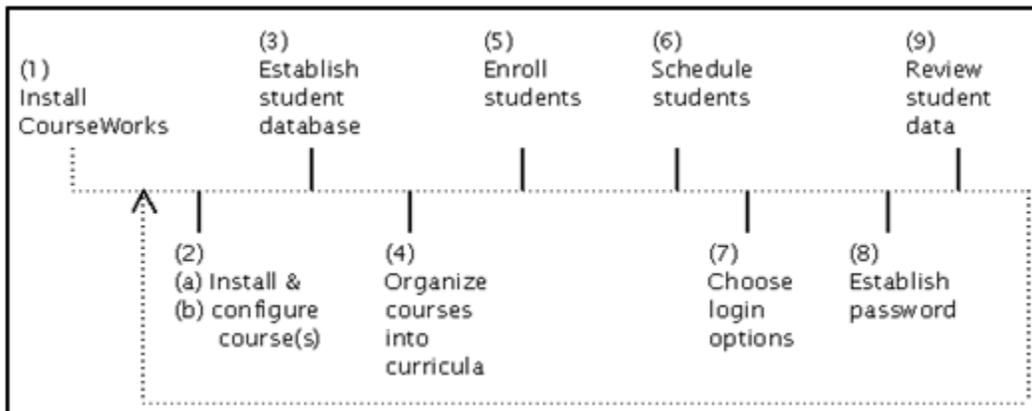
This option will remove the CourseWorks® program. It **does not** remove any of the installed courses or the student database. If you want to remove the student database, you will need to manually delete the database file on your computer's hard drive. You will need to use a Windows command to delete this file.

*Note: To delete, or remove, a CourseWorks® course, do not use this option but instead follow the directions in this documentation for removing a course. *See "Removing (Deleting) a Course" for details.*

Using CourseWorks® at Your Facility

Administrator Tasks... Overview

In setting up the CourseWorks® training system, the administrator can choose to use some or all of the capabilities available in CourseWorks®, depending on how much control she wants over the training environment and use of the system. Each of these tasks can be completed quickly and easily. In this discussion we will assume she is using all of the capabilities.



Most of these tasks don't necessarily have to be performed in a "fixed" order, but we do recommend that they be done in the sequence that is

illustrated in the above diagram. Whatever order you choose to use, Step 1, "Installing CourseWorks[®]", must always be completed first.

After the administrator installs CourseWorks[®], she will install and configure the courses that are currently owned by the organization (Step 2). Later, when additional courses are either purchased or built, she will need to install and configure those courses as well.

In Step 3 if the administrator wants to set up a "student database" she will either input the student demographic data into the CourseWorks[®] database or import it from an existing database that the organization is already using (such as a Human Resources Department database).

The administrator has a number of options to choose from in determining how students are enrolled in courses (Steps 4 through 7). The simplest set-up lets students see all of the installed courses on one Tic-Tac-Toe menu in CourseWorks[®] Deliver. In this case, when a student logs in he sees buttons for all the courses. However, most organizations do not use CourseWorks[®] without first configuring the environment to meet their specific needs, determining which courses each student should take and deciding what curricula the administrator should establish.

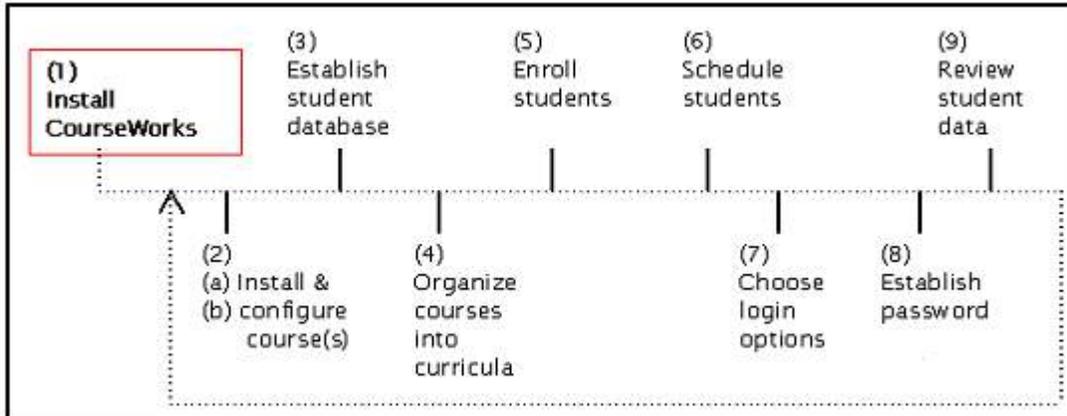
CourseWorks[®] has several password and login options that an administrator should also set up before having students take courses (Step 8).

Based on the login options that are chosen, the administrator can monitor the progress of the students on a regular basis, generate reports and print completion certificates (Step 9). The administrator can also use CourseWorks[®] to periodically review test results or perform other database tasks.

Each of the nine main steps is discussed below and explained in more detail in its respective section in this documentation.

Install CourseWorks[®] (Step 1)

This step is similar to the installation of any new software. You install CourseWorks[®] just as you do other programs, using the "Run" command from the "Start" menu on the Windows taskbar (see the "Installing CourseWorks" section of this manual).

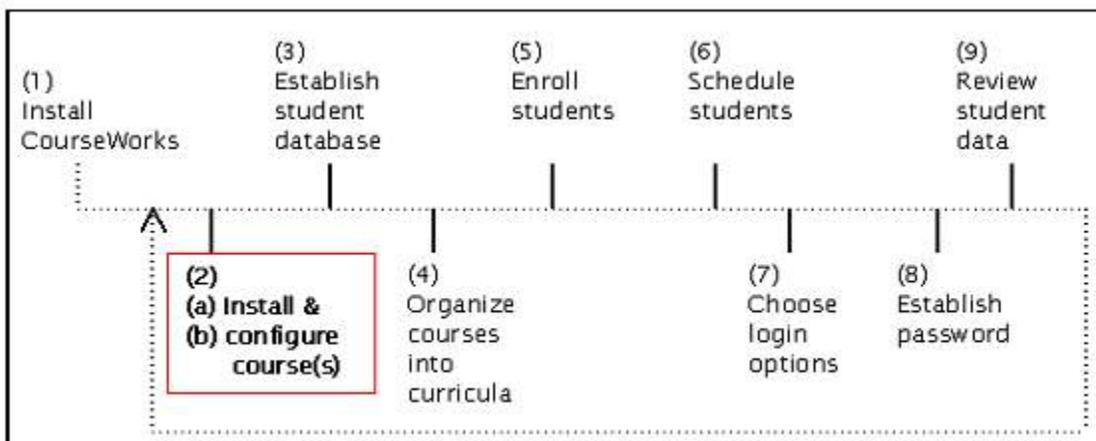


*See "Installing CourseWorks®" for more details.

Install Courses (Step 2a)

Use the CourseWorks® Setup program to install courses from your CDs. (The courses cannot be properly installed and set up using the "Run" command from the "Start" menu on the Windows taskbar. They must be installed using the CourseWorks® Setup program).

The Setup program and its icon are established during the CourseWorks® installation and appear under the CourseWorks® program group on the computer's desktop.



Select [CourseWorks® v10.0] ▶ [Setup].

*See "Installing a Course" for details.

Setup (Configure) Courses (Step 2b)

Each course can be set up with an assessment test, pre- and post- tests and other course-specific features if desired. In the Course Setup process, the administrator can enable or disable course options such as

"skip ahead", "reverse" and "course message". This does not necessarily need to be done when the course is initially installed, but it usually is. If you decide to change any of the setup options for the course after it is installed, you do not need to reinstall the course (Step 2a).

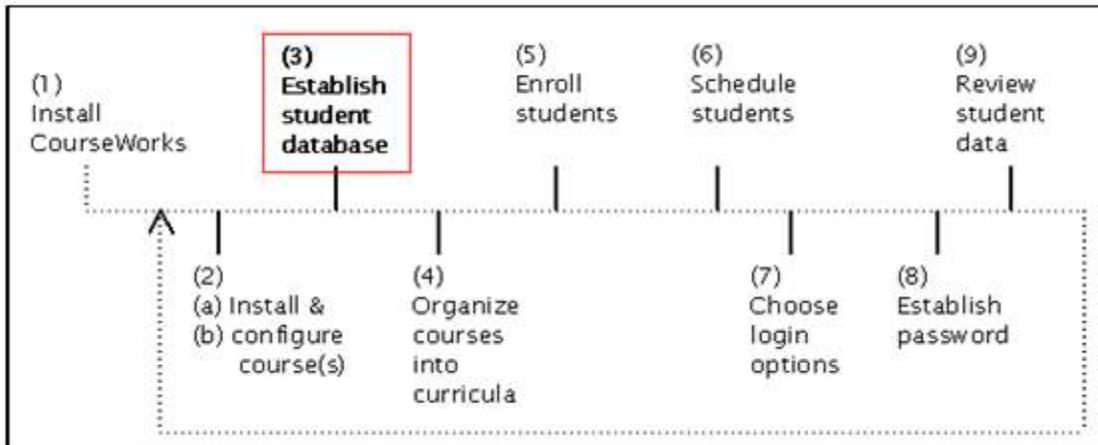
Select **[Setup]** ▶ **[Setup a course]**.

**See "Configuring a Course" for details.*

Establish the Student Database (Step 3)

Use TrackPro to set up your organization's student database. Five database fields are pre-defined. You can start using the default database "as is" and not make any modifications. But you might want to review your organization's data requirements when you first install CourseWorks® and add some database fields before enrolling any students into courses.

Note: You may have more than one database in CourseWorks® v10.0. However, each database must have a unique "Site Name".



Select **[TrackPro]** ▶ **[Database]** ▶ **[Database Field Configuration]**.

 **As an alternative to starting a completely new training database, you can import data from your organization's existing non-CourseWorks® database. See "Importing a non-CourseWorks database" for more information.**

**See "Student Database Fields" for details.*

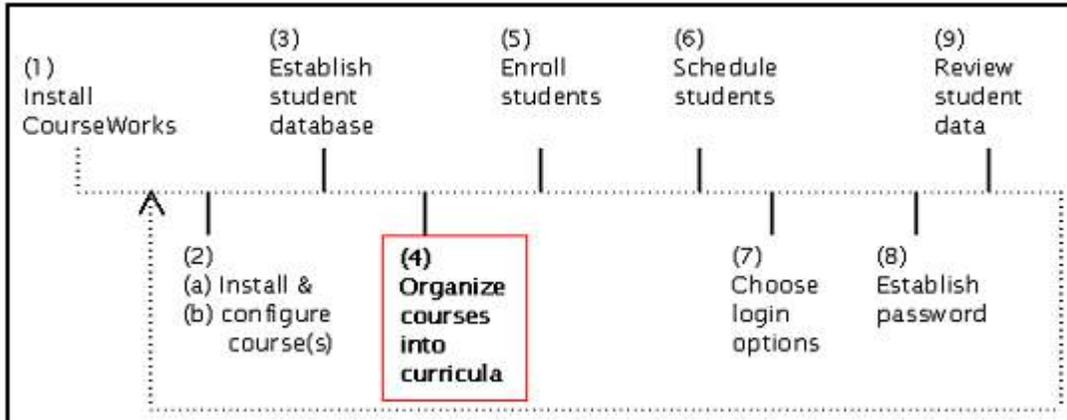
Organize Courses into Curricula (Step 4)

CourseWorks® is a "curricula-based" system in that CourseWorks® always considers a course to be part of a group of courses, i.e. a "curriculum". The default curriculum in the system is the "All Courses in the System" curriculum. So if an organization wants to enroll students in individual courses, or allow all students to access all of the courses in the system, the training administrator will not create any other curricula. However, there are a number of reasons that an organization may want to create additional curricula.

By having courses grouped into curricula, access can be limited to specific groups of employees, in effect serving as a filter. The administrator can organize courses so that when a student logs in, he sees only those curricula that are relevant to his needs (a curriculum can consist of one course or many courses).

Courses can be grouped into curricula for a number of reasons, creating groups of courses that are needed for certification or accreditation, courses that are needed to satisfy OSHA regulations, courses needed to qualify for job advancement, courses that are needed for orientation of all new employees, courses that are needed to familiarize employees with a new system or procedure, courses that are needed by employees of a particular department or who have a particular job function, etc. Curricula can also be broken into smaller pieces themselves ("subcurricula") for even tighter control. There is no limit to the number of subcurricula that can be created.

The administrator can also benefit from using curricula, because if students are being pre-enrolled they can be enrolled into groups of courses (curricula) all at once rather than in just one course at a time. If the curriculum feature is used, the CourseWorks® Deliver environment can be set up so that when a student logs in he either sees a specific curriculum's Tic-Tac-Toe course list or a list of curricula that he is enrolled in.



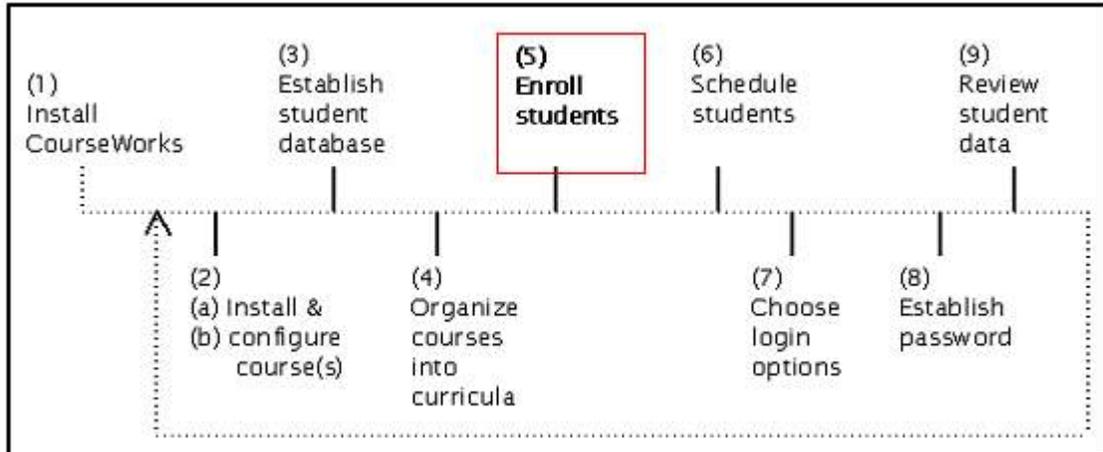
Select **[TrackPro]** ▶ **[Administration]** ▶ **[Curricula Setup]**.

 **If an organization sets up curricula, it should never enroll students in individual courses. Enrolling students in a curriculum automatically enrolls them in all courses included in the curriculum.**

**See "Curriculum Overview", "Selecting the Courses or Curriculum for Deliver" and "Login Procedures" for details.*

Enroll Students (Step 5)

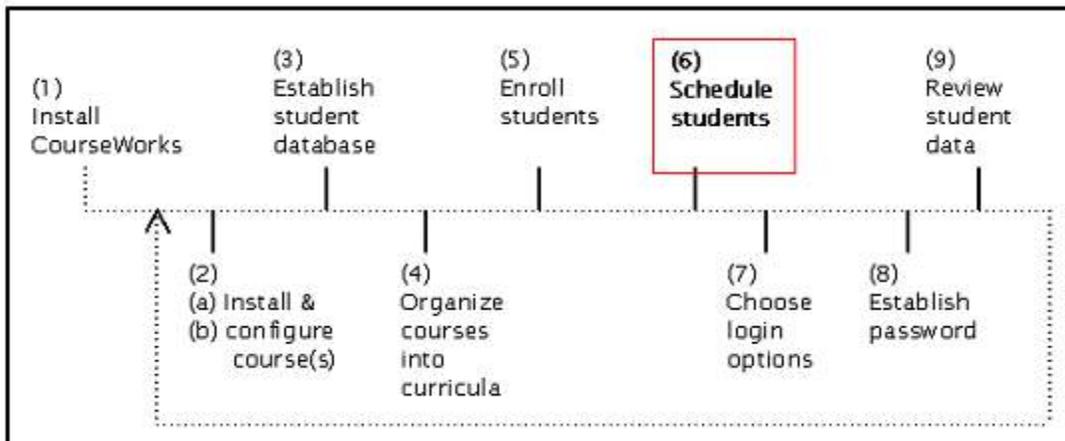
In CourseWorks® you can enroll students "by courses" or "by curriculum". Most organizations group courses into curricula. If you create curricula, we recommend that you do not enroll students in the individual courses. Enrolling students in a curriculum automatically enrolls them in all of the courses included in the curriculum. Generally it is a good idea to first establish and name your curricula, add the courses you want to each curriculum (Step 4), and then enroll the students by "curriculum" rather than by course.



**See "Curriculum Overview" and "Pre-Enroll Students" for details.*

Schedule Students (Step 6)

TrackPro's "Course Scheduler" is a tool for setting up a student's course schedule. The administrator can establish start/end "availability" dates for any required course or curriculum. The administrator can also set up a "recertification" period, indicating when the student should take a specific course or curriculum again. This is a useful feature for ensuring that students meet any regulatory retraining or certification requirements that they might have.



Select **[TrackPro]** ▶ **[Administration]** ▶ **[Course Scheduler]** ▶ **[Set Schedule]**.

**See "Scheduling Courses" for details.*

Choose Login Options (Step 7)

This capability coordinates closely with "Enroll Students" (Step 5). An organization has three main login options from which to select, depending on whether students are being enrolled by course or by curriculum.

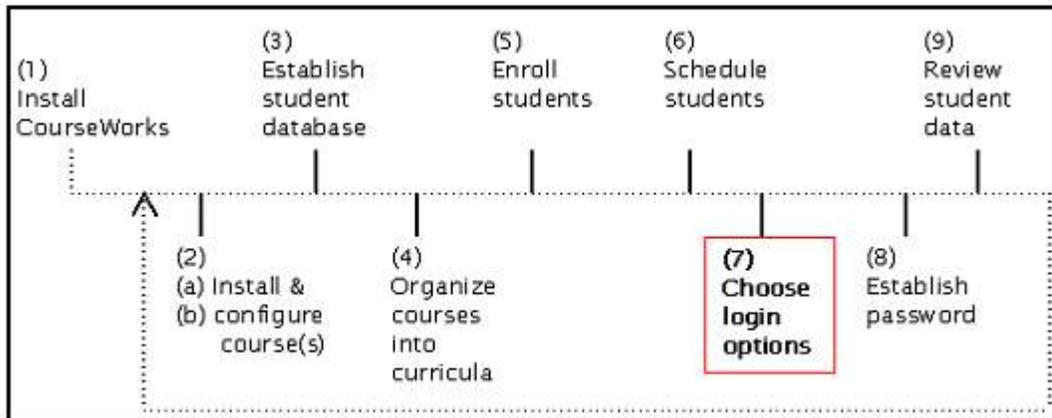
If an organization does enrollment by course, the administrator can require or not require the student to log in (by "logging in" we mean that the student will be prompted to identify himself by entering his Student ID).

WARNING!

If a student is not required to log in, the system will not record any training data for that student.

When managing enrollments by course, the administrator can configure which courses will allow students to "self enroll" and which courses will require the administrator to "pre-enroll" the students. By allowing anyone to log in ("open enrollment") the administrator does not need to enroll the student. Deliver will even allow a student who isn't yet in the student database to not only enroll in the course but also input his own student demographic data (name, job title, etc.) into the student database. Remote sites that are not accessible to the training administrator frequently use this option.

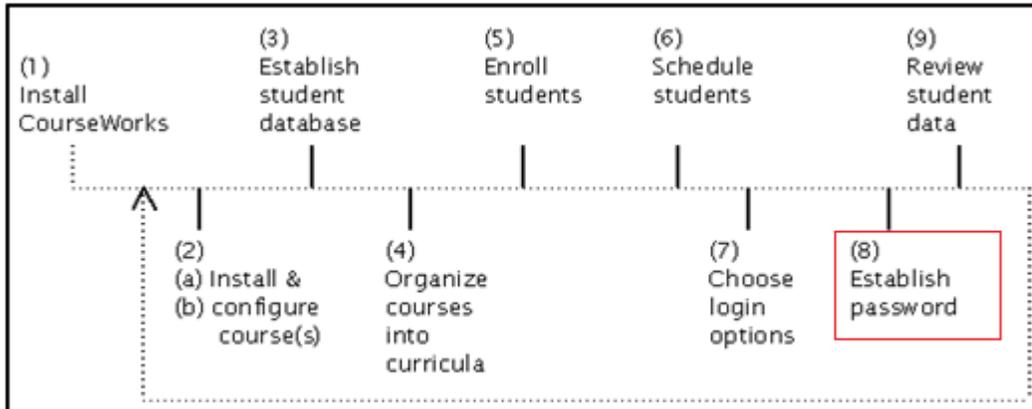
If an organization does enrollment by curriculum, Deliver normally first prompts the student for his Student ID and then lists all curricula in which the student is enrolled.



Select **[Setup] ▶ [Course Setup] ▶ [Enrollment/Login]**.

**See "Which Login Option is Best for My Organization?" for details.*

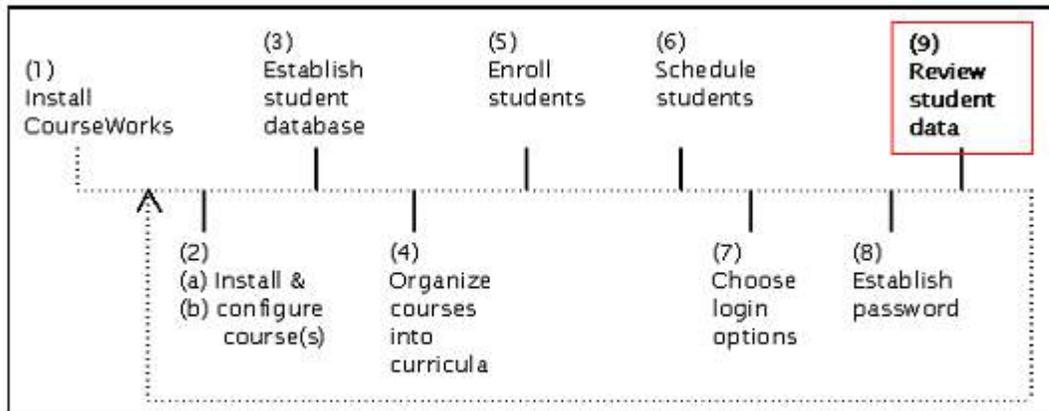
Establish Passwords (Step 8)



Review Student Data (Step 9)

The administrator can readily check on the progress of students via the many predefined reports that can be viewed and printed through TrackPro. For instance, an administrator can review scores and course completion data for all courses, all students, a single course or a single student.

You can also create your own unique reports. The CourseWorks® "Report Wizard" feature assists you in this process.



Select **[TrackPro] ▶ [Database] ▶ [Create Database Reports]**.

**See "Reports" for details.*

Other Administrator Tasks

Other than the "report step", the nine administrator activities described earlier are typically completed in the initial configuration of your CourseWorks® environment. There are additional things that an administrator may decide to do later, after students have begun using the courses. These tasks are briefly described below. They are explained in more detail in their respective sections of this documentation.

Backing Up the Student Database

It is strongly recommended that you back up your database file on a regular basis.

 **You should back up your database on a daily basis. The backup must be performed when no one is using any of the CourseWorks® applications.**

 **If you have installed CourseWorks® on a network, the backup database should be located on a different drive than where CourseWorks® is installed or on an external storage device, if possible.**

 **If you installed CourseWorks® on a standalone computer, the backup database should be located on an external storage device, if possible. Otherwise it should be stored in a folder outside of CourseWorks®.**

Compacting the Database (for "Access"-type databases)

Use the "Compact Database" command regularly to improve the performance and speed of your Access database.

**See "Compacting the Database" for details.*

Certificates

The administrator can print "Certificates of Completion" for students who successfully complete a course or have "tested out" of a course by passing the pre-test.

**See "Student Certificates" for details.*

Question Analysis

An administrator can review or print out a list of the test questions associated with a course.

Select **[TrackPro]** ▶ **[View]** ▶ **[View Course Test Questions]**.

**See "View a Specific Question" for details.*

The administrator can also evaluate test questions to see how well students were able to relate to them. A report can be easily generated that shows the number of and percentage of students who answer each question correctly.

	Course title	Question name	Total count	Correct count	Correct %
▶	Avoiding Slips, Trips & Falls	Q01_STEPS	1	1	100
	Avoiding Slips, Trips & Falls	Q01A_ACCID_DEATH	1	0	0
	Avoiding Slips, Trips & Falls	Q01B_PREVENT	1	1	100

Select **[TrackPro]** ▶ **[Database]** ▶ **[Create Database Reports]**.

**See "Reports" for details.*

TrackPro

Overview

An administrator uses TrackPro to define the training information environment at the system level, such as enrolling students into courses, grouping courses into curricula, scheduling courses, managing the organization's training database, and performing other training management functions. TrackPro also includes a powerful but easy-to-use reporting tool that provides many predefined reports, as well as lets the administrator design and print custom reports.

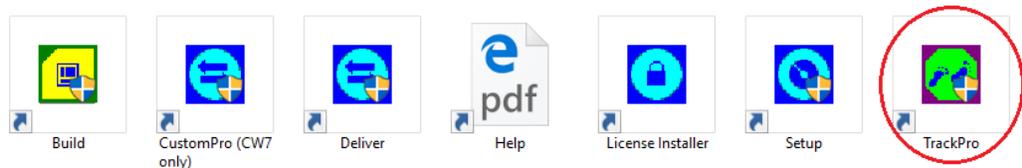
Starting TrackPro

To start TrackPro from the Desktop:

1. Double-click on the CourseWorks® v10.0 folder on your desktop.



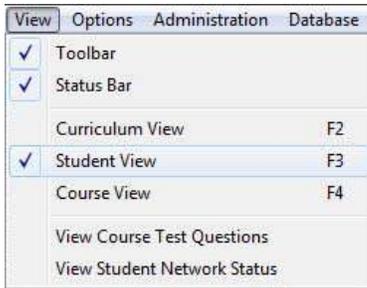
2. Double-click on "TrackPro".



View Menu

Overview

Many of the "View" menu commands affect the information that you see in the main TrackPro window. With this menu you can choose to view data by students, courses or curricula.



Status Bar and Toolbar

The administrator has the ability to display or not display the TrackPro "Toolbar" and "Status" bar.

The Toolbar is shown at the top of the TrackPro screen.



The Status Bar is shown at the bottom of the TrackPro screen.



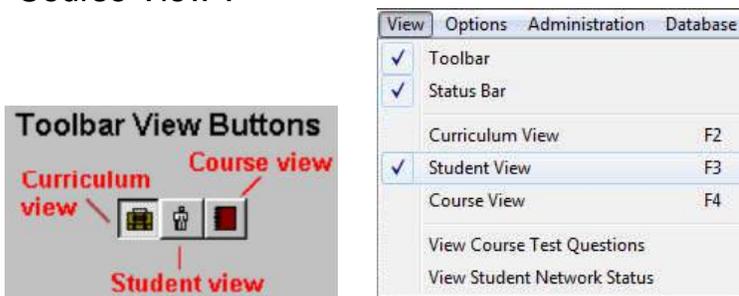
These two options are similar to those used in any Windows program.

View Options

TrackPro has three main views... "Curriculum", "Student" and "Course". An administrator can easily switch views to display data as she needs to see it.

Select a view based on the information you want. You can switch back and forth between the views by either using toolbar buttons, the menu, or by using the F2, F3, and F4 keys on your computer keyboard.

The toolbar view buttons are marked with a briefcase for the "Curriculum View", a person for the "Student View" and a looseleaf notebook for the "Course View".

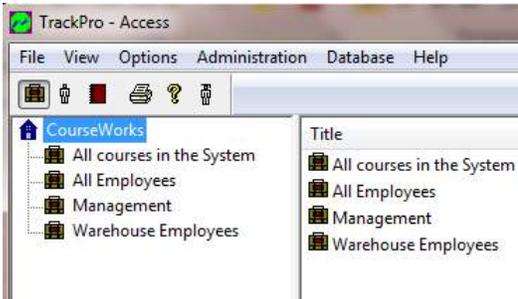


After obtaining the desired view, it can be printed by selecting [**File**] ▶ [**Print**].

Curriculum View

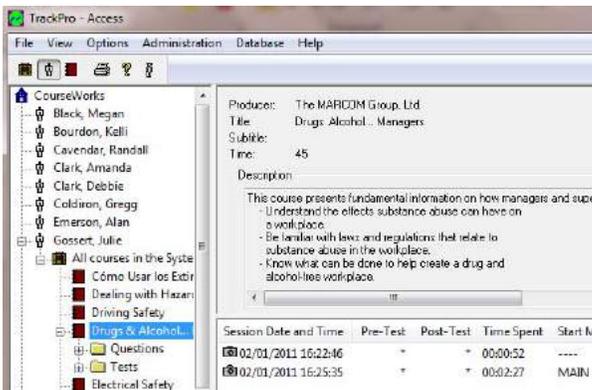
Use this view to display curricula and their respective courses. When an administrator implements the curriculum feature, she groups courses into curricula and then enrolls students by curriculum, rather than by individual courses. When a curriculum name is selected, its courses are displayed on the right.

*See "Curriculum Overview" for information on establishing curricula.



Student View

The administrator uses the student view to display a list of all of the courses in which a student is enrolled, responses to questions, test scores and the length of time the student took to complete each course.



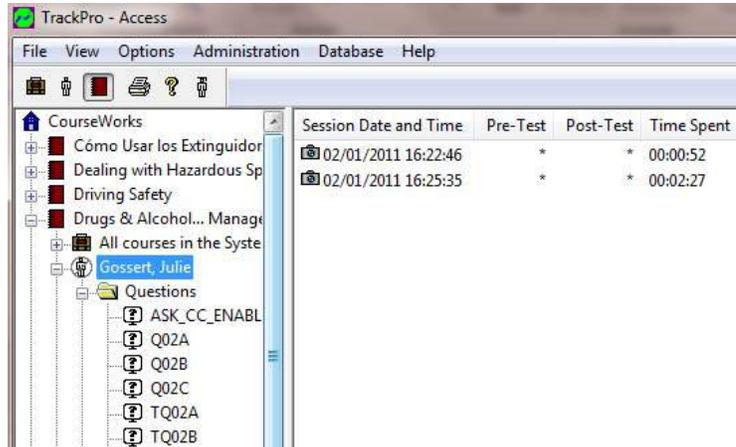
Student names display in the left windowpane. The highlighted student's course data displays in the right pane. Click on the "student icon" ( Black, Megan) adjacent to the student's name and/or the "+" and "-" symbols in the left pane to expand and contract the listing.

 **When installing a course, the "record only partial data" option can be selected to limit the amount of data that is tracked. This will cause only pre- and post- test and segment test results to be saved.**

*See "Record Only Partial Data" for details.

Course View

In "Course View", course titles display in the left pane. Student training data displays in the right pane.



Click on the "+" and "—" symbols in the left pane to expand and contract the listing for the desired course.

Click on the student name in the left pane to review his performance statistics in the right pane.

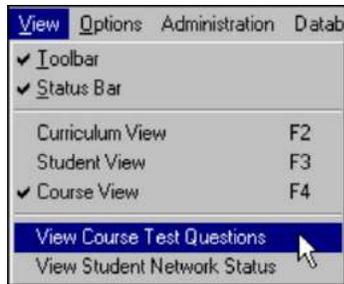
Reviewing Course Questions and Segment Test Results

The administrator may view course (quiz) and segment test questions from several different perspectives. She may:

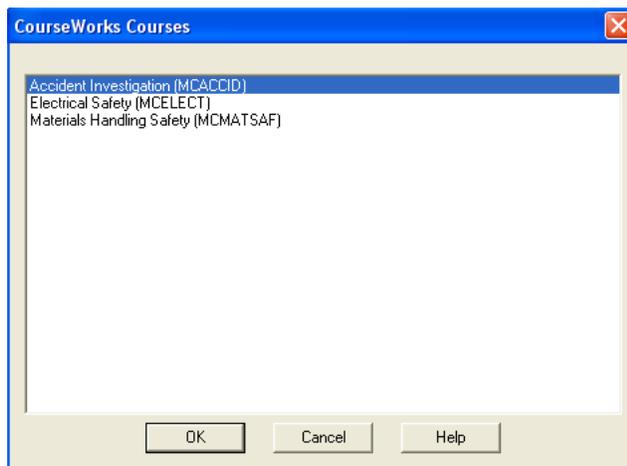
1. View a specific question.
2. Look at a student's response(s) to a specific question.
3. View a report listing facility-wide performance on questions.

View a Specific Question

1. Select [TrackPro] ▶ [View] ▶ [View Course Test Questions].

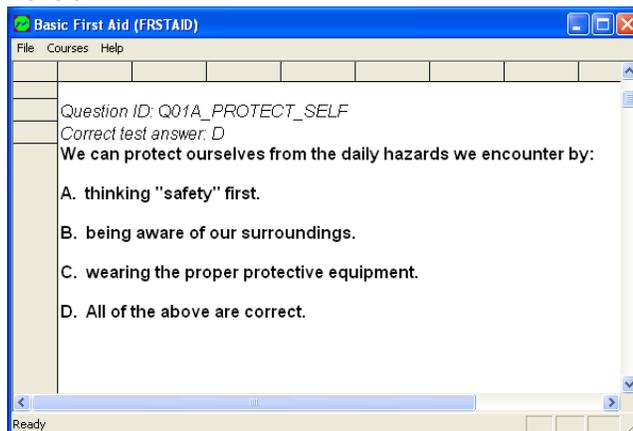


CourseWorks® displays the list of installed courses.



2. Select the desired course.
3. Click on the  button.

The selected course's quiz questions and correct answers are listed.



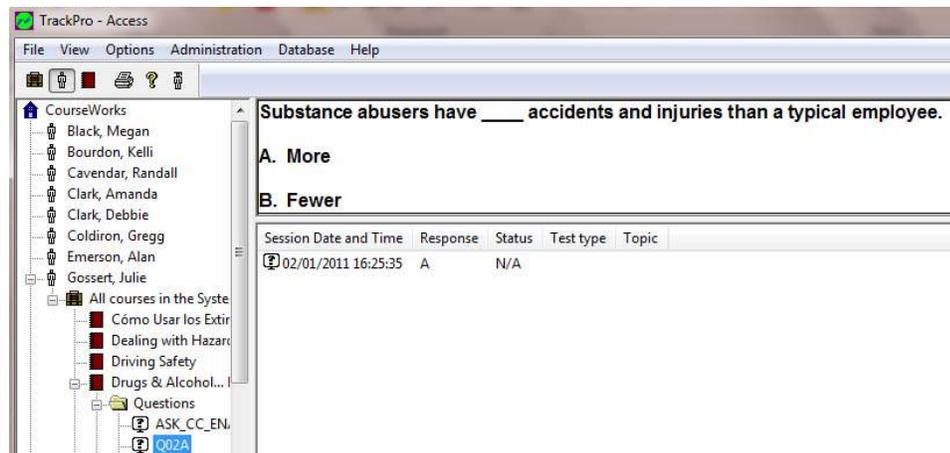
4. (Optional step) To print, select **[File]** ▶ **[Print]**.

View Specific Question or Segment Test Responses for an Individual Student

1. Select [TrackPro] ▶ [View] ▶ [Student View].
2. Double-click on the desired student. The courses that student is enrolled in will appear under his name.
3. Double-click on the desired course. The results for the quiz questions and segment tests for the selected student can be found in the respective folders.
4. Double-click on the Questions or Segment Tests folder.

TrackPro displays session details and the student's responses for each quiz and segment test question answered by that student. TrackPro will also display the student's score for each segment test that has been taken.

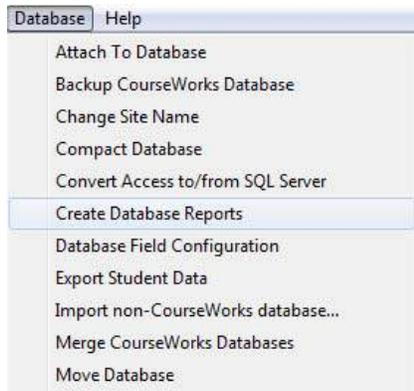
(A student may have multiple responses for the same question if he repeats a section of the course that contains the question or if he encounters the question in different parts of the course, such as the pre- or post-tests or quizzes).



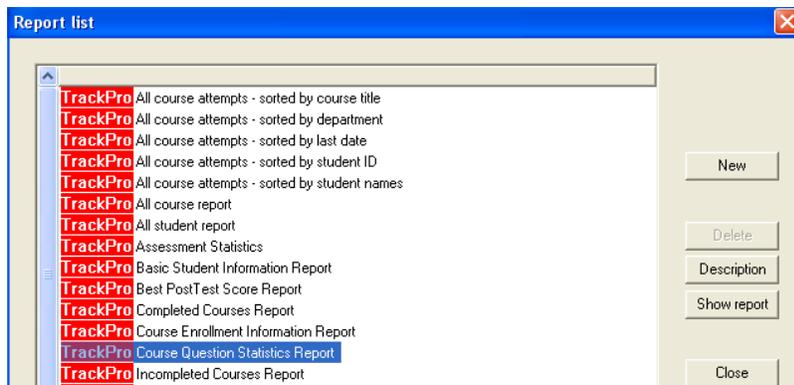
View Course Question Performance Facility-Wide

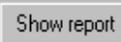
In addition to displaying responses for quiz and segment tests for individual students, the administrator also has the ability to generate a report showing the overall results for each quiz question in a course for all students.

1. Select [TrackPro] ▶ [Database] ▶ [Create Database Reports].



2. Select [Course Question Statistics Report].



3. Click on the  button.

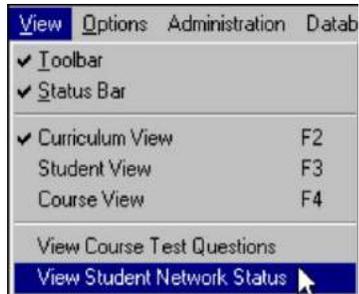
**See "Reports" for more information on this feature.*

View Student Network Status

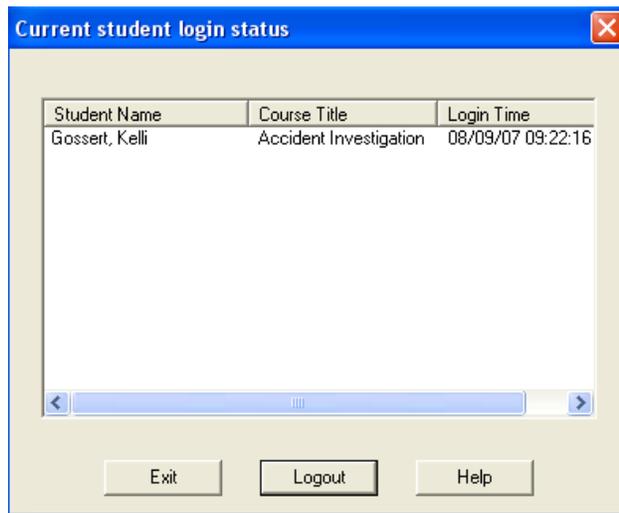
An administrator can quickly determine who is logged onto the CourseWorks® system over an entire network. With the "View" utility she can also determine what course a student who is logged on is taking. The administrator also has the ability to forcibly log out any student who may have inadvertently left his computer logged in to CourseWorks®.

Log Out a Student

1. Select [TrackPro] ▶ [View] ▶ [View Student Network Status].



2. To log out a student, select the student name that is to be logged out.

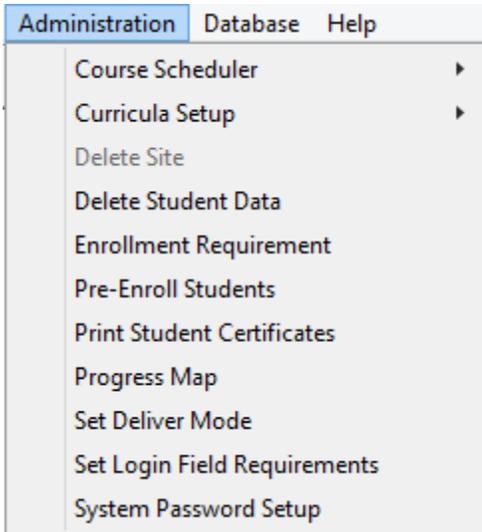


3. Click on the  button.

Administration Menu

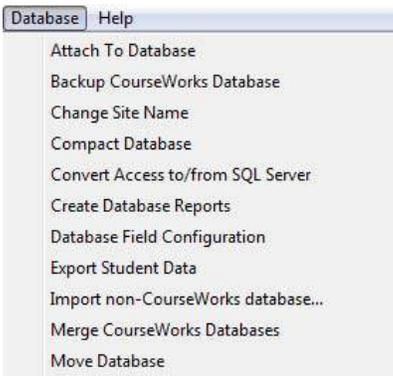
As a course administrator you will frequently use the TrackPro tools featured under the Administration menu. The Administration menu displays options for scheduling courses, setting up curricula, deleting student data, enrolling students, etc.

These features are explained in detail in their respective sections in this documentation.



Database Menu

The TrackPro Database menu is used to perform database functions such as importing or exporting student data or accessing other CourseWorks® databases. This menu is also used to access the reporting features in CourseWorks®.



These features are explained in detail in their respective sections in this documentation.

Install and Configure Courses

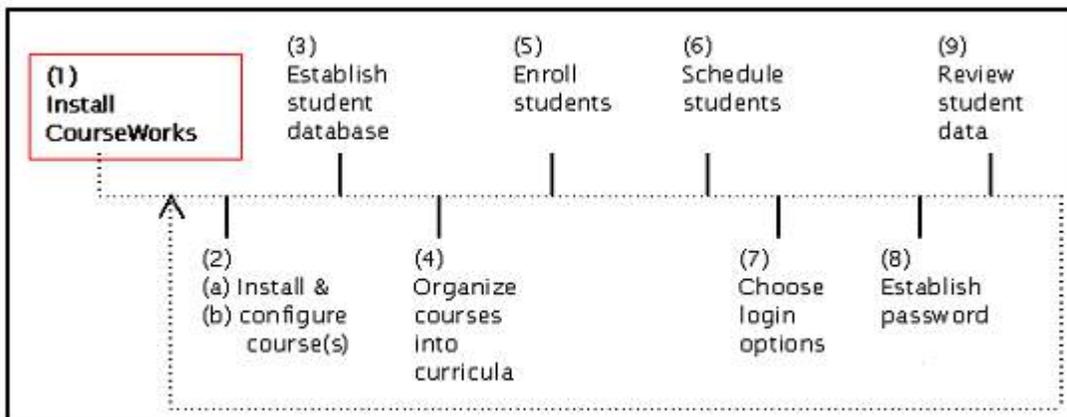
Overview

Note: In order to install a CourseWorks® course, the CourseWorks® learning management system software itself must first be installed. (See "Step 1" in the figure below).

Once you have installed CourseWorks® you can immediately proceed to installing individual courses. If CourseWorks® has not yet been installed, see "Installing CourseWorks®".

Each time you install a course you must complete a two-step process. You...

1. "Install" the course.
2. "Set up" (configure) the course.



Both steps are accessed via the CourseWorks® "Setup" program. There are two alternatives for starting Setup... from the Windows' Taskbar or from the Desktop. (There isn't any significant difference between the two alternatives, you can use whichever method you prefer).

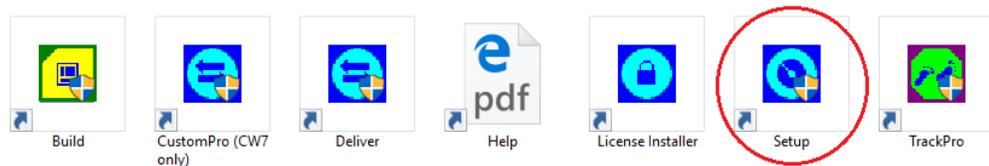
💡 English and foreign language courses are installed and configured in the same way.

Start Setup from the Desktop

1. Double-click on the CourseWorks® icon on your desktop.



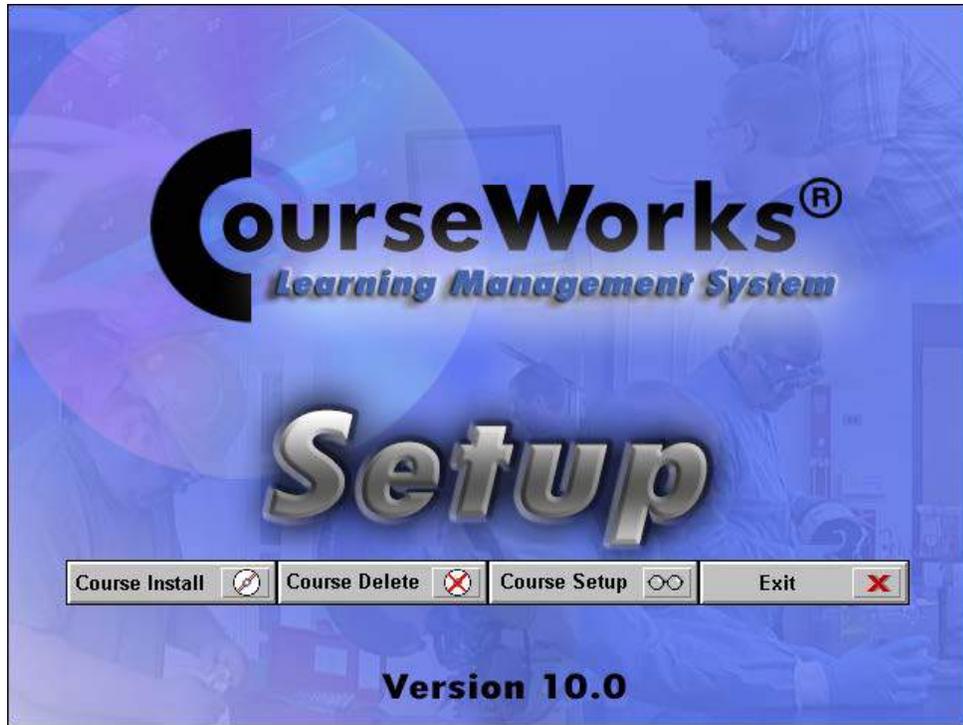
2. Double-click on "Setup".



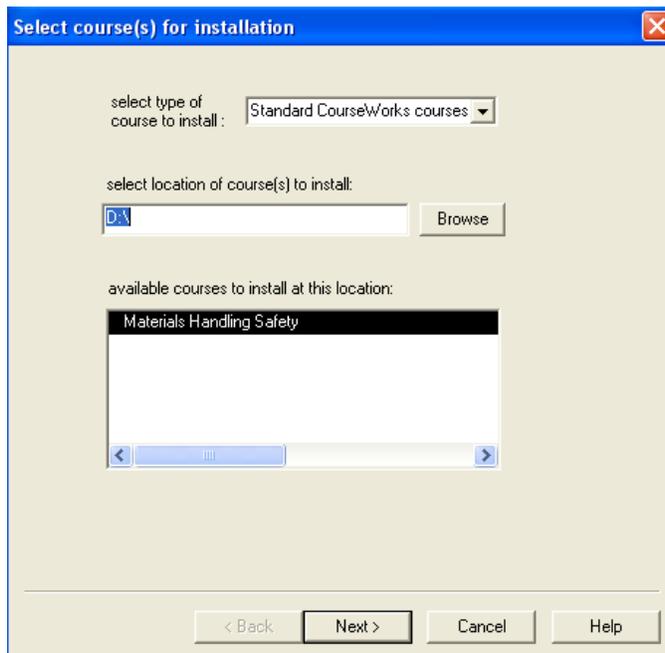
Installing a Course

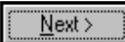
Note: Courses cannot be properly installed and set up using the "Run" command from the "Start" menu on the Windows taskbar. They must be installed using the CourseWorks® Setup program.

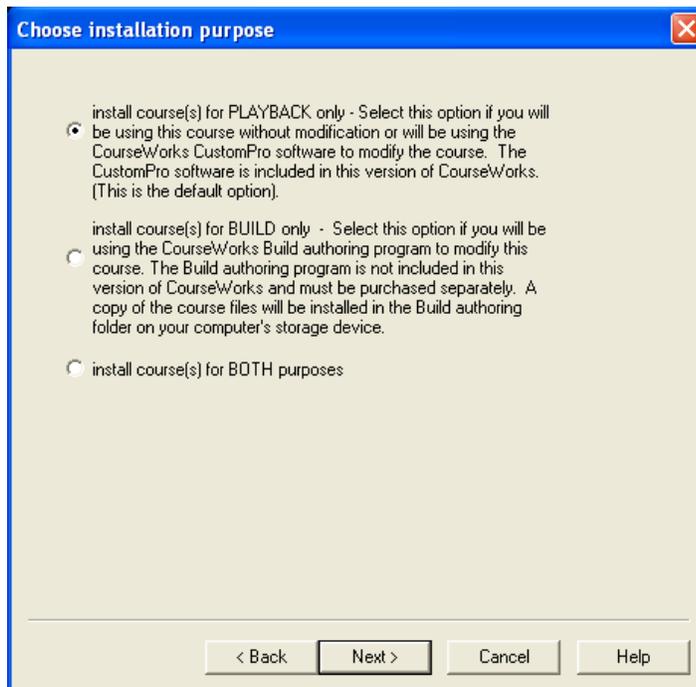
1. Insert the course CD in the CD-ROM drive of your computer.
2. Select [Programs] ▶ [CourseWorks® v10.0] ▶ [Setup].

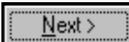


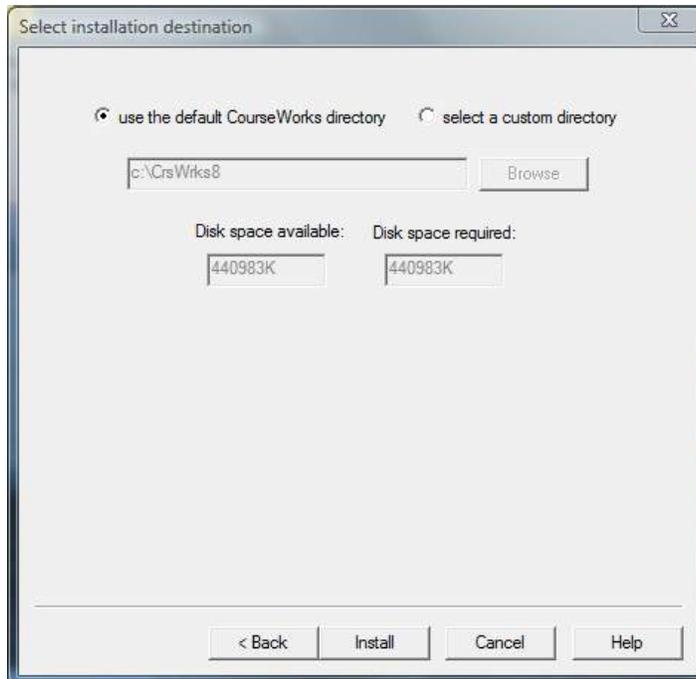
3. Click on the  button.
4. The program displays the "Select course(s) for installation" dialog box.



5. 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® Build Lite feature. See *"Build Lite" for more information.*)
6. 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.
7. Click on the  button.
8. Click on the  button. The "Choose installation purpose" dialog box displays.



9. Click on the radio button of the installation purpose that you want to use, "Playback", "Build" (authoring) or both. If you will be modifying the courses using the CourseWorks® Build software you will need to select either the second or third radio button.
10. Click the  button.
11. The "Select installation destination" screen appears. Select either the default location where the course is to be installed or a custom location.



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



13. Click on the  button.

WARNING!

During the time the course is installing, you cannot use the Windows' "ALT" + "TAB" command to reach another software application. Interrupting a course installation will result in only some of the course files being installed, and your database will not be updated!

Configuring a Course

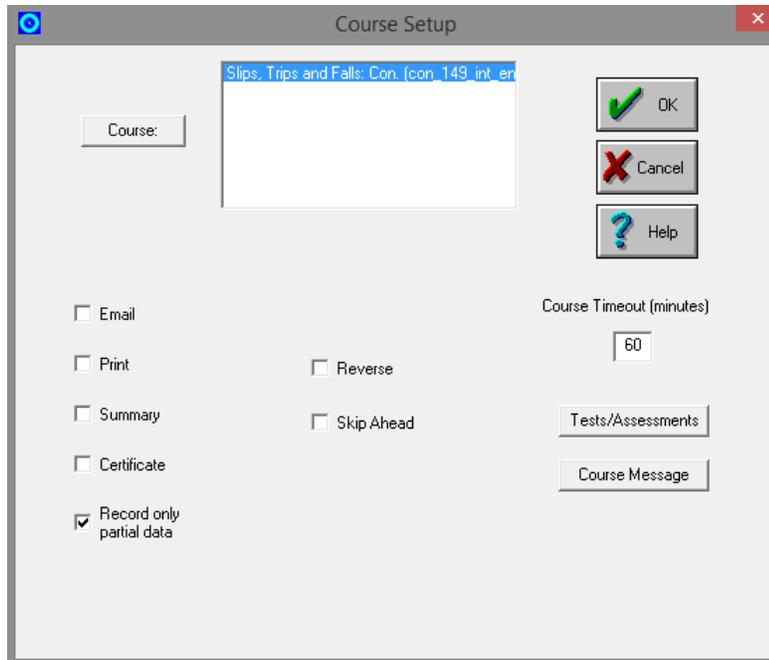
There are a number of options available to the training administrator when she is configuring a course, including setting course navigation capabilities, creating pre- and post-tests, allowing students to do things such as send emails (CW8 version courses only), and more.

.Start the CourseWorks® Setup Program

1. Select [CourseWorks® v10.0] ▶ [Setup].



2. Click on the  button.
3. Complete the desired dialog box options in the "Course Setup screen.



**See discussions of options in the next section on "Course Setup Options".*

4. Click on the  button to activate your selections.

Course Setup Options

Course

Click on the  button in the "Course Setup" dialog box to display a description of the course which is highlighted in the drop down menu. This description cannot be edited.

Print

Click on the  **Print** check box on the "Course Setup" dialog box to enable the "Print" feature (only text screens can be printed).

When enabled, a Print button  displays on the lower left side of the screen while the student is taking the course. The student can click on the button at any time to print the current text screen.

Summary

Click on the Summary check box on the "Course Setup" dialog box to enable the "Summary" feature.

When enabled, after a student exits a course CourseWorks® will display the results of any segment tests that he took during the course. These scores will be shown on the Deliver screen when he exits the course.

Certificate

Click on the Certificate check box on the "Course Setup" dialog box to enable the "Certificate" feature.

When enabled, upon successful completion of the course CourseWorks® will prompt the student to print his own "Certificate of Completion" for that course.

*Note: There are two methods for producing training certificates. One is to select this option in the "Course Setup" dialog box so the student is prompted to print a certificate upon completion of the course himself. Alternatively, the administrator can use TrackPro's Administration menu to access the "Print Certificate" option and print certificates for students who have successfully completed courses herself. The administrator can also modify the style of the certificate, as well as some of the information printed on the certificate. *See "Printing Certificates by the Administrator" for details.*

Reverse

Click on the Reverse check box on the "Course Setup" dialog box to enable the "Reverse" feature.

When enabled, a  ("Reverse") button will display on the student's screen. When clicked, the student will go back to the previous element in that portion of the course.

Skip Ahead

Click on the **Skip Ahead** check box on the "Course Setup" dialog box to enable the "Skip Ahead" feature.

When enabled, a  ("Next") button will display on the course's screens. When clicked, the student will skip forward to the next element in that segment of the course. If "Skip Ahead" has been enabled, but the  button does not appear on a particular screen, the student may still be able to skip forward to the next element in that segment of the course by clicking anywhere on the screen.

Note: The student cannot "skip" past the chapter tests. Each test must be successfully completed before moving to the next chapter.

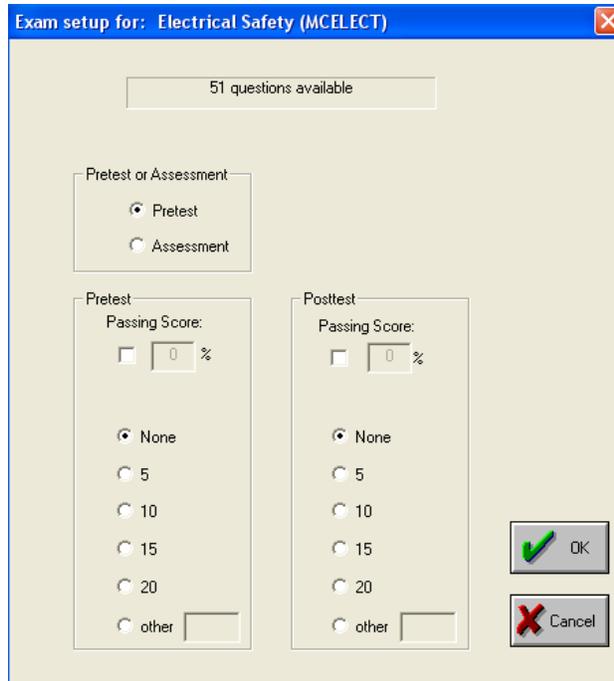
Course Timeout

Enter the number of seconds allowed of inactivity before a course will automatically close and log off the student.

Tests

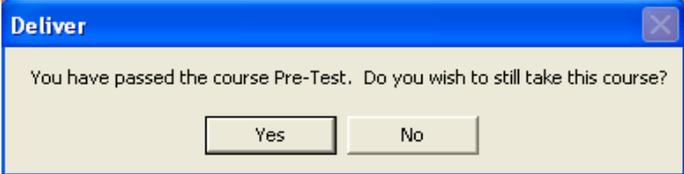
Tests are constructed at the course level, and contain a mixture of questions drawn from all of the chapters in a course. CourseWorks® allows you to set up both "Pre" and "Post-Tests".

1. Click on the **Tests/Assessments** button of the "Course Setup" dialog box to set up an Assessment Test or a "Pre"- and/or "Post-Test".
2. The program will display the "Exam setup" dialog box.



3. The "Pre-Test" and "Post-Test" options are independent of one another, so you can set up one, or the other, or both.

 **You can have students "test out" of a course altogether if they achieve the passing grade set for the pretest. If they pass the pretest, the Deliver program will ask them if they wish to continue. You should notify students prior to them taking the course as to whether they should continue to take the course, or log out.**



In the dialog box, select which test you want to configure. If you are going to be using a Pre-Test click the radio button for the type of test you want it to be, "Pre-Test" or "Assessment" (see the "Assessments" section on the following pages). Then specify:

1. How many questions will be asked in the test.
2. What the passing score for the test will be.

Specify the Number of Questions

Click on the number of questions that you want to be asked in the test. Click "other" to be prompted for a number between "one" and the number of questions available in the test question pool for that course.

Note: Test questions are selected randomly from the pool of available test questions each time a student takes the test. The number of "questions available" shown at the top of the dialog box is the total number of questions that were included in the test question pool when the course was built.

Establish a Passing Score

Use this option to specify the "passing" grade on a Pre- or Post- Test.

1. Click on the checkbox under "Passing Score" for the desired test. This will put a checkmark in the box and enable the "passing score" box.

Enter the desired passing score, from 1% to 100%.

Passing Score:
 %

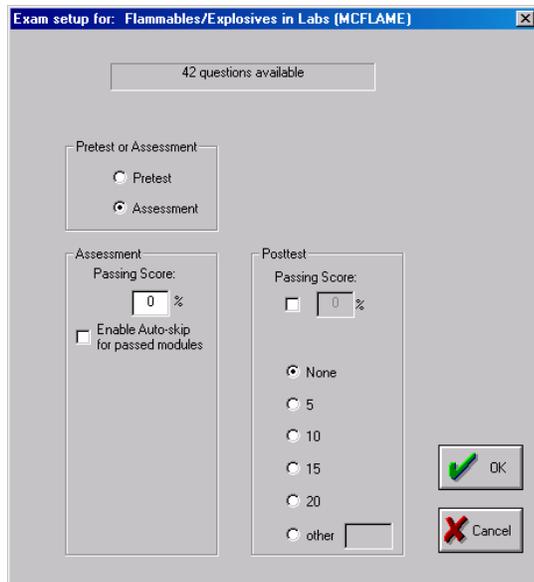
2. Click on the  button.
3. Once you have set your test parameters, a checkmark will be automatically placed in the check box next to the Tests/Assessments button on the Course Setup screen and the test feature will be activated.

Tests/Assessments

Assessments

CourseWorks® assessment capabilities allow students to "test out" of chapters in a course on topics for which they already have adequate knowledge. CourseWorks® will then "reconfigure" the course to include only the chapters that the student did not test out of.

1. Click on the  button of the "Course Setup" dialog box to set up an assessment.
2. The program will display the "Exam setup" dialog box.

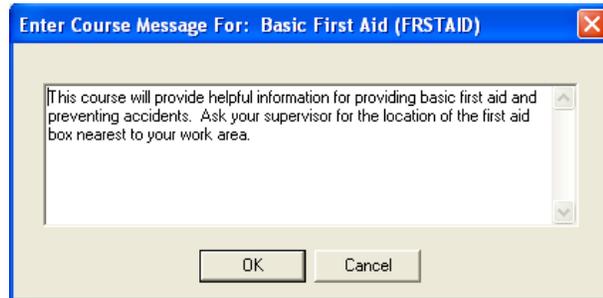


3. In the "Pretest or Assessment" box, click on "Assessment".
4. An "Assessment" box will appear underneath the "Pretest or Assessment" box.
5. In the "Passing Score" box enter the passing score you want to set for the groups of questions in the Assessment Test.
6. If you want CourseWorks® to automatically remove the chapters of the course that a student "tests out" of check the "Enable Auto-skip" box (if you do not check the "auto-skip" box, the student will be asked if they want to go through the chapters in the course that they have tested out of, or if they want the chapters to be removed before they take the course).
7. Once a student has completed the Assessment Test, they will see a screen letting them know which chapters of the course they have "tested out" of. They will then proceed to take the course (which may be reconfigured if the student has tested out of one or more of the chapters in the course).

Message (Course Message)

When enabled, students see a "course" message that has been created by the administrator when they begin a course. Many training administrators use this option to make an announcement relevant to the course.

1. Click on the Course Message button on the "Course Setup" dialog box to enable the "Course Message" feature.



Enter the text of your course message and click .

Activate the Course Message by clicking on the checkbox next to the Course Message button.

Record Only Partial Data

Quizzing and testing in a course can be designed to occur at four different times:

- The course designer can include "quiz" questions throughout the course. These are not "scored" tests, but result in remediation ("re-teaching") if the student answers a question incorrectly.
- Courses are also often designed with "topic tests" at the end of major course chapters. These tests must be passed to move to the next course chapter.
- During the setup process, the administrator can establish an assessment test, or pre- and post- tests, all of which are "scored".

Enabling the "Record only partial data" option results in only the pre- and post- tests and unit "topic test" results being saved. Otherwise, every question's response is tracked, including any "quiz" questions that may be encountered throughout the course, resulting in larger database file sizes.

1. Click on the Record only partial data check box on the "Course Setup" dialog box to enable this feature.

 If your organization does not need to know how the quiz questions in courses were answered, you can use the "Record only partial data" feature to reduce the potential size of your CourseWorks® database.

Removing ("Deleting") a Course

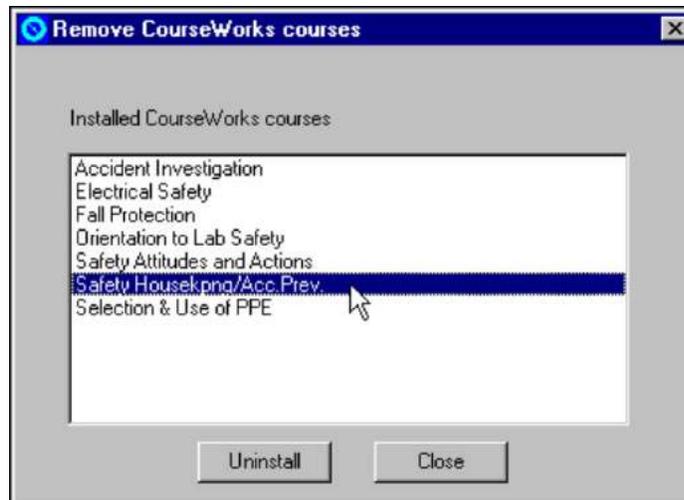
If you want to remove a course from the system, you must use the CourseWorks® Setup program. Removing the course frees up space on the computer's hard drive where the course was installed. The process removes all of the course's files but it does not delete the historical student training data for that course which has been recorded in the database.

1. Select [Setup] ▶ [Course Delete].



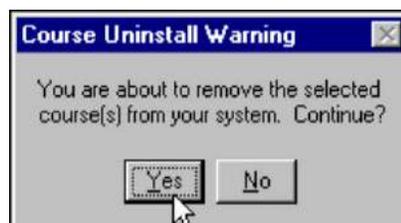
2. Click on the  button.

The "Remove CourseWorks® courses" dialog box will display.



3. Highlight the course to be deleted from the list of courses.
4. Click on the button.

The "Course Uninstall Warning" dialog box will display.



5. Click on the button to complete the course(s) removal.
6. To delete additional courses, repeat steps 3 through 5. (You can also use the Windows "shift-click" option to remove more than one course at a time.)
7. Click on the button to exit from the "Remove CourseWorks® courses" dialog box.

Note: After a course has been removed, TrackPro will still show the course title with a "Circle with a Slash" symbol  next to it. This symbol indicates that there is still course or curriculum data in the database for students who have taken the course.

Deliver

Overview

Students use the "Deliver"("play") program to take their CourseWorks® courses. How the administrator configures the system will directly impact what the student sees when he enters Deliver, such as the "Login" dialog box, etc. These options are all discussed in detail in their respective sections of this Trainer's Guide.

No matter what functions have been set up by the administrator, the student will eventually arrive at a Course Selection ("Tic-Tac-Toe") Menu, at which time they will be able to select the course that they want to take.

Course Selection ("Tic-Tac-Toe") Menu



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.

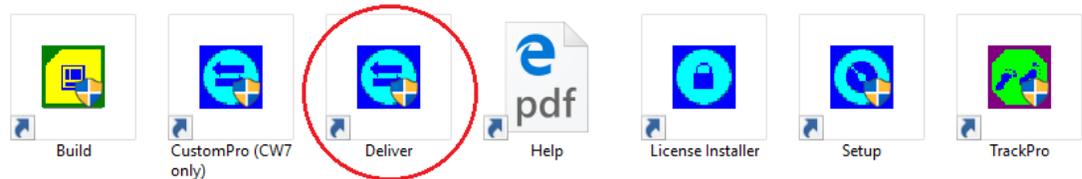
** See "Curriculum Overview" for details regarding setting up curricula.*

Start Deliver from the Desktop

1. Double-click on the CourseWorks® icon on your desktop.



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



Course Button Border Colors

Each course and curriculum button has its title listed on or below the button. When the login option in Course Setup is set to "Must be pre-enrolled (login is required)", or when login is done by curricula, the student is prompted for his student ID before the Tic-Tac-Toe menu displays. Under these two login options, the background color around the course or curriculum name on the bottom of the button reflects the status of that course (or curriculum) for the student logging in.

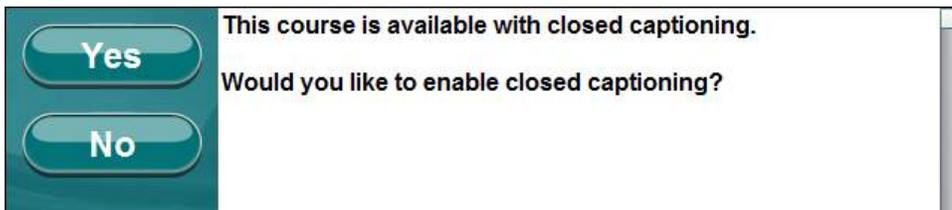
- Red:** Indicates that the course is not readily available on the CD-ROM drive (for "JustPlay" and "Hybrid" installs). The student may simply need to put the course CD in the CD-ROM drive when prompted.
- Purple:** Indicates that the student hasn't started the course.
- Green:** Shows that the student has started the course but has not completed it. (**See "Bookmarks" for more details*).
- Blue:** Shows that the student passed the pre-test and may not be required to complete the course.

Black: Confirms that the student has successfully completed the course.

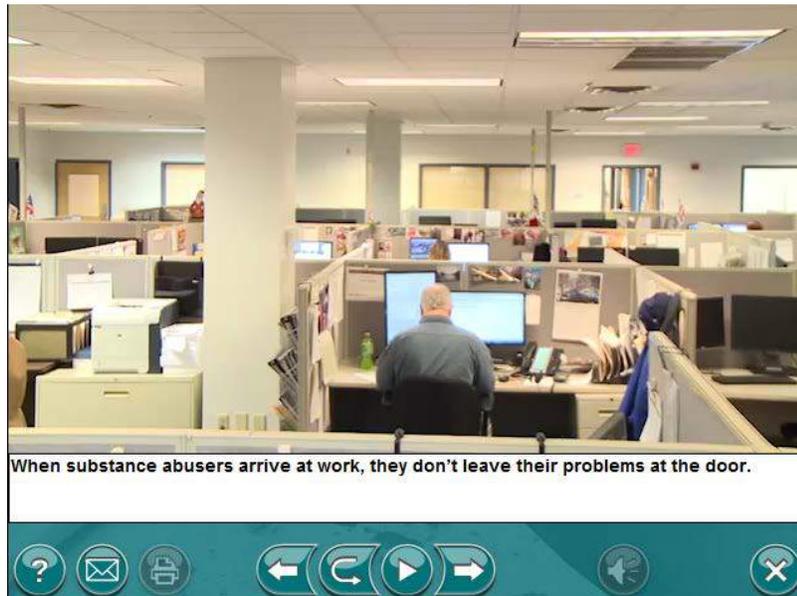
Orange: Indicates that the button represents a curriculum.

Closed Captioning

Another feature in CourseWorks® is "closed captioning". After a student has selected a course if the course has been authored with "closed captions" the system will offer him the option of having the closed captioning displayed whenever video is playing on the screen. This can be helpful if the student has any difficulty hearing, if he would like to have additional time to relate to what the video is saying (by using closed captioning in conjunction with the "Pause" capability) or if he just wants to both see and hear the information at the same time.



1. Click on the  button to have closed captioning displayed.



Deliver Function Buttons

In addition to the buttons showing the courses and curricula that are available to the student, the Deliver Tac-Tac-Toe menu also has five "function buttons" at the bottom of the screen. These buttons, "main", "back", "play", "exit" and "refresh", are described below.



Main

This button returns the student to the "parent" curriculum from the current subcurriculum. This button is active only if the Deliver Tic-Tac-Toe menu is comprised of curricula which have subcurricula.

Back

This button returns the student to the previous curriculum from a subcurriculum. This button is active only if the student is enrolled in subcurriculum and has previously accessed one of these subcurriculum from the opening Deliver Tic-Tac-Toe menu.

Play

This button plays a course directly from the CD-ROM drive. The course does not need to be installed or displayed on the Tic-Tac-Toe menu, but the course CD must be in the CD-ROM drive.

Exit

This button returns the student to the "Select Language" dialog box. The student will then need to click  again to return to the computer's Windows' desktop.

Refresh

The "refresh" button updates the courses and curricula displayed on the Tic-Tac-Toe menu. If the student computer is networked, and the student clicks on the "refresh" button, any changes made by the CourseWorks® administrator related to the student's current curriculum will be displayed.

For example, if the administrator added a "Back Safety" course to the curriculum that is being displayed on the student's current Tic-Tac-Toe menu, then a "Back Safety" course button will show on the Tic-Tac-Toe menu when the student clicks on the "refresh" button.

Course Navigation Buttons

When taking a course in Deliver, the student will also have access to several other types of buttons, which typically appear at the bottom of the screen. Some of these are "navigation" buttons, which are there so that the student can move through the course in ways and at times that suit him best (for example, allowing the student to watch a video clip again, move forward to the next screen, pause, etc.).

Other buttons allow the student to control how the course is presented, by turning off the sound, enlarging the picture, etc. Some of these buttons are visible only when the student is viewing a particular type of screen, such as a screen playing a video segment. These buttons are described below.

Audio Control

The Audio Control button turns the audio portion of the course on or off.



Audio ON



Audio OFF

Pause/Video Control

The "Pause" button  pauses the video.

Play

To resume playing the video after it has been paused, the student clicks on

the Play  button.

Replay

The "Replay" button  replays the current audio or video segment.

Print

The "Print" button  allows text or graphic screens to be printed.

Mail

The "Mail" button  brings up the e-mail application, allowing the student to send an e-mail.

Reverse

The "Reverse"  (also called the "Back Hand") button returns to the previous segment in that portion of the course. This option must be previously enabled in Course Setup.

Next

The "Next"  (also called the "Forward Hand") button allows skipping forward to the next element in that portion of the course. This option must be previously enabled in Course Setup.

Exit

The "Exit"  button exits the student from the course and returns him to the Tic-Tac-Toe menu.

Help

The "Help"  button brings up the Trainers Guide.

Bookmarks

Not all student training sessions will end as a result of the student completing a course. There are a number of other reasons that a student may need to

terminate their training session before they finish the course they are taking. They may run out of time and need to get back to work, they may be paged or receive a telephone call, or they may get called away for some other reason.

To accommodate these types of situations, CourseWorks® includes an automatic "bookmarking" capability. If the student has logged in (so the system knows who he is), CourseWorks® will "bookmark" how far he progressed in the course if he leaves the course before it is completed. The next time the student logs in to the system and selects that course, CourseWorks® will display a "Course Status" dialog box, and ask the student whether he wants to pick up where he left off ("Continue" the course) or start the course over from the beginning ("Restart" the course). If 'Continue' is selected, the course will resume at the beginning of the chapter the student was in when he ended his previous training session.



Student Database Fields

Overview

In order for CourseWorks® to track students' training data, the students must be "enrolled" in the CourseWorks® database (this can either be done by the administrator prior to the students taking courses or the students can "self-enroll" when they click on Deliver). When TrackPro is initially installed there are five predefined fields in the database. They may be renamed but not deleted.

Three of the fields are "required", two are not. Required fields must be supplied with data as each student is enrolled.

"Required"	StudentID
	Last Name
	First Name

"Not Required" Middle Initial
Department

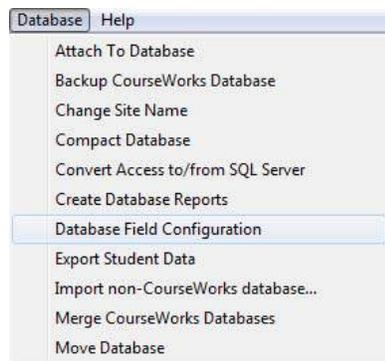
The fields that are initially set to "Not Required" may be changed to "Required" by changing the "Is required" status to "Yes".

Ten additional fields may be established in the database. They can be designated as "required" fields or not. These fields can subsequently be modified or deleted at any time.

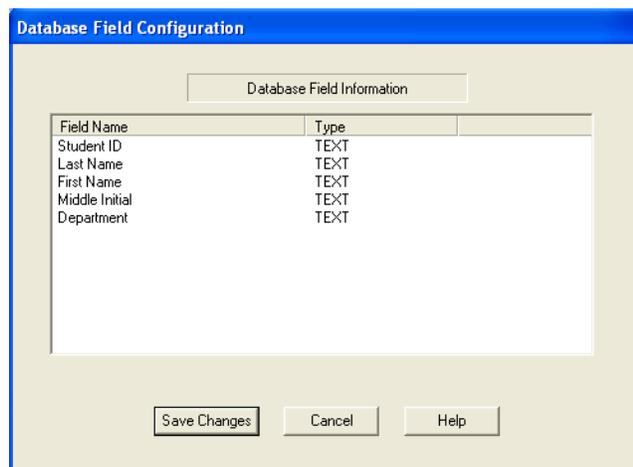
Renaming a Field

Any field name, including the names for the five predefined fields, may be changed. To rename a student field:

1. Select [TrackPro] ▶ [Database] ▶ [Database Field Configuration].

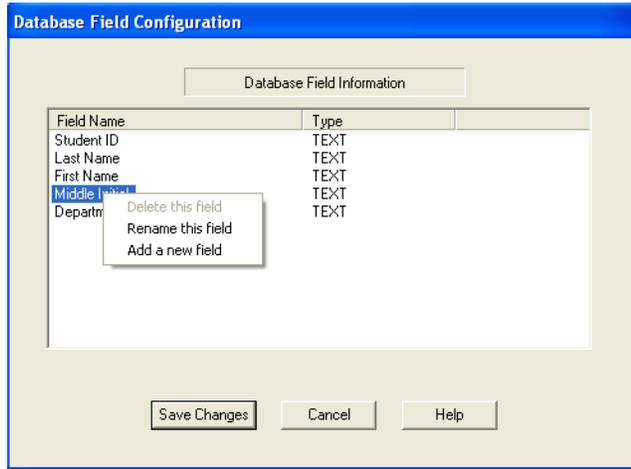


The "Database Field Configuration" dialog box displays.



2. Right-click on the field to be renamed.

3. Select [Rename this field].



TrackPro highlights the field name in "edit mode".

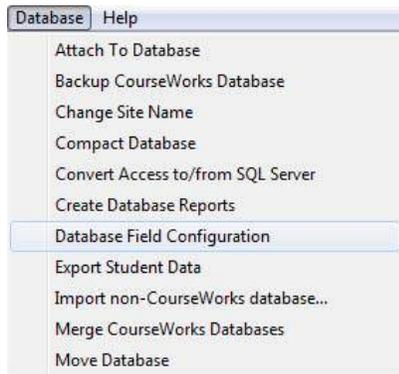
Field Name	Type
Student ID	TEXT
Last Name	TEXT
First Name	TEXT
Middle Initial	TEXT
Department	TEXT

4. Type in the new field name.
5. Click on the **Save Changes** button.

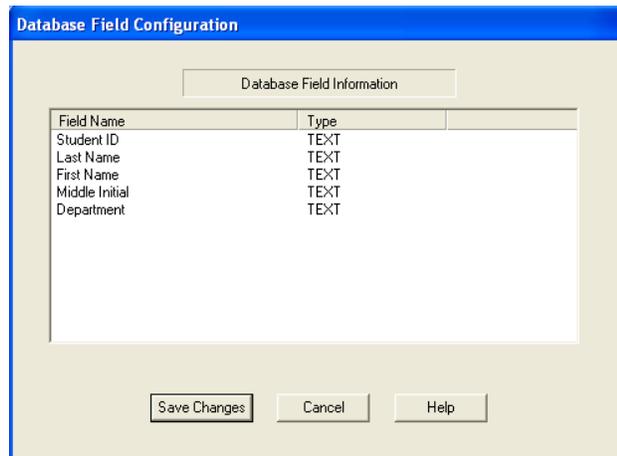
Adding a Student Field

Ten additional student data fields may be established in the database. These fields can be subsequently modified or deleted. To add a student field:

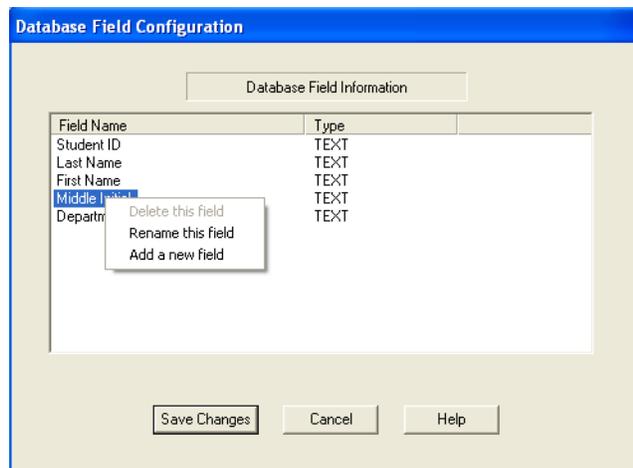
1. Select [TrackPro] ▶ [Database] ▶ [Database Field Configuration].



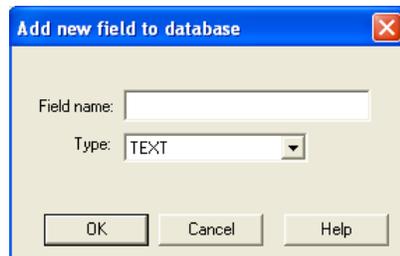
The "Database Field Configuration" dialog box displays.



2. Right-click anywhere within the field table (the white box). Select **[Add a new field]**.

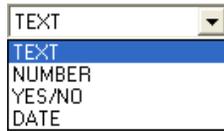


TrackPro displays the following dialog box:



3. Type in the new field's name (14 character maximum).

- Use the drop-down menu to select the "Type" of field.



Below is an explanation of the different data types available:

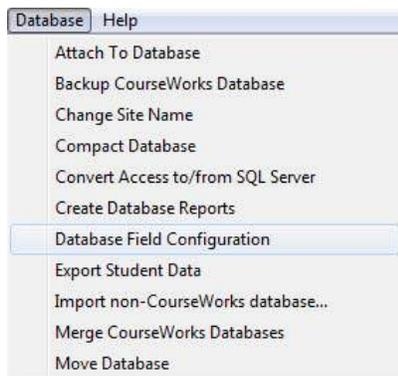
Data Type	Data Description
TEXT	Alphanumeric characters, no special characters such as "/" or ">".
NUMBER	Numeric characters only
YES/NO	"Yes" or "No" response only.
DATE	Date-formatted data, such as "date of hire" or "birthdate".

- Click on the  button.

Deleting a Field

Database fields may be deleted, except for the five predefined fields. However, once you delete a field all of the data that has been stored in that field in the database will be **deleted for every student and cannot be recreated**. To delete a field:

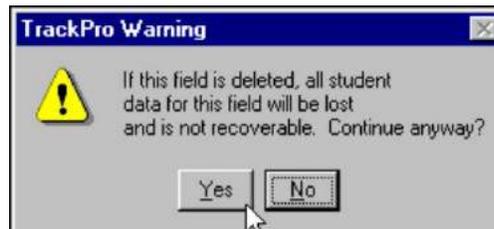
- Select [TrackPro] ▶ [Database] ▶ [Database Field Configuration].



2. Right-click on the field to be deleted. Select **[Delete this field]**.



TrackPro displays the following warning:

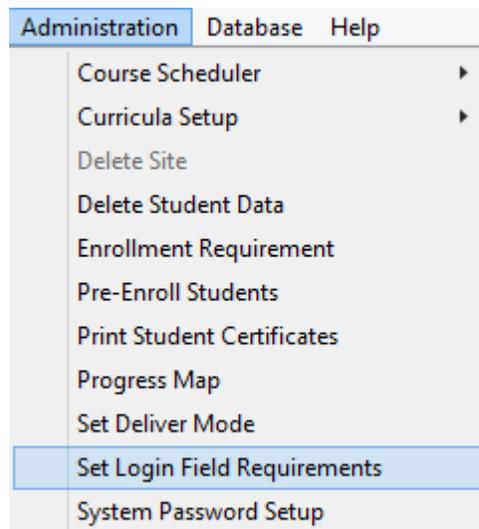


3. Click on the button.

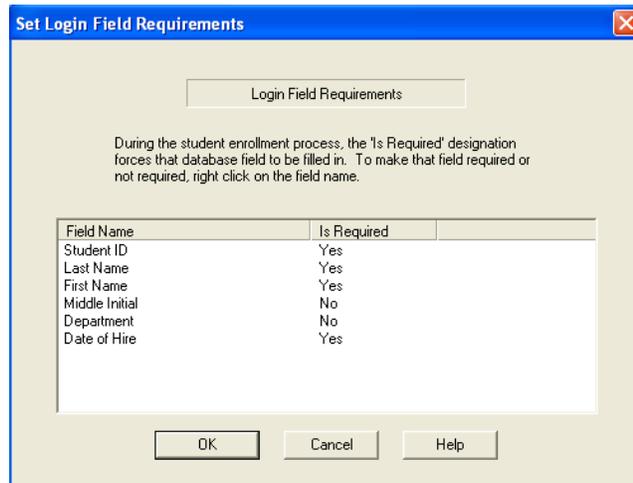
Designating a Field "Required" or "Not Required"

For fields that have been added, the administrator can designate that field as "required" or "not required". To do this:

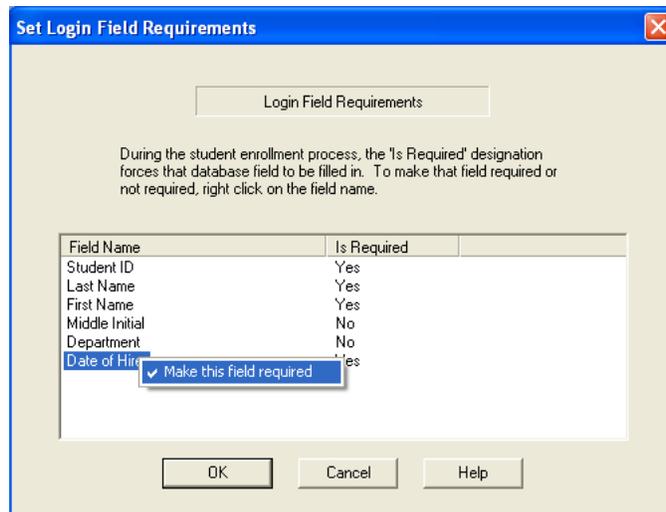
1. Select [TrackPro] ▶ [Administration] ▶ [Set Login Field Requirements].



The "Login Field Requirements" dialog box displays.



2. Right-click on any field whose "Required/Not-required" status is to be changed. This will bring up the "Make this field required" checkbox.



3. Click .

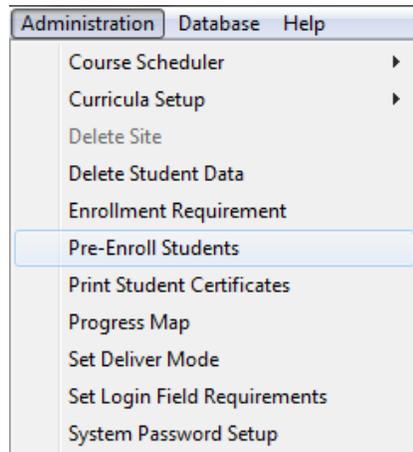
Student Database: Adding, Modifying and Deleting Students

You can use TrackPro to manage your organization's student training records. You can add or remove students from the database, as well as change their demographic data.

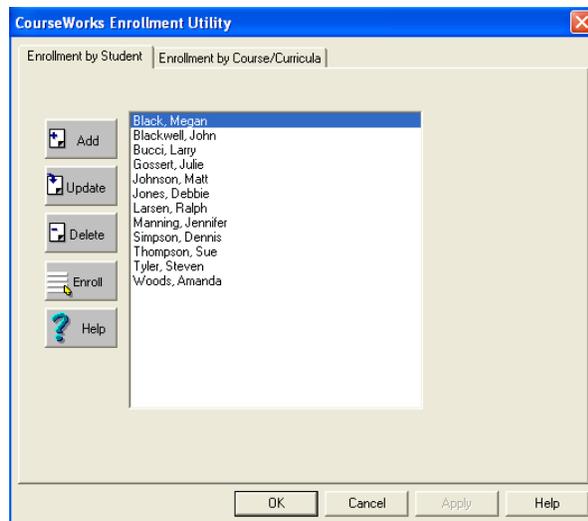
Adding a Student

If the administrator has chosen the "Must be Pre-Enrolled (Login is required)" option as the enrollment requirement for Deliver (see "Enrollment Requirement" for more details), a student's demographic information must be entered into the database prior to the student logging in to Deliver. To do this:

1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].

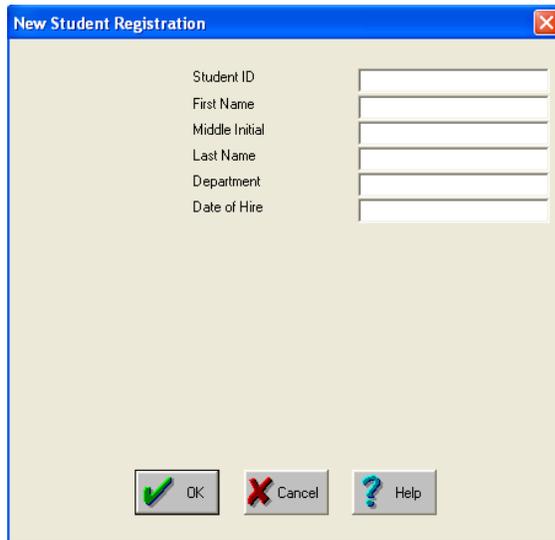


The "CourseWorks® Enrollment Utility" dialog box displays.



2. Click on the "Enrollment by Student" tab and then click on the  button.

TrackPro displays a blank "New Student Registration" dialog box. Two types of fields will appear in this box... the pre-defined fields that are required by CourseWorks® (Student ID, First Name, Last Name, Middle Initial and Department) and any other fields that have been set up by the administrator. (See "Student Database Fields" for more details.)



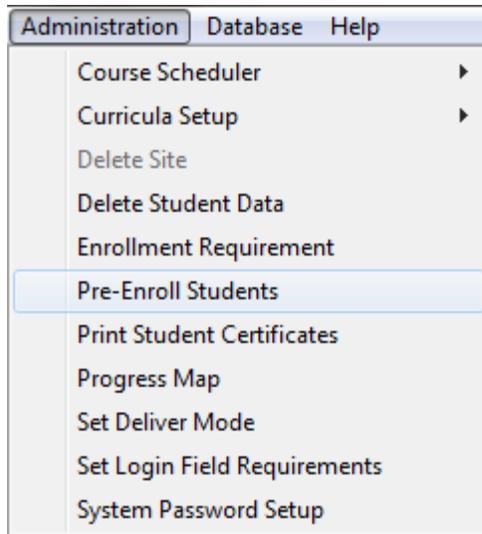
3. Enter student data in the fields.
4. Click on the  button to save the new student record.

Note: TrackPro will display an error message when you attempt to register a new student without filling in the required fields.

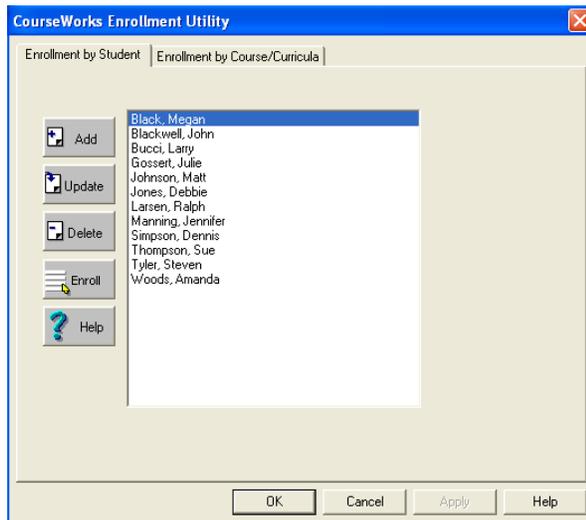
Modifying Student Data

The administrator also has the ability to modify a student's data, such as make a name change for someone who was recently married, at any time. To do this:

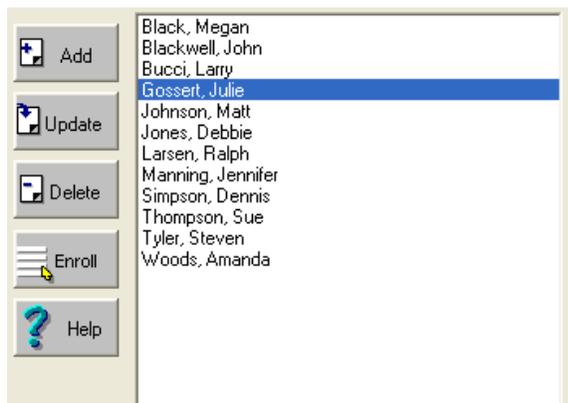
1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



The "CourseWorks® Enrollment Utility" dialog box displays.

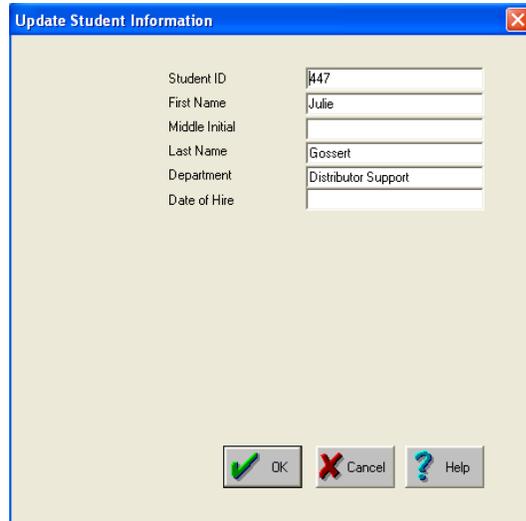


2. Click on the "Enrollment by Student" tab and highlight the desired student.



3. Click on the  button.

TrackPro displays the current student data.

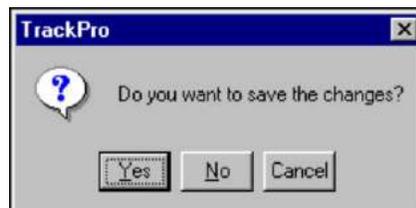


The dialog box titled "Update Student Information" contains the following fields:

Student ID	447
First Name	Julie
Middle Initial	
Last Name	Gossert
Department	Distributor Support
Date of Hire	

At the bottom of the dialog box are three buttons:  OK,  Cancel, and  Help.

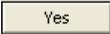
4. Change the necessary student data in the listed fields.
5. Click on the  button to save your database changes.
6. Click on the  button on the Enrollment Utility screen after all changes have been made.



The dialog box titled "TrackPro" contains the following text and buttons:

 Do you want to save the changes?

At the bottom of the dialog box are three buttons:  Yes,  No, and  Cancel.

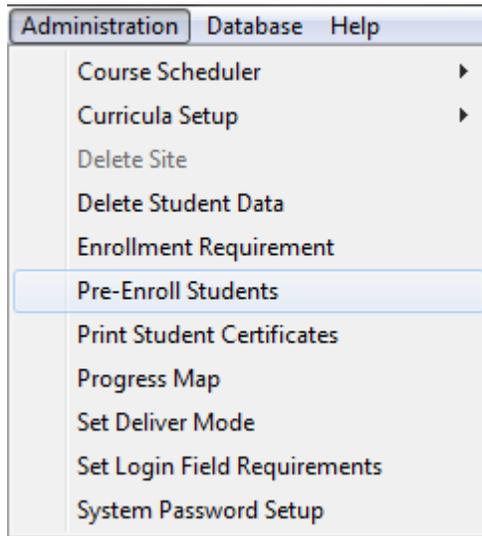
7. Click on the  button.

Deleting a Student from the Student Database

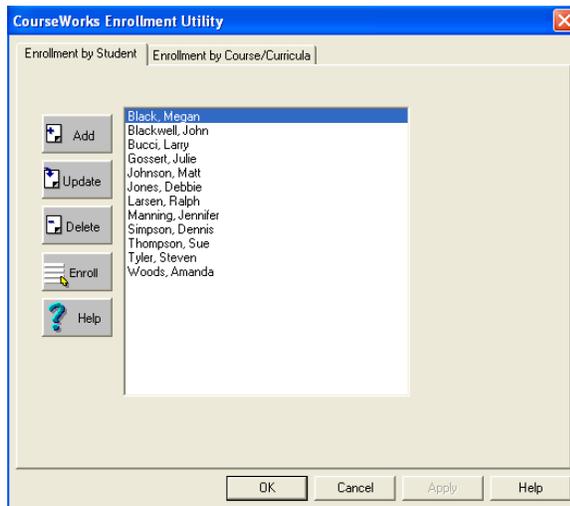
Note: "Deleting" a student will remove all of the student's demographic and historical training data. It is strongly recommended that you export the student's data as a backup prior to deleting them from the database. (See "Exporting a Student's Data" for more information.)

Delete a Student

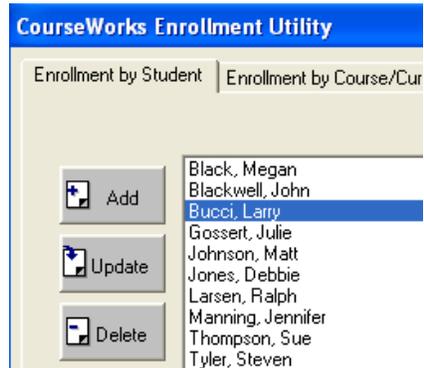
1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



The "CourseWorks® Enrollment Utility" dialog box displays.

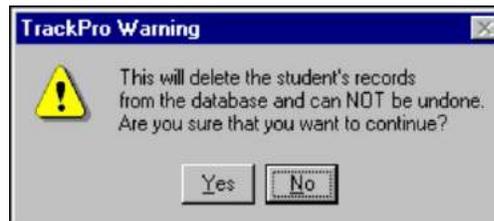


2. Click on the "Enrollment by Student" tab and highlight the student to be removed from the database.



3. Click on the  button.

You will be "warned" by a dialog box that the student will be deleted from the database and asked to confirm that you really want to delete the student.



4. Click on the  button.

Curricula

Curriculum Overview

As courses are installed, CourseWorks® automatically includes them in a group called the "All Courses in the System" curriculum. All of these course buttons will be displayed on the Tic-Tac-Toe menu when a student starts Deliver unless the administrator configures the login setup differently. (See "Login" for details).

The CourseWorks® curriculum feature gives the administrator the means to group courses into additional curricula. Organizations can want to group courses for varied and different reasons. For instance, an organization may want to set up a curriculum so that every entry-level person takes certain mandatory courses. After the new hires complete that curriculum, they may then be required to take a different group of courses for their particular occupation. Another organization may set up curricula for levels within a job type, such as Machine Tech I, Machine Tech II, etc.

An additional benefit of using the curriculum feature is that when students log in to Deliver they see only the courses in their curriculum. This in a sense "filters" the course list for students so that they aren't overwhelmed by seeing every course that is installed on the system. It also keeps them focused on only the courses they should be taking.

While many organizations will set up different curricula for various categories of workers, the administrator may also include certain courses that are "universal" and need to be taken by everyone in each curriculum.



In this illustration office personnel will take courses "X", "Y", "Z", and "Safety for All". Field personnel will take courses "A", "B", "C", "D", and "Safety for All".

Both curricula have one course in common, the course titled "Safety for All" (if there are several courses that are needed by all personnel, the administrator should establish a "subcurriculum" containing these courses, then include that subcurriculum into every curriculum, rather than include the individual courses in every curriculum).

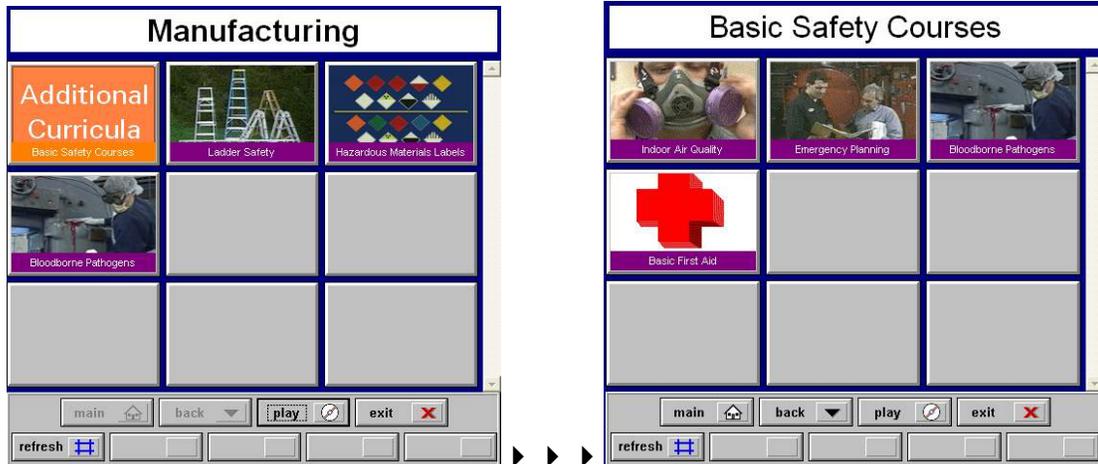
CourseWorks® is designed to operate either by curricula or by individual course, not a combination of both. If an organization sets up curricula, courses should no longer be thought of or handled individually, but should *always* be part of a curriculum, even if they are the only course in that curriculum. Enrolling students in a curriculum automatically enrolls them in all of the courses included in the curriculum.



In this illustration, the left-hand Tic-Tac-Toe menu is the main CourseWorks® Deliver screen. It has seven curricula buttons. If the student clicks on the "Warehouse Employees" button, CourseWorks® will then display the courses available in the "Warehouse Employees" curriculum menu on the right.

Subcurriculum Overview

An administrator can refine the grouping of courses by establishing subcurricula. A subcurriculum is a curriculum within a curriculum. One thing that creating subcurricula will do is allow an administrator to define a group of courses that needs to be included in multiple curricula. If subcurricula are set up, when a student selects a curriculum he will initially see a curriculum Tic-Tac-Toe menu displaying both buttons for the "subcurricula" in that curriculum as well as buttons for any individual courses that are part of that curriculum. When he selects a subcurriculum button by clicking on it, the student then sees the subcurriculum Tic-Tac-Toe menu displaying the courses in that subcurriculum.



In this illustration, the left-hand Tic-Tac-Toe menu is the CourseWorks® Deliver screen that appeared after selecting the "Manufacturing" curriculum button. It has three individual course buttons and one subcurriculum button. If the student clicks on the "Additional Curricula – Basic Safety Courses" button, CourseWorks® will then display the courses available in the "Basic Safety Courses" subcurriculum in the menu on the right.

Setting Up and Using Curricula

The administrator completes several steps in order to set up and use curricula properly:

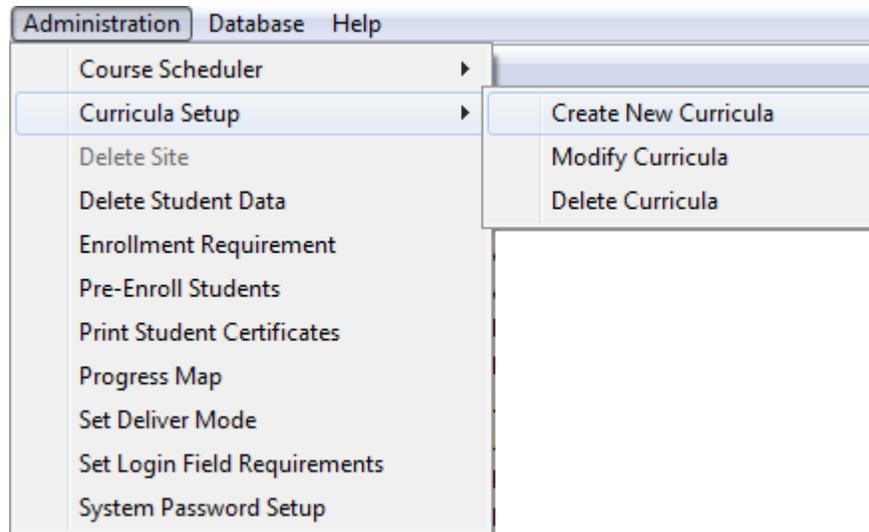
1. Establish and name the curricula.
2. Designate the courses to be included in each curriculum.
3. Establish and name any included subcurricula.
4. Enroll students into curricula (instead of individual courses).
5. Configure CourseWorks® Deliver to display courses by curricula.

These steps are explained in detail below.

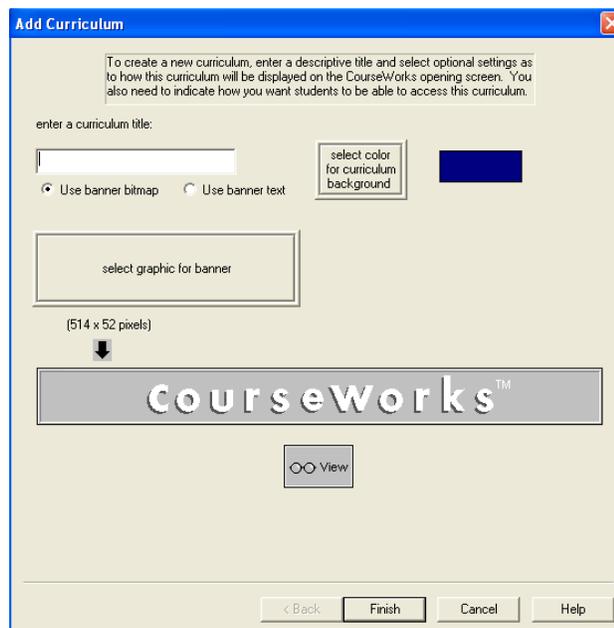
Creating a Curriculum

To set up a curriculum and establish how the curriculum will be displayed on the Deliver Tic-Tac-Toe menu:

1. Select [TrackPro] ▶ [Administration] ▶ [Curricula Setup] ▶ [Create New Curricula].

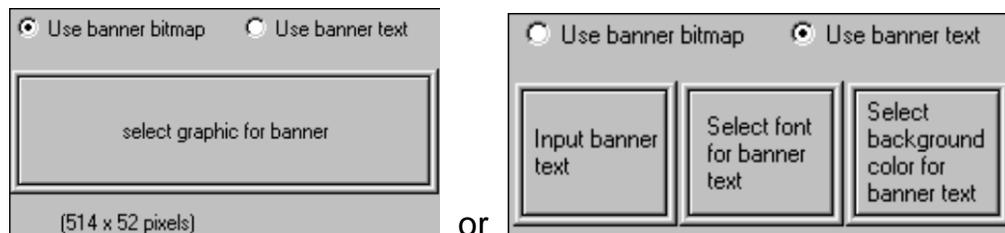


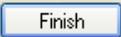
TrackPro displays the "Add Curriculum" dialog box.



2. Complete the options for the curriculum:
 - a. Enter the title for the curriculum.
 - b. Choose the background color for the curriculum's Tic-Tac-Toe menu.

- c. Choose either a banner bitmap or banner text (depending on if you are using a graphic that you have created or typing text) for the banner that appears at the top of the Deliver Tic-Tac-Toe menu. (This is typically the name of the curriculum.)
3. Click on the "Use banner bitmap" radio button and then the "select graphic for banner" button in order to specify a bitmap file location to be used for the banner, or click on the "Use banner text" radio button and then use the three text buttons to specify the banner text options... the text, the font and the background color.



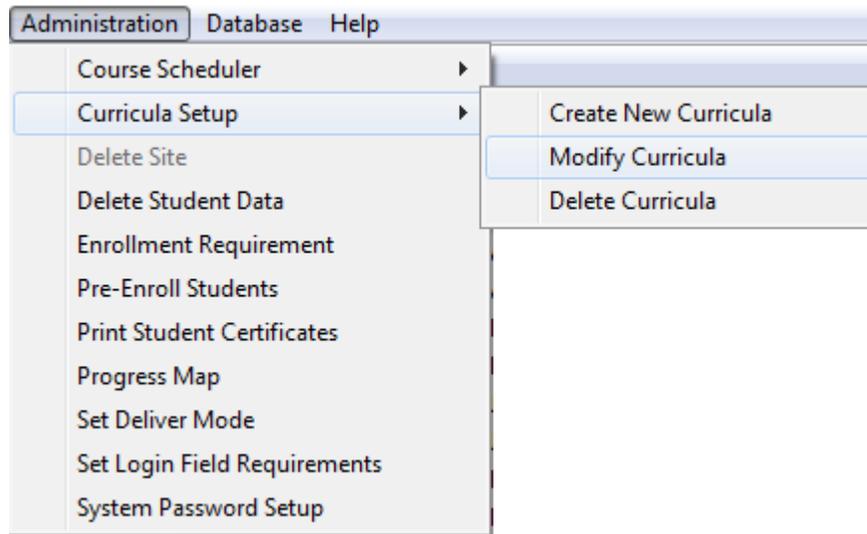
4. Click on the  button to save the selections that you have made, such as:



Designating the Curriculum's Courses

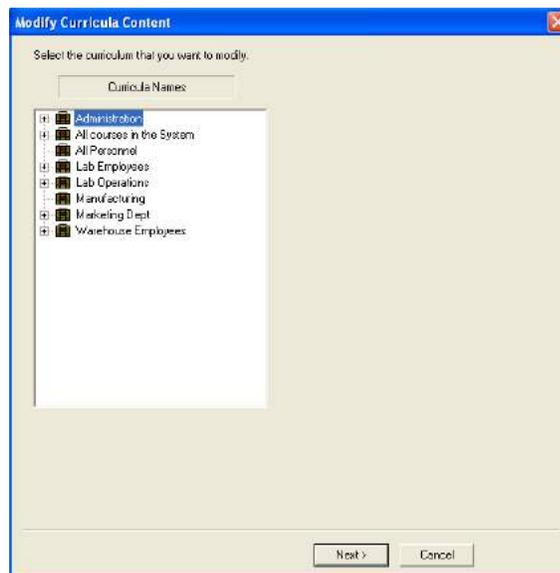
Once a curriculum is set up, the administrator specifies what courses will be included in it.

1. Select [TrackPro] ▶ [Administration] ▶ [Curricula Setup] ▶ [Modify Curricula].

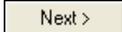


TrackPro displays the "Modify Curricula Content" dialog box.

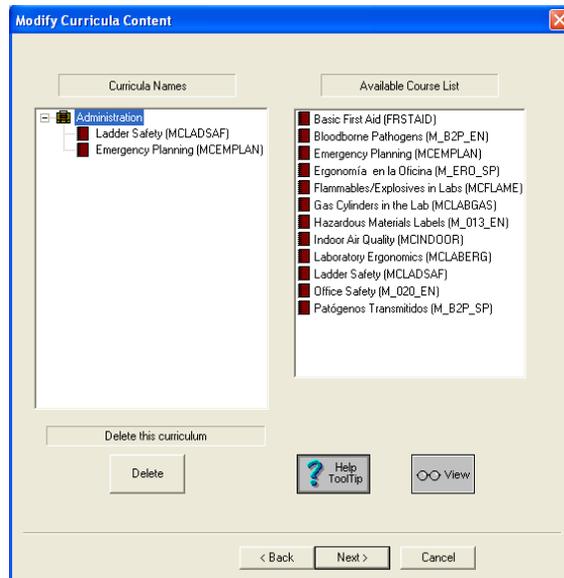
2. Select the curriculum that you want to add courses to.



Note: "+" signs on existing curricula indicate that they have courses assigned to them. To "expand" (show) the curriculum's list of courses click on the "+" sign. Click on the "-" symbol to "hide" the list of courses in that curriculum.

3. Click  to show the "Available Course List".

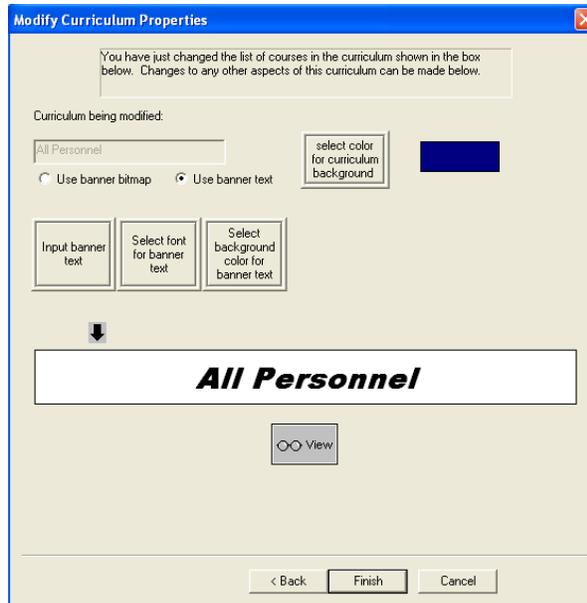
4. Select any of the course titles in the "Available Course List" on the right side of the screen, and drag the title, using the left mouse button, into the desired curriculum.



 **You may also copy courses listed under one curriculum in the "Curricula Content Tree" (left box) to another curriculum by dragging via the right mouse button.**

5. Click .

The "Modify Curriculum Properties" dialog box will display, showing your selections. You then have the opportunity to change any other curriculum attributes that you would like.



6. Click .

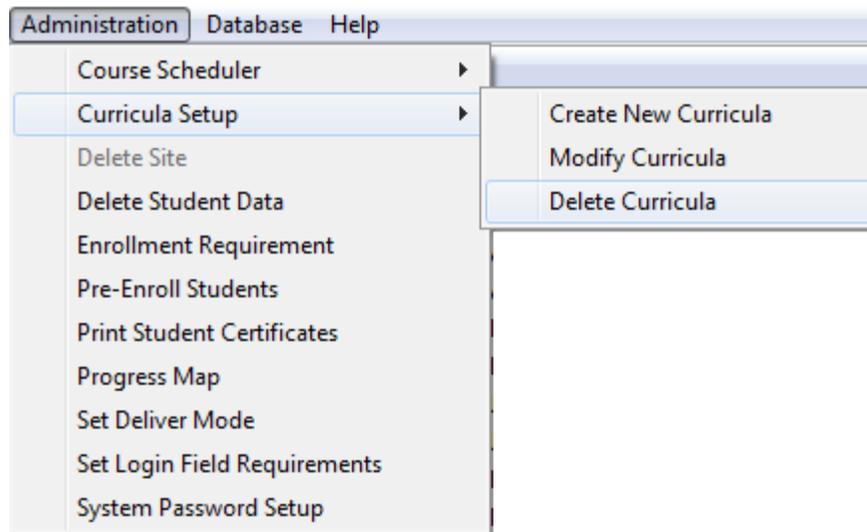
*Note: You can modify these settings at any time after the curricula is created by clicking on **[TrackPro]** ▶ **[Administration]** ▶ **[Curricula Setup]** ▶ **[Modify Curricula]**.*

Deleting a Curriculum

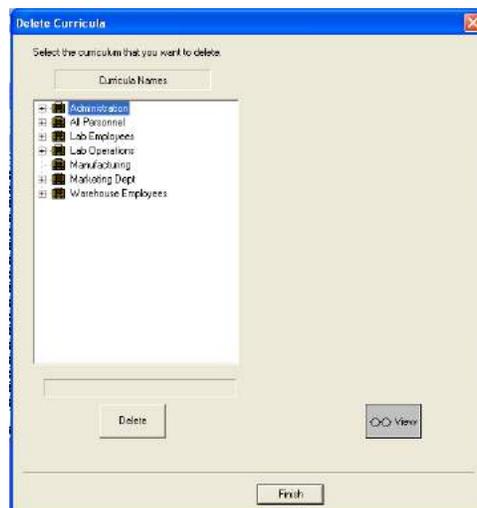
Deleting a curriculum does just that. It removes that curriculum from the available list of curricula. It does not remove any courses from the computer. *(If you need to physically "delete" a course from CourseWorks®, select **[Setup]** ▶ **[Delete a course]**).*

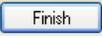
To delete a curriculum:

1. Select **[TrackPro]** ▶ **[Administration]** ▶ **[Curricula Setup]** ▶ **[Delete Curricula]**.



TrackPro displays the "Delete Curricula" dialog box.

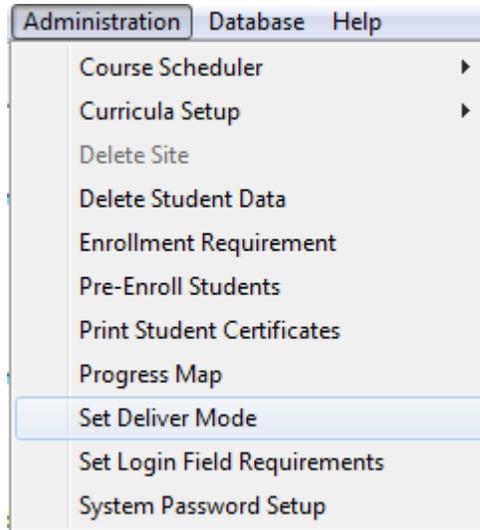


2. Highlight the curriculum to be removed.
3. Click on .
4. Click on .

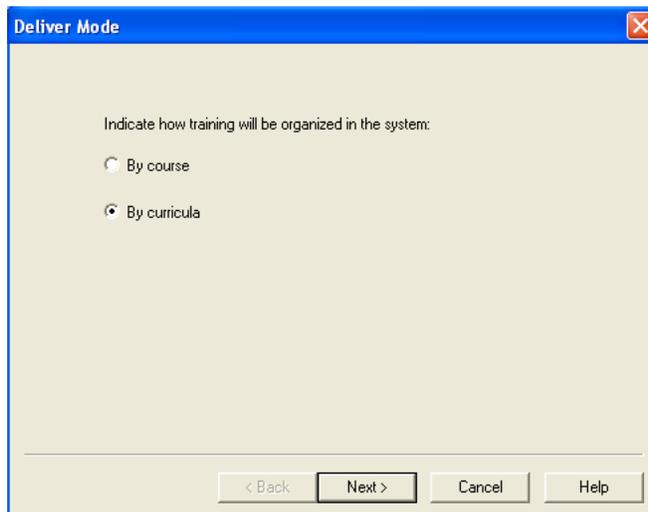
Viewing Curricula in Deliver

Once curricula have been created, you need to configure the Deliver Tic-Tac-Toe menu to show the various curricula that are available to your students.

1. Select [TrackPro] ▶ [Administration] ▶ [Set Deliver Mode].



2. The "Deliver Mode" dialog box will be set to "By curricula".

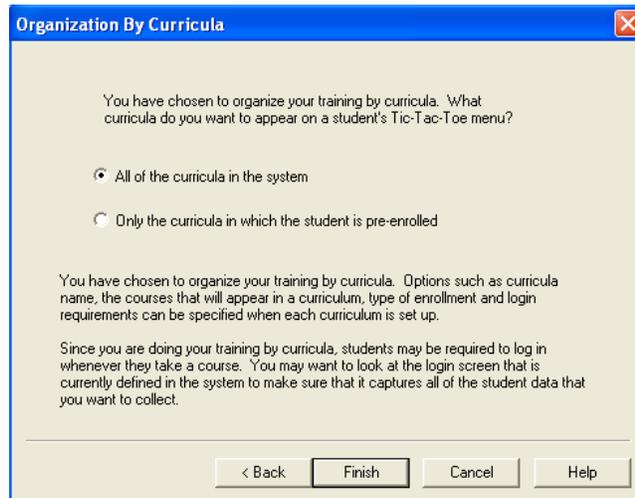


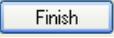
3. Click . This sets the Tic-Tac-Toe menu to display the buttons for the curricula that you have created.

The next screen to display will be the "Organization by Curricula" screen. Now that you have configured Deliver to show the curricula you have created, you need to choose which curricula you want to be available to each of your students. The two options are:

- "All of the curricula in the system."
 - With this option, when a student enters Deliver, all of the curricula in the system will display on the Tic-Tac-Toe menu. When the student clicks on his desired curriculum he will then be prompted for his login.

- "Only the curriculum in which the student is pre-enrolled."
 - With this option, when a student enters Deliver they will be prompted to enter their login first. After the student logs in the Tic-Tac-Toe menu displays only curricula that he has been pre-enrolled in.



4. Choose the option that you want based on the criteria described above and click .

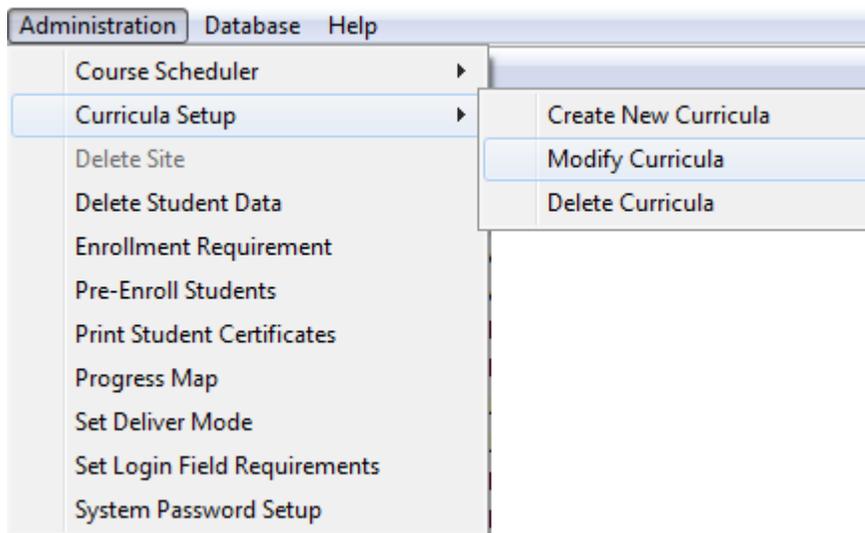
Changing the Order of Courses on a Tic-Tac-Toe Menu

Every curriculum has its own Tic-Tac-Toe menu. The course buttons are displayed via the Deliver program. The order of the course buttons is determined during the curriculum creation process. As each course is added to the curriculum, its button is added to the end of the list of course buttons in the curriculum.

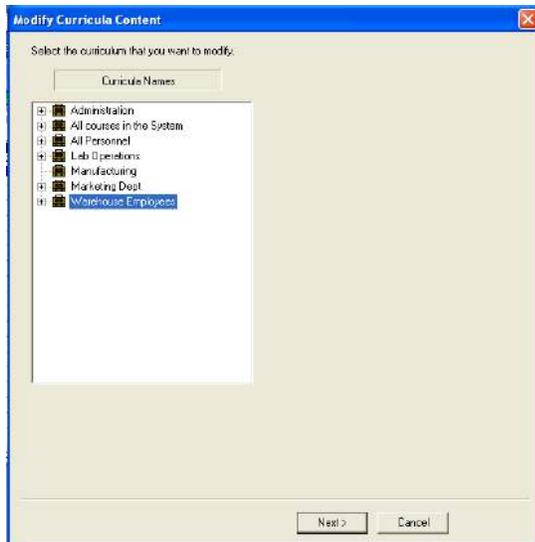


The buttons display in the Tic-Tac-Toe menu from left to right and from top to bottom. It is easy to rearrange the order of a curriculum's buttons as follows.

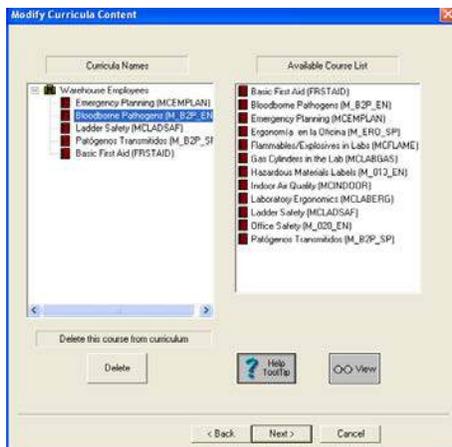
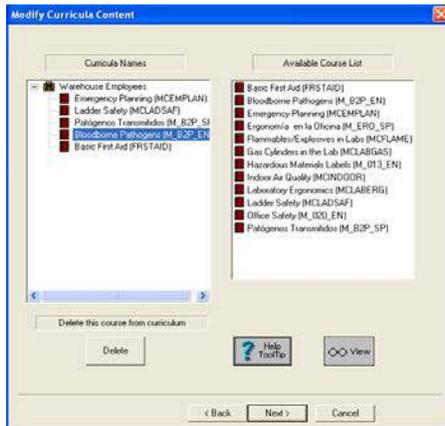
1. Select [TrackPro] ▶ [Administration] ▶ [Curricula Setup] ▶ [Modify Curricula].



TrackPro displays the "Modify Curricula Content" dialog box. Choose the curricula in which you want to change the order of the courses.



2. Click on .
3. Highlight a course for which you want to change the location of its button. Then, using the left mouse button, drag the course title below the title you want it to be displayed after.



This following illustration shows the new course arrangement on the menu. ("Bloodborne Pathogens" was moved to the second position on the menu).

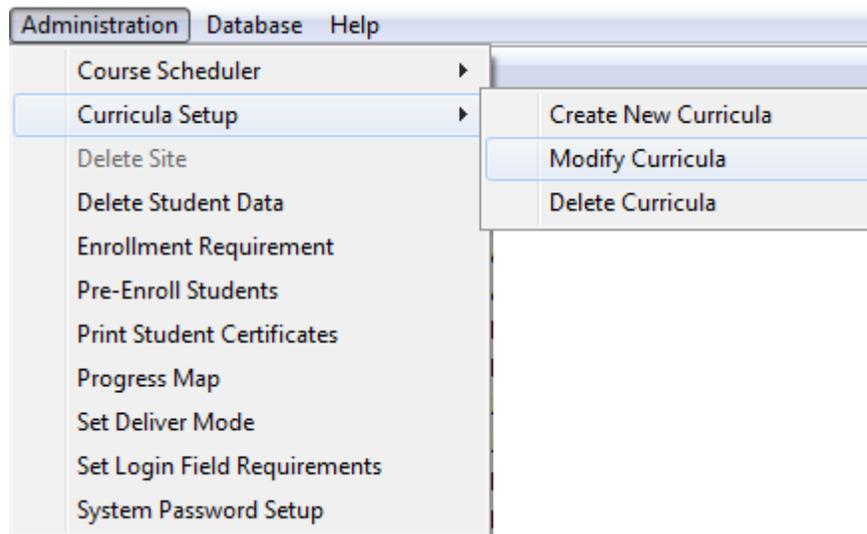
Note: Use this method to change the order of courses in a subcurriculum as well.



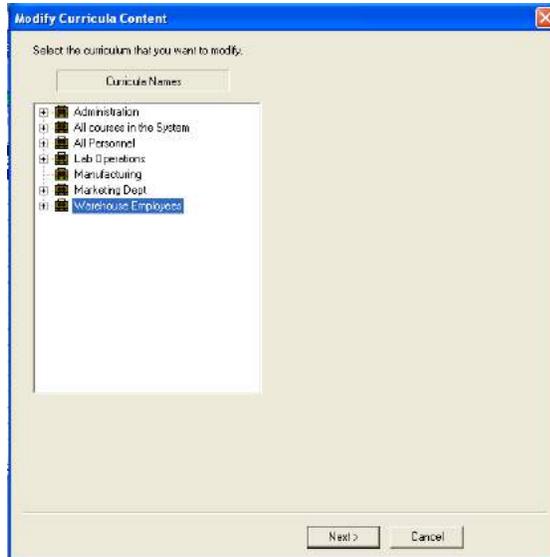
Modifying Curricula

The banner, the border color, and the order of the curriculum buttons are determined when the administrator sets up or modifies the curricula. You can modify curricula at any time.

1. Select [TrackPro] ▶ [Administration] ▶ [Curricula Setup] ▶ [Modify Curricula].

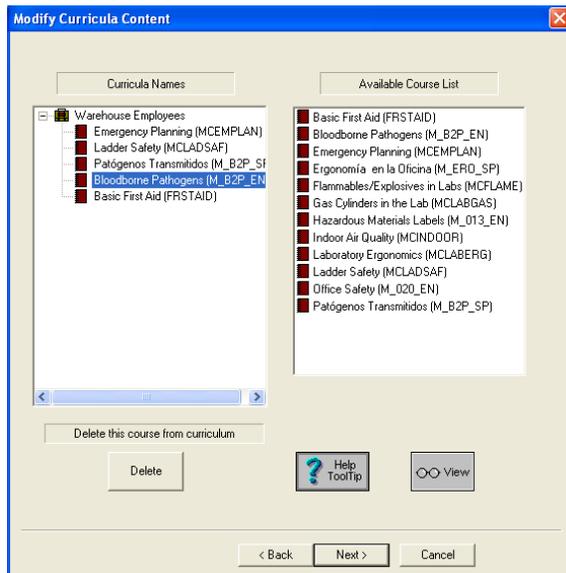


TrackPro displays the "Modify Curricula Content" dialog box, with the curricula in a "compressed" view (not showing the individual courses in each curriculum).



2. Highlight the curriculum that you want to modify and click

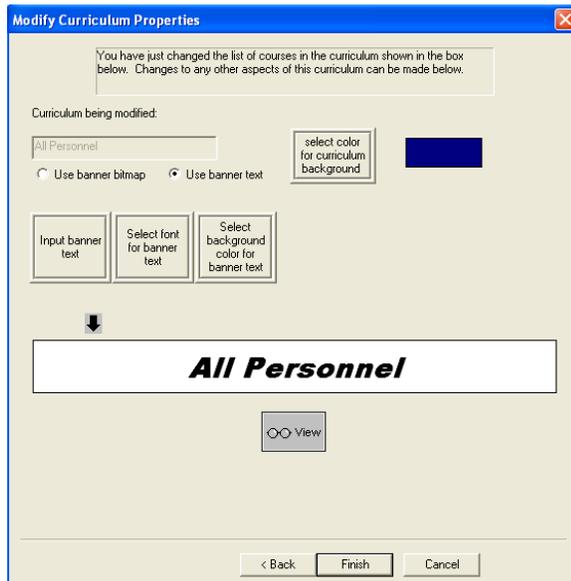
Next >



3. In this screen you can add or delete any courses in that curriculum. When you are finished click on

Next >

4. You can then change any of the elements in the "Modify Curriculum Properties" dialog box that you want to be different.



For instance, a new "text" banner can be set up quickly. Click on the "Use banner text" radio button and complete the text options:



If you opt for a banner bitmap, you will be prompted to indicate the bitmap file's location. This is a file that you will have created previously in a graphics software program. All banner bitmaps should be 514 x 52 pixels.

5. Click on the  button when you are finished.

Creating Subcurricula

Subcurricula are used to simplify the grouping of an organization's courses.

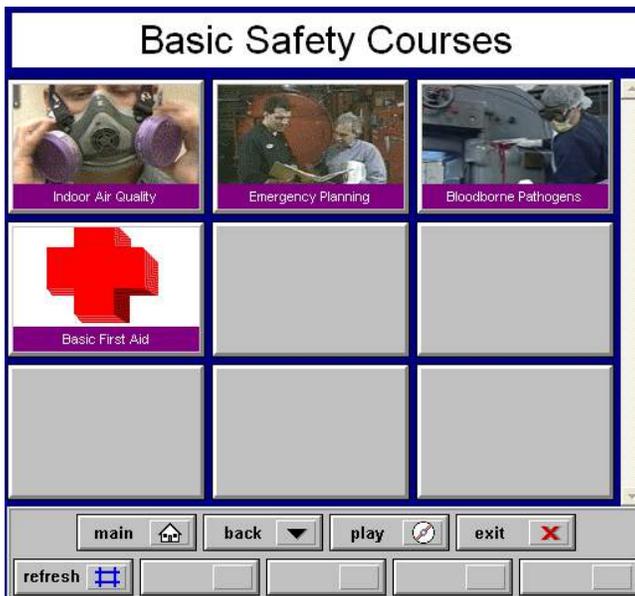
For instance, the administrator may determine that there are several courses that are needed by all students in all departments. If that is the case, the administrator should establish a "subcurriculum" containing those courses and then include that subcurriculum into every curriculum, rather than include the individual courses into every curriculum.

An administrator can create any number of subcurricula, grouping courses by some common criterion. She can then include these subcurricula within the relevant curricula. Students assigned to a curriculum are automatically enrolled in all of the courses that are included in all of that curriculum's subcurricula.

For example, Kathy Johnson in the Manufacturing Department needs to take the courses in the "Manufacturing" curriculum. She also needs to take the courses in the "Basic Safety Courses" subcurriculum. When Kathy accesses Deliver and enters her login, she will see the following Tic-Tac-Toe screen, which displays both the individual courses in her "Manufacturing" curriculum, as well as a button for the "Basic Safety Courses" subcurriculum.



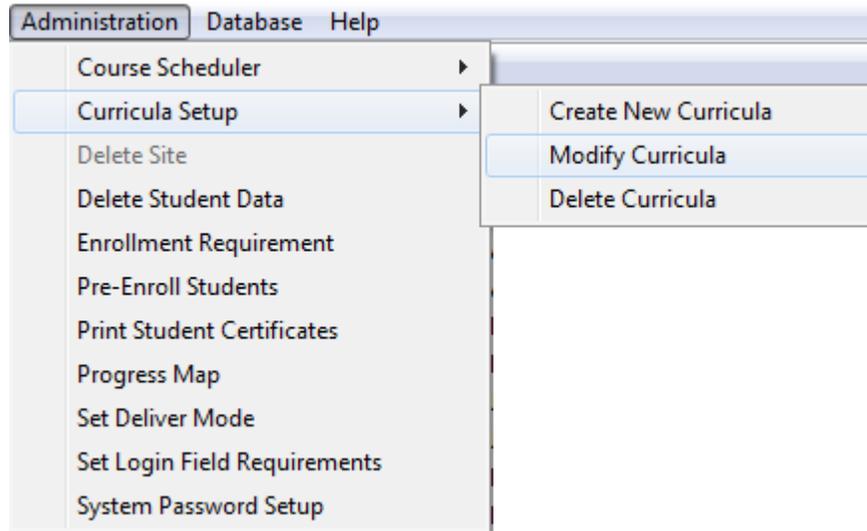
If Kathy clicks on the "Additional Curricula – Basic Safety Courses" button, she will then be able to view the courses available in that subcurriculum.



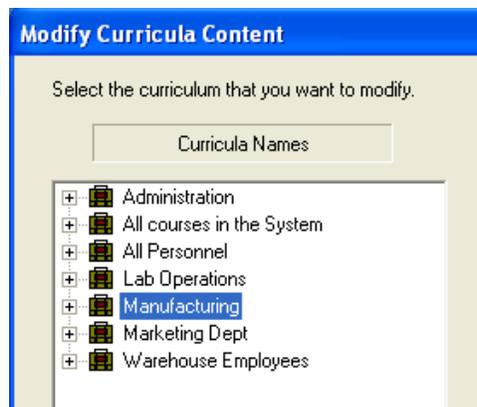
To Create a Subcurriculum

Subcurricula are created in the same way that curricula are created (in fact, they are curricula that is used as part of another curricula). To create a subcurriculum:

1. Select [TrackPro] ▶ [Administration] ▶ [Curricula Setup] ▶ [Modify Curricula].

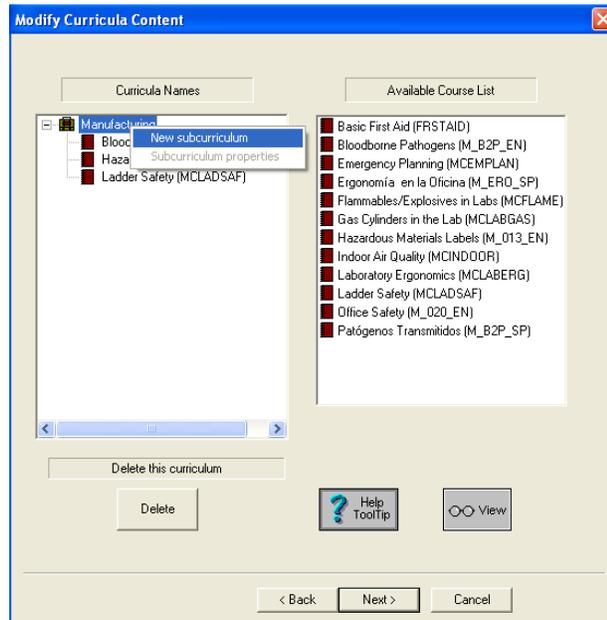


TrackPro displays the "Modify Curricula Content" dialog box, with the curricula in a "compressed" view (i.e., only showing the curricula names, not the courses within each curriculum).

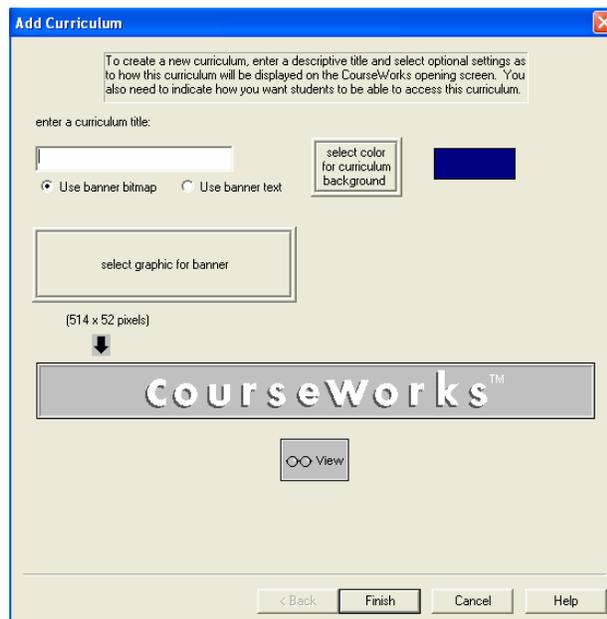


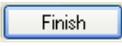
2. Select the curriculum that you want to create a subcurriculum for and click .

3. In the next screen, right click on the curriculum title and click  again.



The "Add Curriculum" screen will appear allowing you to define your subcurriculum using the same methods that you previously used to define your original curricula.



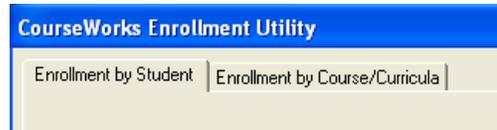
4. Once you have defined your subcurriculum, click .

To add courses to your subcurriculum, follow the directions in "designating a curriculum's courses".

Enroll Students

Overview

There are two main approaches for enrolling students, "Enrolling by Student" and "Enrolling by Course/Curricula". You can either select a student and enroll him into courses or curricula, or you can select a course or curriculum and then enroll students into that course or curriculum.



CourseWorks® has a powerful feature in which the administrator can group courses into a "curriculum". If you aren't familiar with the curriculum feature, you should review the "Curricula" section of this guide.

You can enroll an individual student into one course, multiple courses, a single curriculum, or multiple curricula, by using the "Enrollment by Student" capability in TrackPro.

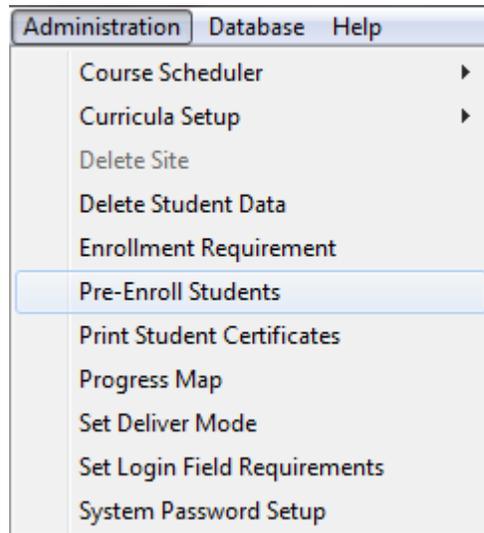
You can enroll multiple students into courses or curricula via the "Enrollment by Course/Curricula" tab.

*Note: The idea of a student being "registered" or requiring them to be "pre-enrolled" in a course or curricula is a key part of the CourseWorks "Login" function. *See "Login Procedures" for details.*

Enrolling an Individual Student (into Courses or Curricula)

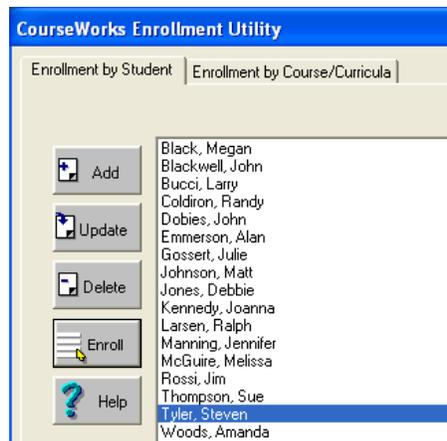
Use the "Enrollment by Student" tab to enroll an individual student into courses or curricula.

1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



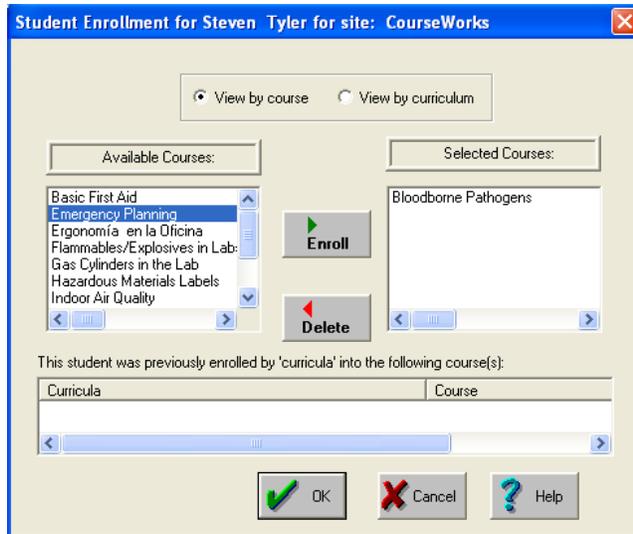
The "CourseWorks® Enrollment Utility" dialog box displays.

2. Click on the "Enrollment by Student" tab and highlight the desired student.



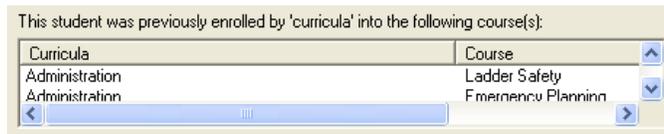
3. Click on the  button.

CourseWorks® displays the "Student Enrollment" dialog box.

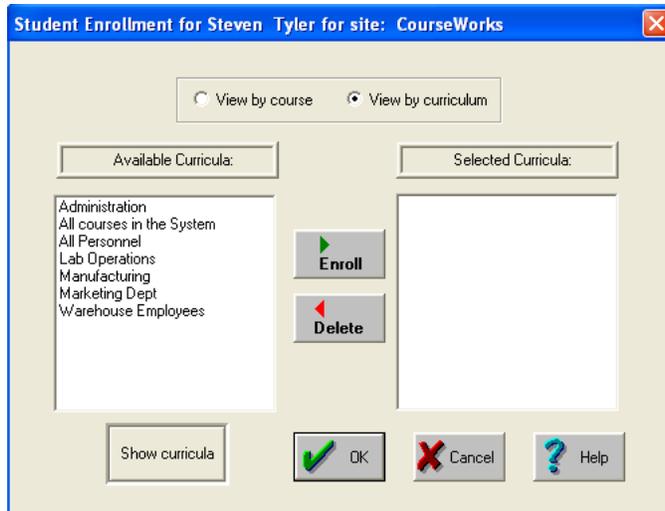


The dialog box default is to enroll by course. The "Selected Courses" column on the right indicates which courses the student is enrolled in.

Note: If the student you have chosen has been previously enrolled in courses through curriculum, the courses and curricula he is already enrolled in will appear in the box at the bottom of the screen.



Note: You can click on the radio button to switch to "View by curriculum" to enroll students into curriculum.



 **Can't remember what course titles are in each curriculum? Click on the  button to see a list of all the curricula and their courses.**

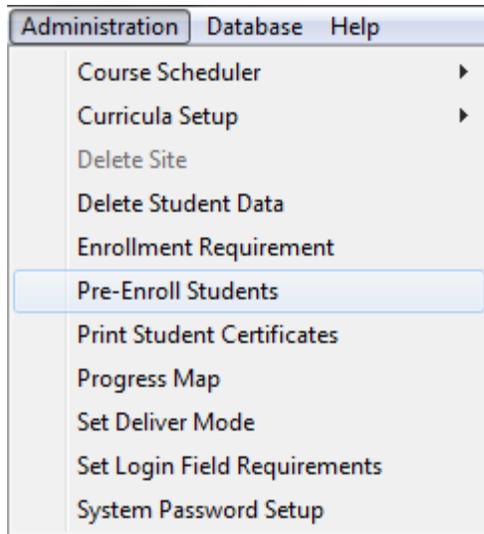
4. In the "Available Curricula" column on the left side, highlight the courses (or curricula) in which the student is to be enrolled.
5. Click on the  button to move the desired courses (or curricula) into the "Selected Curricula" column on the right side.
6. Click on the  button.

 **Select multiple courses or curricula by holding down the  key and clicking on the desired courses. Select a contiguous group of courses by holding down the  key and clicking on the topmost and bottommost courses in the list.**

Removing a Student from a Course (or Curriculum)

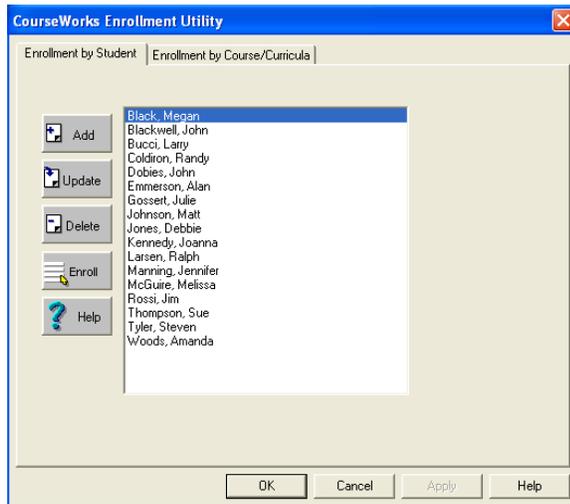
The "Enrollment Utility" dialog box can also be used to remove students from courses or curricula.

1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



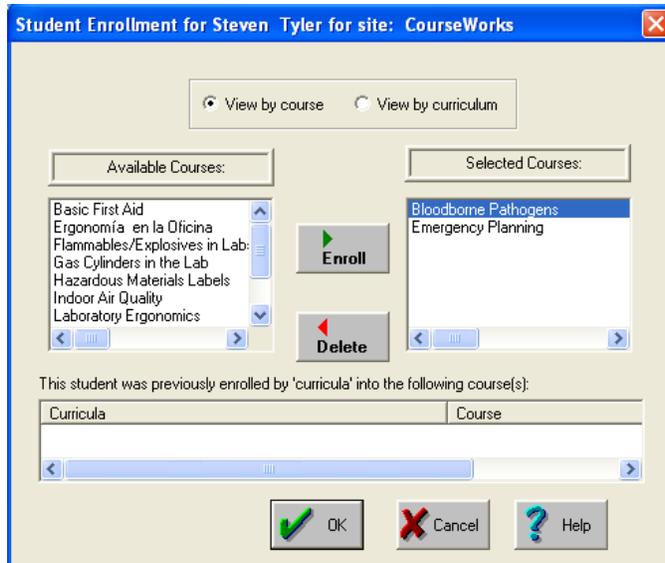
The "CourseWorks® Enrollment Utility" dialog box displays.

2. Click on the "Enrollment by Student" tab and highlight the desired student.



3. Click on the  button.

CourseWorks® displays the Student Enrollment window. (The dialog box's title bar displays the name of the student. In this example, the student is "Steven Tyler").



The "Selected Courses" column on the right indicates what courses the student is enrolled in.

Note: You can click on the "View by curriculum" radio button to remove students from a curriculum, rather than a course.

4. In the "Selected Courses" column, highlight the courses (or curricula) from which the student is to be removed.

5. Click on the  button.

Note: You are not deleting a course (or curriculum) from the computer. You are simply deleting this item from the student's "selected list".

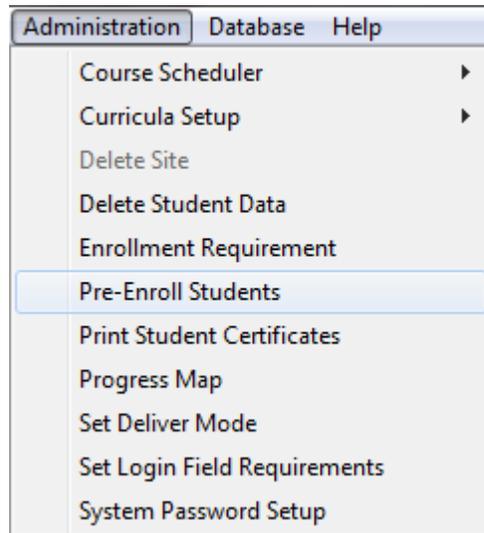
6. Click on the  button.

Note: After a course or curriculum has been deleted from the student's "selected list", TrackPro will show the name on the list, but with a "Circle with a Slash" symbol  next to it. This symbol shows you that there is still course or curriculum data about that student's participation in that course/curriculum in the database.

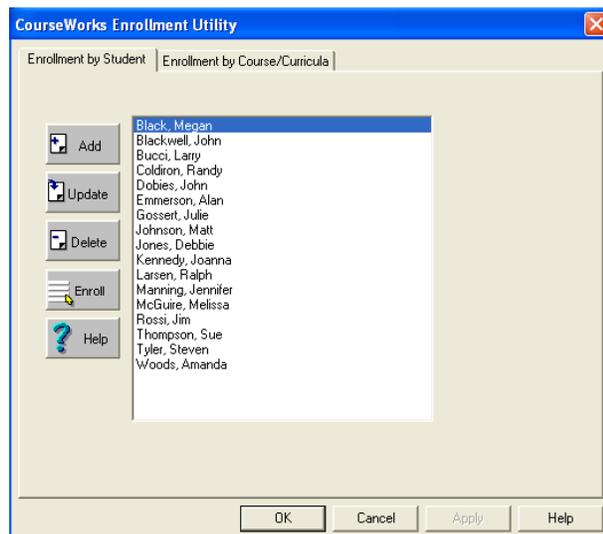
Enrolling Multiple Students (into Courses and Curricula)

The following procedure is used to enroll multiple students simultaneously into courses and curricula.

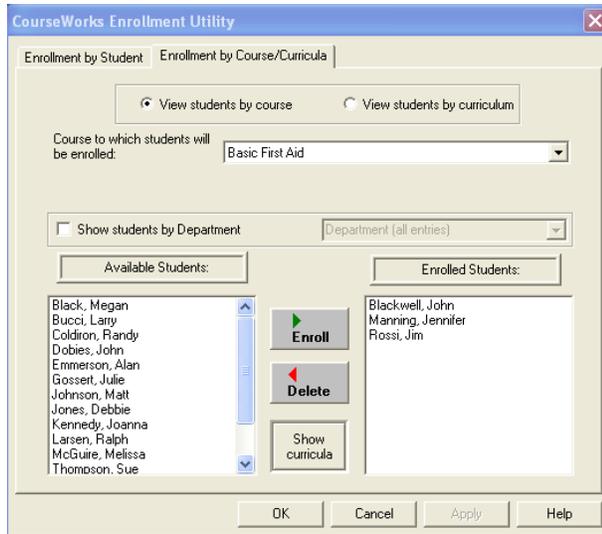
1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



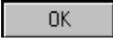
The "CourseWorks® Enrollment Utility" dialog box displays.



2. Click on the "Enrollment by Course/Curricula" tab.



Note: (Optional Step) Click on the radio button to switch to the curriculum view.

3. Use the "Course (or curriculum) to which students will be enrolled" drop-down menu to select the desired course (or curriculum).
4. Select the students that are to be enrolled from the "Available Students" column in the left window pane.
5. Click on the  button to move the highlighted students into the "Enrolled Students" column in the right window pane.
6. Click on the  button.

 **Select multiple items in a list by holding down the  key and clicking on each item. Select a contiguous group of items by holding down the  key and clicking on the topmost and bottommost items.**

 **You can enroll students from a specific department by clicking on the "Show students by Department" check box.**

Scheduling Courses

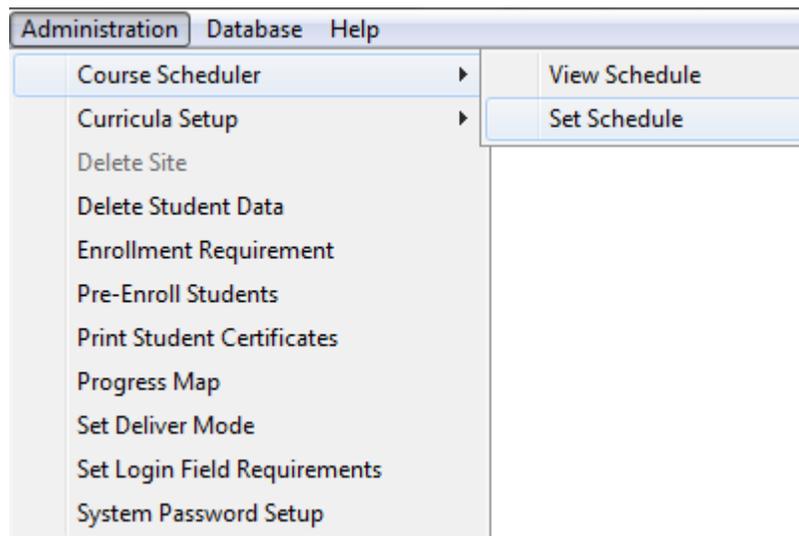
Overview

TrackPro's "Course Scheduler" feature is used to set up a course schedule for each student. The administrator can establish start/end dates for any required course or curriculum. With the scheduler she can also set up a "recertification" period, which will indicate when the student will be required to take a specific course or curriculum again. This is a particularly useful feature for ensuring that students meet any certification or regulatory retraining requirements that they might have.

Note: A student must be enrolled in a course in order to be scheduled for that course.

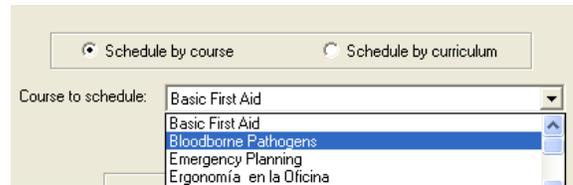
Starting the Course Scheduler

1. To start the Course Scheduler select [TrackPro] ▶ [Administration] ▶ [Course Scheduler] ▶ [Set Schedule].

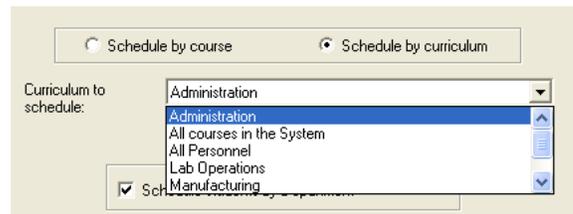


2. The program displays the scheduler settings window. There are three options for scheduling students to take courses:

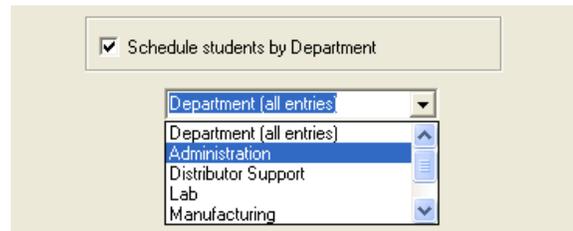
a. Schedule by course:



b. Schedule by curriculum:

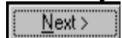


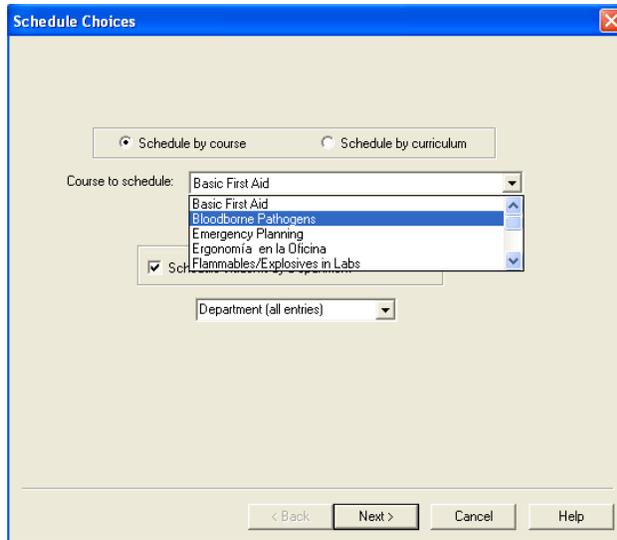
c. Schedule by department:



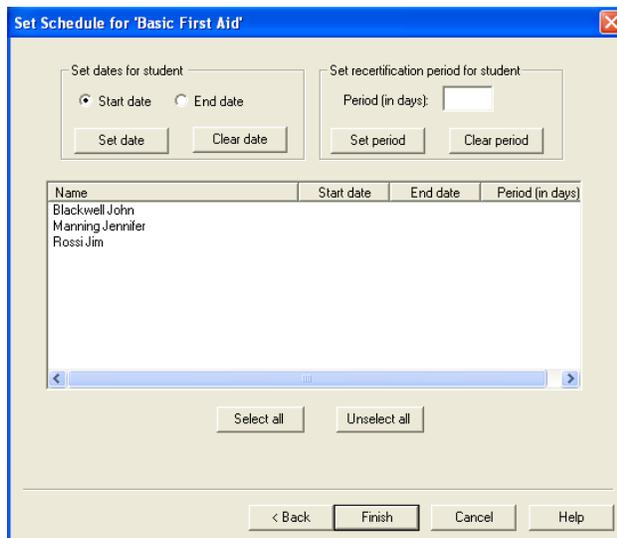
WARNING!
If you have established curricula, do not schedule by course; select the radio button option "Schedule by curriculum".

3. Once you have chosen your desired scheduling method, click





4. The scheduler program displays the scheduling window for the respective course or curriculum. All students enrolled in the course (or curriculum) are listed.



Set Start / End Date

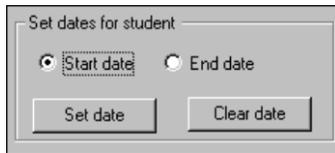
A "start" and/or "end" date can be set up for each course (or curriculum). This can be done using the "Schedule by curriculum" as well as the "Schedule by course" options. The "start" date prohibits the student(s) from taking the course before the specified date. The "end" date prohibits the student(s) from taking the course after the specified date. Setting both a "start" and "end" date effectively establishes a window of time during which the student(s) must take the course.

1. Select the students (or course/curriculum) that you will be scheduling.

Note: This can be done by clicking on each individual student (or course/curriculum) or by using the "Select all" or "Unselect all" buttons at the bottom of the screen.

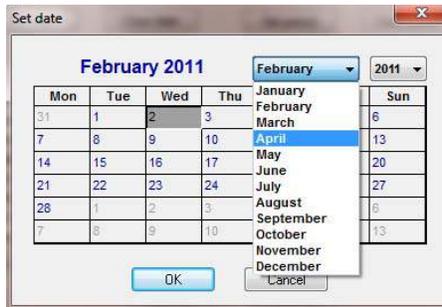


2. Click on the "Start date" or "End date" radio button.



3. Click on the  button.

4. Select the date by using the month and year drop-down menus and by clicking on the desired date in the calendar.

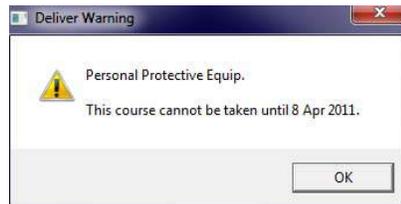


5. Click on the  button.

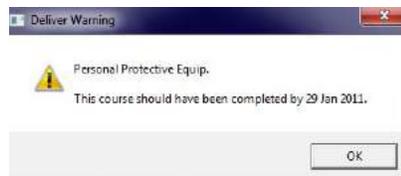
The scheduler will display the date on the student's record.



The student will not be able to take the course or curriculum until the specified date. TrackPro will display a warning if he attempts to do so.



If an "End date" is set and the student attempts to take the course after the end date, TrackPro displays a warning indicating that the last date that the student could have taken the course/curriculum has passed.



To Clear or Change a Date Already Set

To clear a beginning or ending date that has already been set, simply select the student for whom you wish to clear the date. Then click on the "Start date" or "End date" radio button and click on "Clear date". To set a new date, follow the steps in the Set Start/End Date section of this guide.

Set the Recertification Period

The recertification period option is used when the administrator needs to set up a "retake" period for a course/curriculum the student has taken. This allows the administrator to set a period (in days) of time when the student is required to take the specific course (or curriculum) again.

1. Click in the "Period (in days)" box and enter the number of days within which the student should take the course/ curriculum.
2. Click on the  button.

The number of days set for the recertification period will be displayed on the student's record for that course/ curriculum.

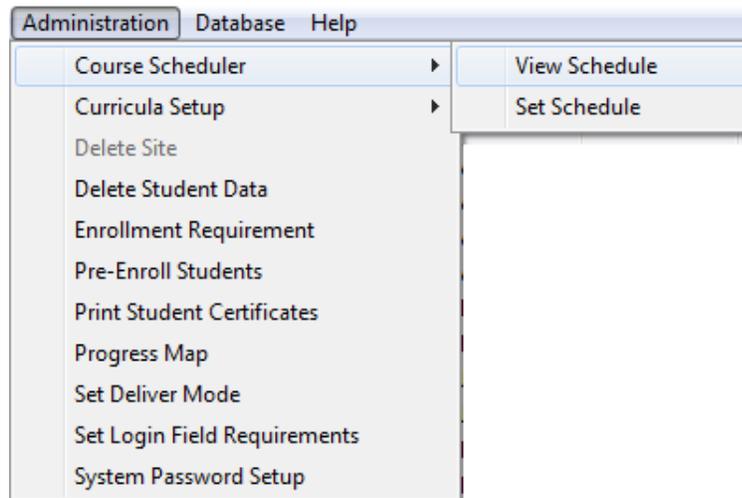
(The recertification period is informational and remains on the student's record after the period is past).

Name	Start date	End date	Period (in days)
Bourdon Kelli	08-Apr-2011	24-May-2011	365
Cavendar Randall		29-Jan-2011	
Clark Amanda			

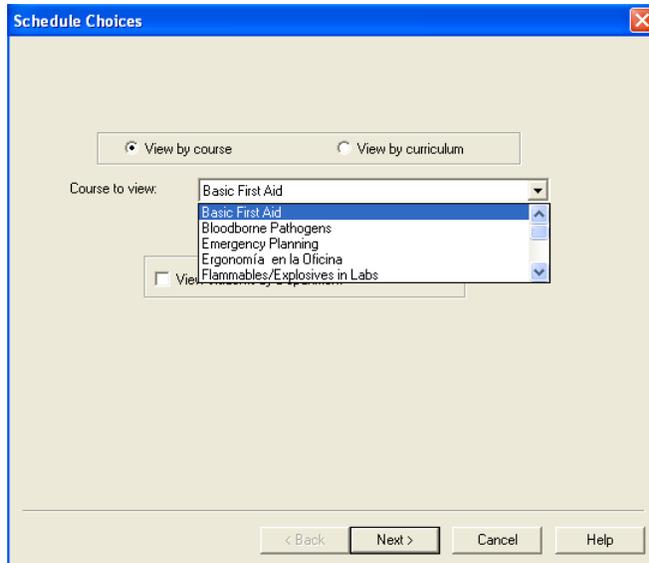
Viewing Student Course Schedules

Use TrackPro's "View Schedule" option on the "Course Scheduler" menu to view student course or curriculum schedules.

1. Select [TrackPro] ▶ [Administration] ▶ [Course Scheduler] ▶ [View Schedule].

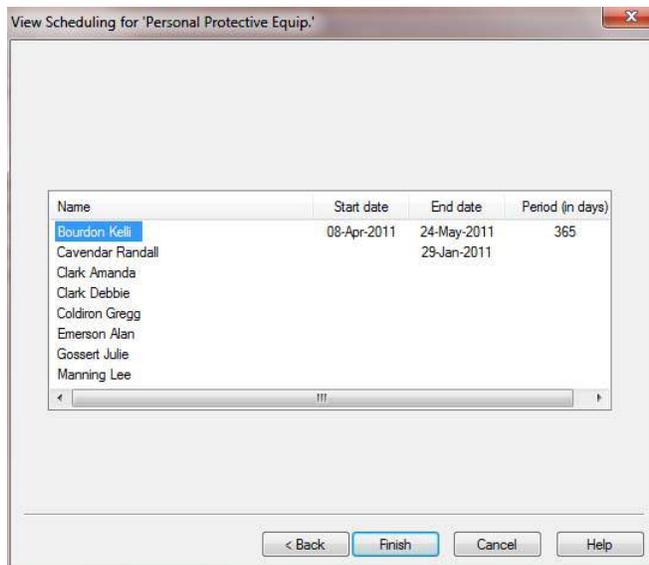


TrackPro displays the "Schedule Choices" dialog box.



2. Select a course or curriculum from the drop-down menu. (Click on the "View by curriculum" radio button if you intend to view the schedules that you have set for a curriculum).
3. Click on the  button.

The schedules for the selected course (or curriculum) will display.

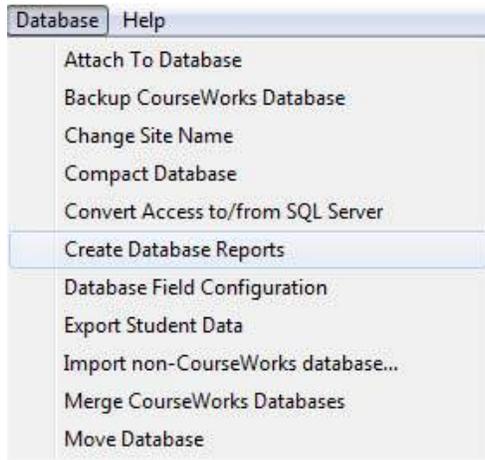


4. Click on the  button.

Viewing and Printing TrackPro's Course Schedule Reports

TrackPro has several predefined reports with which you can either view or print student course schedules.

1. Select [TrackPro] ▶ [Database] ▶ [Create Database Reports].



2. TrackPro will display the list of available reports. Select the desired "schedule" report from the report list.



3. Click on the  button.

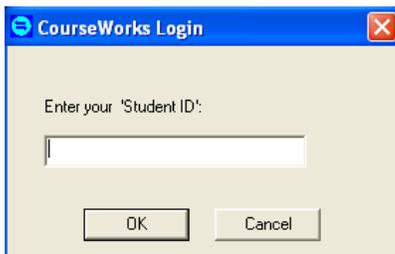
The example below illustrates a sample report.

A screenshot of the TrackPro Report Utility window titled "TrackPro Report Utility - 'Course Schedules'". The window has a menu bar with 'File', 'Find', 'Record', and 'View'. Below the menu bar is a toolbar with icons for printing, saving, and help. The main area of the window displays a table with the following data:

	Student	Course Title	Start Date	End Date	Recertificat
▶	Bourdon	Personal Protec	4/8/2011	5/24/2011	365
	Cavenda	Drugs & Alcohol	5/2/2011	6/15/2011	
	Cavenda	Personal Protec		1/29/2011	
	Clark, A	Drugs & Alcohol	5/2/2011	6/15/2011	
	Clark, De	Drugs & Alcohol	5/2/2011	6/15/2011	

**See "Reports" for more details.*

Selecting the Courses or Curriculum for Deliver



When CourseWorks® is first installed the "All Courses in the System" curriculum is automatically created. When a new course is installed, it automatically becomes part of this curriculum.

If the administrator is not going to be establishing additional curricula beyond this one system "default", then for the purposes of further discussion, the administrator will be organizing their training by course, and students will always see a Tic-Tac-Toe menu of all the available courses upon entering Deliver. After selecting the course that they want to take, the student may then see a login screen and be asked to log in, depending on the course login options that the administrator has put in place.

However, if the administrator will be setting up additional curricula, then training is considered to be organized by curricula. In this case, the student will normally first see a login screen and be asked to log in to CourseWorks®.

The curricula that are available for them to take will then be listed in a "Curriculum Menu" dialog box.

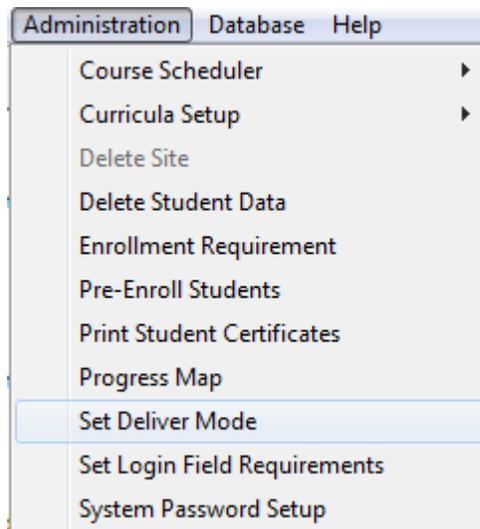
 **Deciding whether or not to organize training by curricula is extremely important, as it impacts just about every aspect of CourseWorks® including student logins, course/curricula scheduling, and tracking students' progress. The training administrator must make this decision before enrolling any students into courses or curricula. She should organize the training either by courses or by curricula, *but not by both.***

Set Deliver Mode

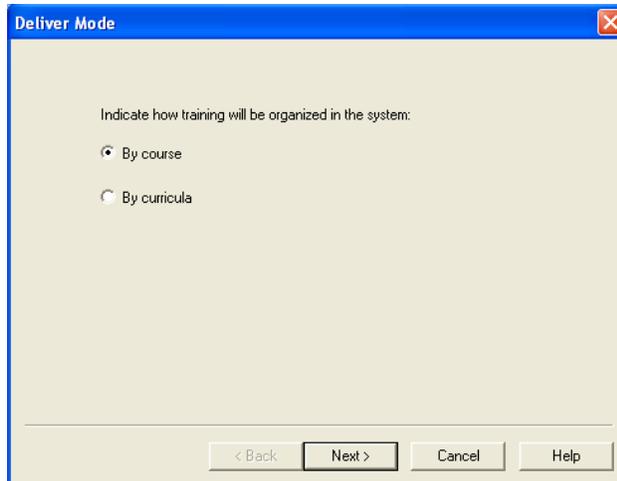
Designating specifically what courses and/or curricula a student will see on the Curriculum Menu or Tic-Tac-Toe menu is actually a two part process. First the training administrator determines whether the menu will be organized by curricula or individual courses. The next step is for the administrator to determine whether she wants the students to have the ability to enroll themselves in courses/curricula, or whether she will pre-enroll students into only the courses/curricula that each student needs to take (essentially "locking them out" of courses/curricula they don't need to take).

To start this process, the administrator:

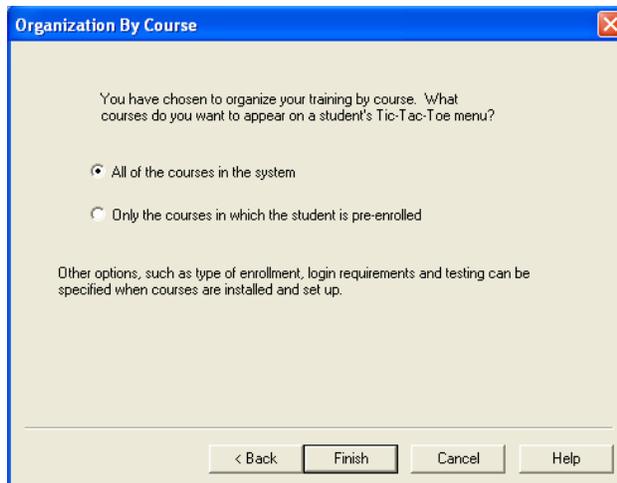
1. Selects [TrackPro] ▶ [Administration] ▶ [Set Deliver Mode].



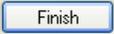
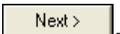
The next screen to appear will be the "Deliver Mode" screen. This screen is used to determine whether the student will see individual courses or curricula on the Deliver Tic-Tac-Toe menu.

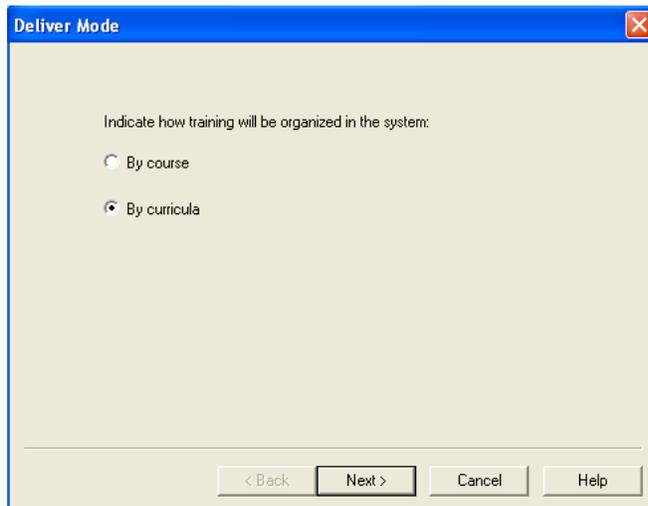


2. If no curricula has been established and you want students to see individual courses when they enter Deliver, click the "By course" radio button and click . The "Organization By Course" screen will appear.

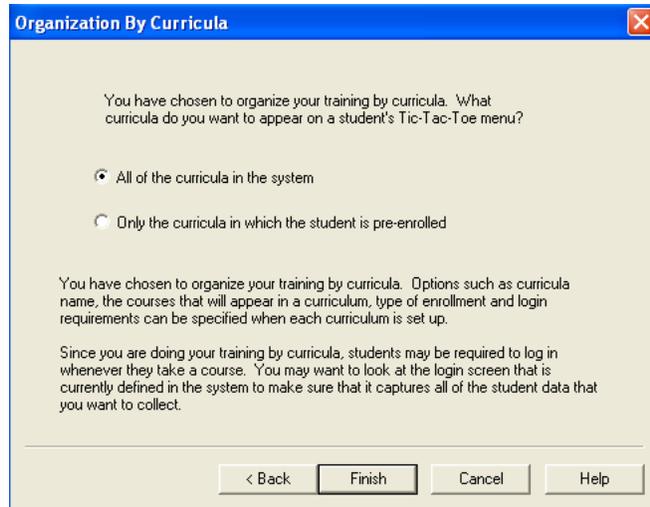


3. You can then determine what courses the student will see when they start Deliver.
 - a. The first option, "All of the courses in the system" will allow students to view and take all courses in the system. Under this option, when the student starts Deliver he will see the Tic-Tac-Toe screen with all courses listed. He will not be required to log in until after selecting a course, and only if the administrator has set up CourseWorks® to require a login.

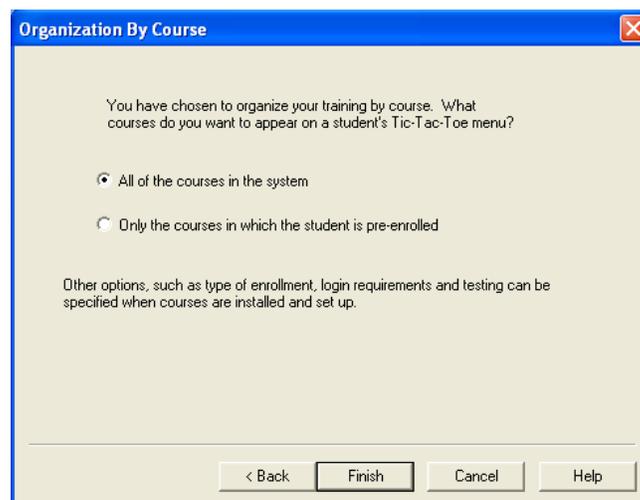
- b. The second option, "Only the courses in which the student is pre-enrolled" will allow the students to see only the courses that the administrator has enrolled them in, essentially "locking them out" of courses they do not need to take. Under this display option, when the student starts Deliver he will be required to log in and enter his Student ID before gaining access to any courses.
4. Once you have made your selection, click .
5. If you have organized your courses into curricula, select **[TrackPro] ▶ [Administration] ▶ [Set Deliver Mode]**. The "Deliver Mode" screen will appear.
6. Then select the second radio button, "By curricula" and click .



7. The "Organization By Curricula" screen will appear, where the administrator determines what curricula the student sees when he starts Deliver.



- a. The first option, "All of the curricula in the system" will allow the student to view all the curricula that have been established. Under this option, when the student starts Deliver he will see the Tic-Tac-Toe screen with all the curricula listed. He will not be required to log in until after selecting his desired curricula.
- b. The second option, "Only the curricula in which the student is pre-enrolled" will allow the student to see only the curricula that the administrator has previously enrolled him in, essentially "locking them out" of curricula they do not need to take. Under this option, when the student starts Deliver he will be required to log in and enter his Student ID before gaining access to any curricula.



8. Once you have made your selection, click .

Enrollment Requirement

Overview

The enrollment requirement is tied closely to the "Deliver mode" that the administrator has selected, since until login and enrollment requirements are established the specific courses or curricula that are to be displayed are not completely defined. The administrator has three main options for configuring the login criterion for a course or curriculum:

- No Login Required.
- Login Required; students can enroll themselves.
- Login Required; students must be pre-enrolled by the administrator.

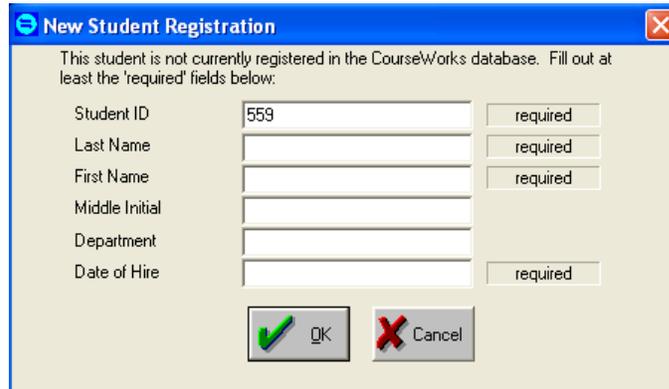
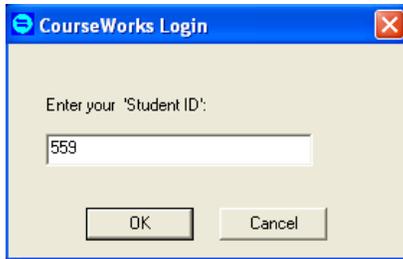
No Login Required

With this option, students will not be required to enter their Student ID and, as a result, neither their responses to questions nor their test scores will be tracked. Further, the fact that a student even took a course is also not tracked. (Without a login and "Student ID", there is no way for CourseWorks® to identify the student and track his progress or training results.)

Login Required (Self-Enrollment Option)

Under this option, once the student selects the course or curriculum that they want they will be required to enter their Student ID before playing the course, and as a result their responses to questions and their test scores will be tracked.

Students who haven't been entered in the student database can "self register". When they click on a course's/curriculum's button in the Tic-Tac-Toe menu they will be prompted by Deliver to enter their Student ID. If CourseWorks® does not recognize that ID, the student will be prompted to complete a "New Student Registration" dialog box, and will then be enrolled in that course/curriculum. Their student registration data will also be automatically added to the CourseWorks® student database. (*See "Database Field Configuration" for further information.)



Login Required (Must Be Pre-Enrolled)

Under this login option, the administrator must "authorize" the student to take the training, by enrolling them into that course (or curriculum) prior to them taking it... i.e., "pre-enrollment". When the student logs in he will be required to enter his Student ID, which will be compared to the list of authorized IDs in the system. The student's responses to questions and test scores will be tracked. If the Student ID is not valid or if he has not been pre-enrolled by the administrator, he will receive a message stating that he has not been enrolled in that course/curriculum.



Which Login Option is Best for My Organization?

To determine which login option is best for their environment an administrator must first decide if they need to know who has taken what courses, and whether the tracking of scores and responses to questions is necessary. If these things aren't important, then the administrator may opt to keep the login default of "No enrollment or login required".

If the organization needs to track students who are completing courses, then the administrator must decide if it is permissible for students to "self-enroll" and take any course/curriculum (in which case the "Open enrollment [login is required]" option would be used) or if only students authorized by the administrator can take certain courses/curricula (in which case the "Must be pre-enrolled [login is required]" option would be used).

If an organization wants to encourage employees to take as many courses as possible, the administrator most likely will use either of the first two login options. Both of these create an "open access" situation. With either option the student can see the available courses/curricula. With the second option the student can "self enroll" in the courses if necessary.

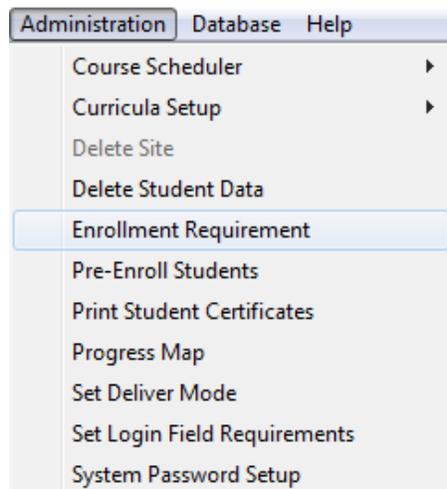
These two options also work well in situations where the administrator does not have ready access to the computers on which CourseWorks® is installed.

The third login option is often used in situations where time is at a premium or there are other reasons that the organization does not want employees to take courses that they may not need. With this option the administrator retains control over which courses the employee can take, whereas in the first two login options the employee decides what course(s) he will take.

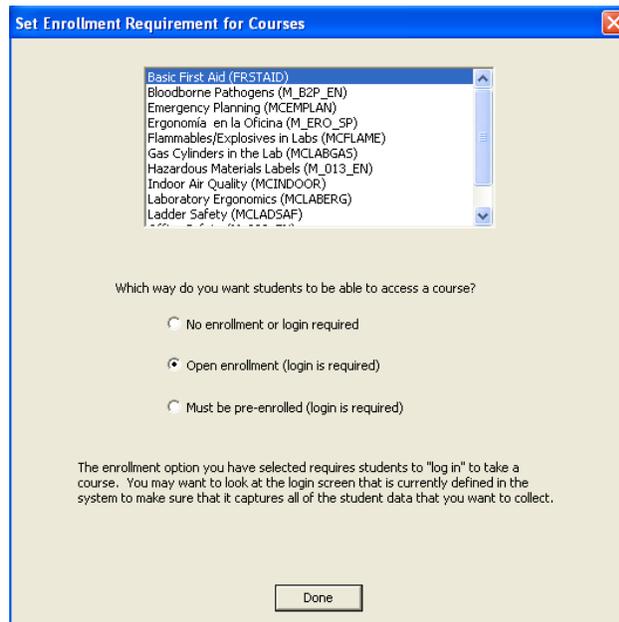
 **If an organization is using curricula for enrolling students, the administrator will need to set the enrollment requirement by curricula.**

To Specify a Course's/Curriculum's Enrollment Requirement

1. Select [TrackPro] ▶ [Administration] ▶ [Enrollment Requirement].



The "Set Enrollment Requirement" dialog box displays.



Note: If you have chosen to have the student view courses by curricula, the available curricula will be listed on this screen instead of individual courses.

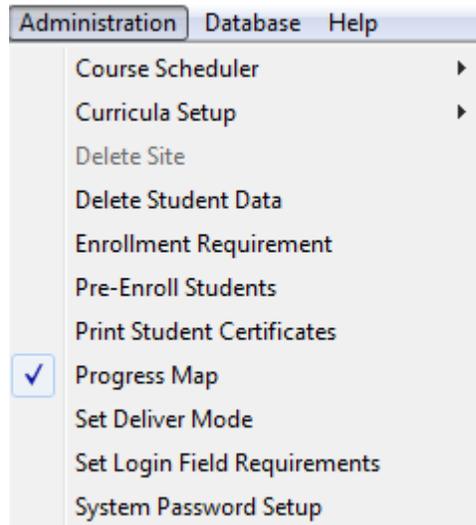
2. Select the course/curricula for which you want to establish enrollment and click the radio button for your chosen enrollment option.
3. To set the enrollment option for multiple courses/curricula, simply repeat steps 1 and 2 above.
4. Once you have set the enrollment options for all courses/curricula that you are working with, click .

Displaying a Student's Progress at Login

The administrator can also set up the system to let students see their individual progress screen when they log in to Deliver, by enabling "Progress Maps". (The "progress" screen lists the course titles and the status of each course that the student has started, finished, or has been enrolled in but not yet started.) If "Progress Maps" have been enabled, when the student enters his login in Deliver he will see a screen displaying his individual progress.

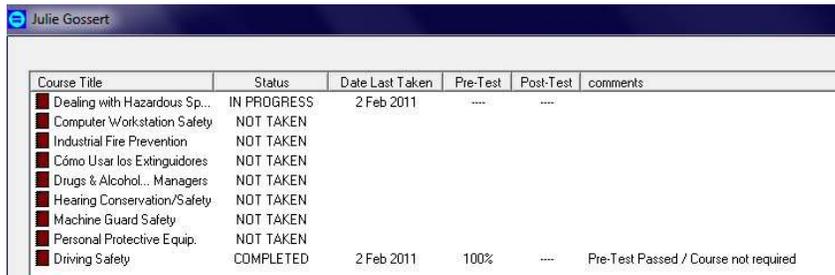
To enable Progress Maps:

1. Select [TrackPro] ▶ [Administration] ▶ [Progress Map].



2. This feature is set up as a "toggle switch". To enable the feature simply click once on it to put a checkmark next to it.

The following is an example of the type of progress screen that a student would then see when he logs in to Deliver:



A screenshot of a student's progress screen in TrackPro. The screen shows a table with columns for Course Title, Status, Date Last Taken, Pre-Test, Post-Test, and comments. The student's name, Julie Gossert, is visible in the top left corner. The table lists several courses, with 'Driving Safety' marked as 'COMPLETED' and 'Dealing with Hazardous Sp...' marked as 'IN PROGRESS'.

Course Title	Status	Date Last Taken	Pre-Test	Post-Test	comments
Dealing with Hazardous Sp...	IN PROGRESS	2 Feb 2011	----	----	
Computer Workstation Safety	NOT TAKEN				
Industrial Fire Prevention	NOT TAKEN				
Cómo Usar los Extinguidores	NOT TAKEN				
Drugs & Alcohol... Managers	NOT TAKEN				
Hearing Conservation/Safety	NOT TAKEN				
Machine Guard Safety	NOT TAKEN				
Personal Protective Equip.	NOT TAKEN				
Driving Safety	COMPLETED	2 Feb 2011	100%	----	Pre-Test Passed / Course not required

Passwords

Overview

CourseWorks® provides two types of passwords:

- Student.
- TrackPro (Administrator).

Using the "Student" password configures the Deliver environment so that all students must provide an individual password when they log in to take a course. Among other things, this helps to prevent students from logging on as someone else. The student password is in addition to the Student ID.

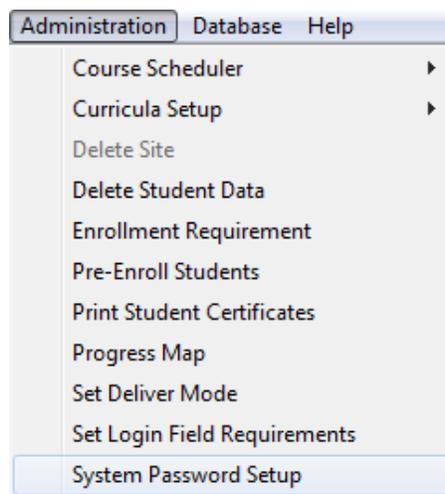
The second type of password, the "TrackPro" password, is an administrator password that is used to restrict access to the administrative programs in CourseWorks®... TrackPro, Setup and Build Lite. Once an administrator creates a TrackPro password, she will need it whenever she attempts to start up any of these three programs.

Requiring Passwords When Students Log In

Using the "Student" password configures the Deliver environment so that all students must provide an individual password when they log in to take a course. Among other things, this helps to prevent students from logging on as someone else (remember, this password must be entered in addition to the Student ID).

To require all students to enter a password:

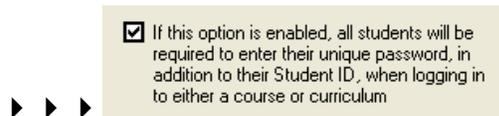
1. Select [TrackPro] ▶ [Administration] ▶ [System Password Setup].



The "System Passwords" dialog box will appear.



2. Click on the "If this option is enabled, all students will be required to enter their unique password..." check box.



3. Click on the  button.

All students will now be prompted for their password when they log in to Deliver.

Creating a Student Password

The first time a student logs in after the "password" feature has been enabled, he will be prompted by a password dialog box to supply a password and retype it for verification.

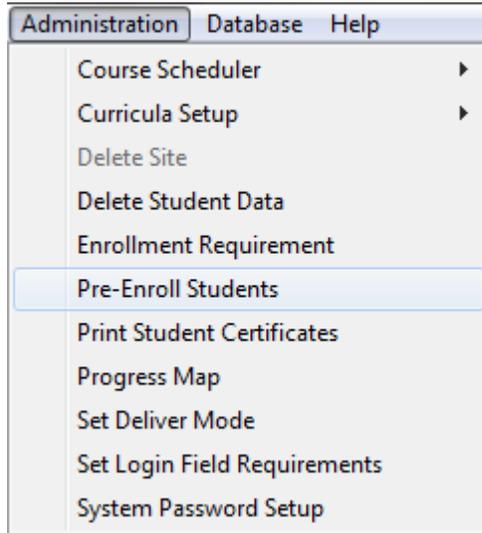


Note: Passwords are "case sensitive" and can be no more than 12 characters in length.

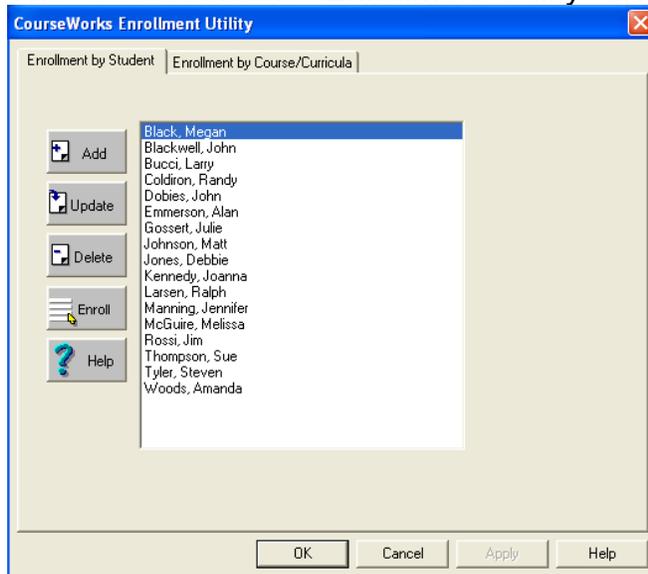
Deleting a Student Password

Should the student forget his password, the administrator can delete it. This is the only way to address the situation since the administrator cannot view or modify student passwords. To delete a student password:

1. Select [TrackPro] ▶ [Administration] ▶ [Pre-Enroll Students].



The "CourseWorks® Enrollment Utility" dialog box displays.



2. Click on the "Enrollment by Student" tab and highlight the desired student.

3. Click on the  button.

The "Update Student Information" dialog box displays.

4. Click on the  button. The button disappears.
5. Click on the  button to save your changes.

The next time the student logs in he will be prompted by the password dialog box to supply a new password and retype it for verification.

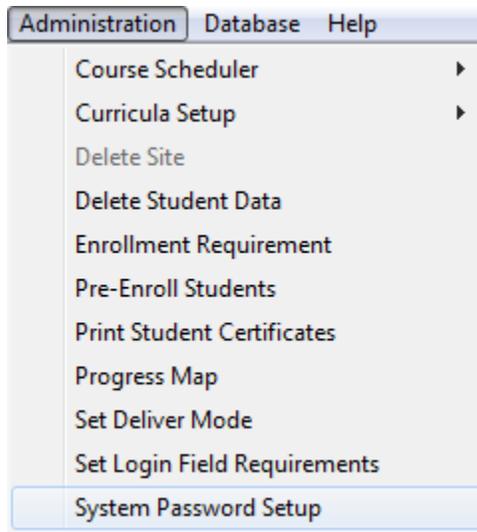
Modifying a Student Password

You cannot modify a student password! There isn't any way for the administrator to reveal the student's password. If the student can't remember his password, the administrator needs to follow the directions in "Deleting a Student Password". Then, the next time the student logs in to a course, he will be prompted to create a new password.

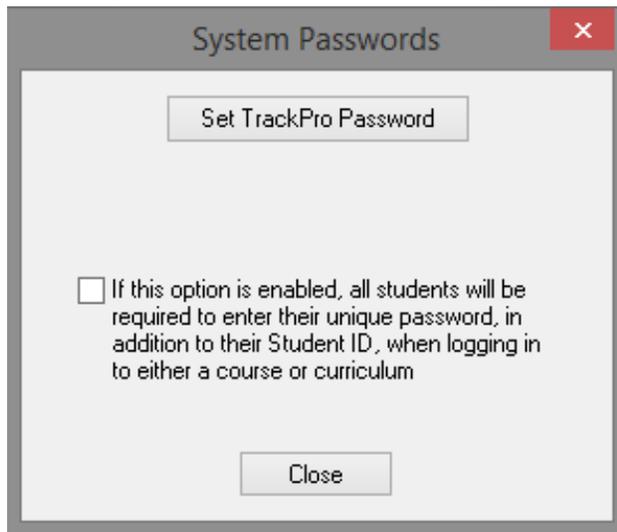
TrackPro (Administrator) Password

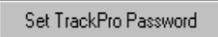
Using the "TrackPro" password restricts access to the administrative programs in the TrackPro, Setup and Build Lite sections of CourseWorks®. This prevents students from accessing another student's data or modifying any of the CourseWorks® settings. This password can only be up to 12 characters in length. To create an administrator (TrackPro) password:

1. Select [TrackPro] ▶ [Administration] ▶ [System Password Setup].



The "System Passwords" dialog box displays



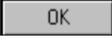
2. Click on the  button.

The "TrackPro Password" dialog box displays.



3. Type the desired password twice, once in each field.

Note: Passwords are "case sensitive" and can be no more than 12 characters in length.

4. Click on the  button.

Remove the TrackPro Password

Follow the directions for creating the TrackPro password, but when prompted with the "TrackPro Password" dialog box, leave both password fields empty, then click .

Reports

Overview

TrackPro provides a powerful, but easy-to-use reporting tool with many reports preformatted and ready to go. These predefined reports provide you with a quick way to view data regarding courses, students, tests and even individual test questions.

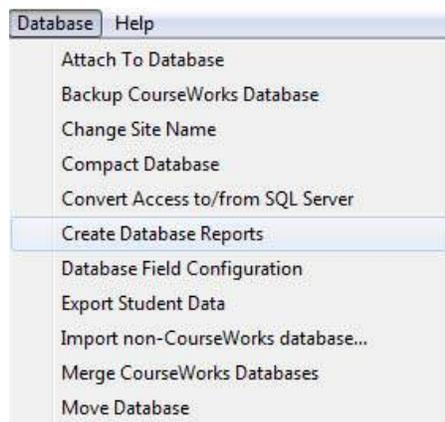
The reporting tool also provides you, as the training administrator, with the means to create new customized reports by using an existing report as a "template" or starting point.

You can also export the report data from CourseWorks® reports to other programs and then use these programs to design custom reports. To do this TrackPro saves the data in the report into a text file, which is imported into a word processing document or a spreadsheet (such as Excel). You can then use that program to create a report using the data. The TrackPro reporting tool can also be used to export data from the CourseWorks® database into a non-CourseWorks® database such as a corporate personnel database, as well.

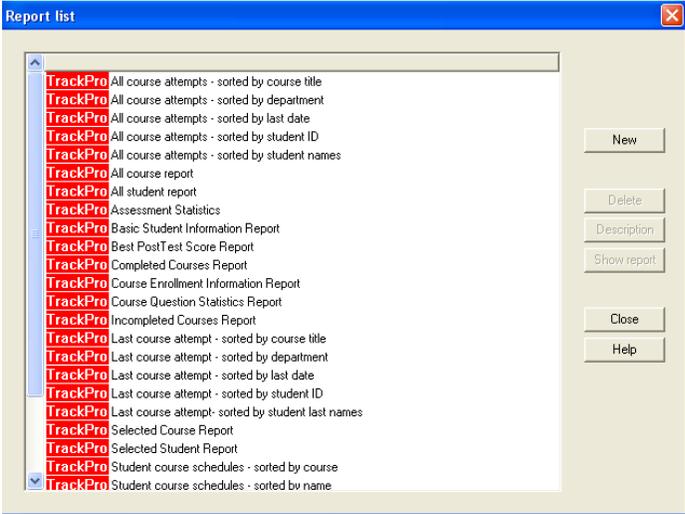
Accessing and Printing Data Using the Report Feature

TrackPro allows you to view and print a variety of reports, such as which students still need to complete courses, a list of students' test scores, etc. To view and/or print these reports:

1. Select [TrackPro] ▶ [Database] ▶ [Create Database Reports].



The "Report list" displays the list of available reports.

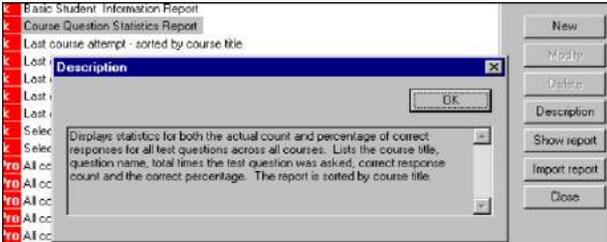


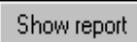
The list will include both standard and "custom" reports (those that an administrator has created by modifying one of the standard TrackPro reports).

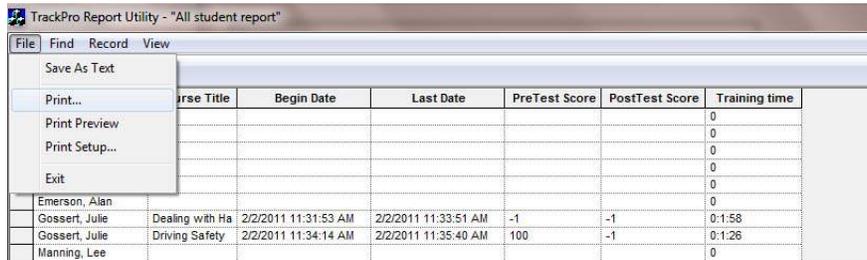
2. Highlight the desired report.



 **Once you have selected a report you can click on the **Description** button to see a description of the data and the fields that are listed.**



- Click on the  button. The program displays the report.



Course Title	Begin Date	Last Date	PreTest Score	PostTest Score	Training time	
Emerson, Alan					0	
Gossert, Julie	Dealing with Ha	2/2/2011 11:31:53 AM	2/2/2011 11:33:51 AM	-1	-1	0:1:58
Gossert, Julie	Driving Safety	2/2/2011 11:34:14 AM	2/2/2011 11:35:40 AM	100	-1	0:1:26
Manning, Lee					0	

- Select **[File]** ▶ **[Print]** to print the report.

 Use the "File" menu's "Save As Text" option to save the report as a text file in the ASCII format. This file can then be treated as any standard text file, and can be imported into other programs such as Excel or Word. This option can also be used to import student performance data into a non-CourseWorks® database.

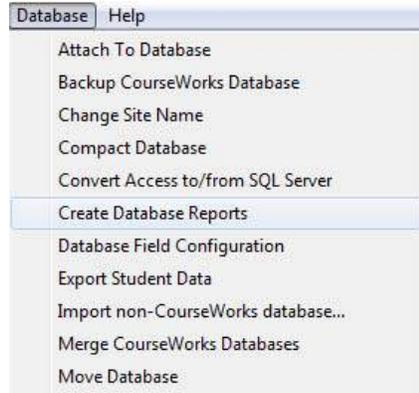
 You can also use programs such as Excel or Word to manipulate the columns in the exported report, such as making them wider or narrower, or changing the order in which the columns appear.

Creating a New Report

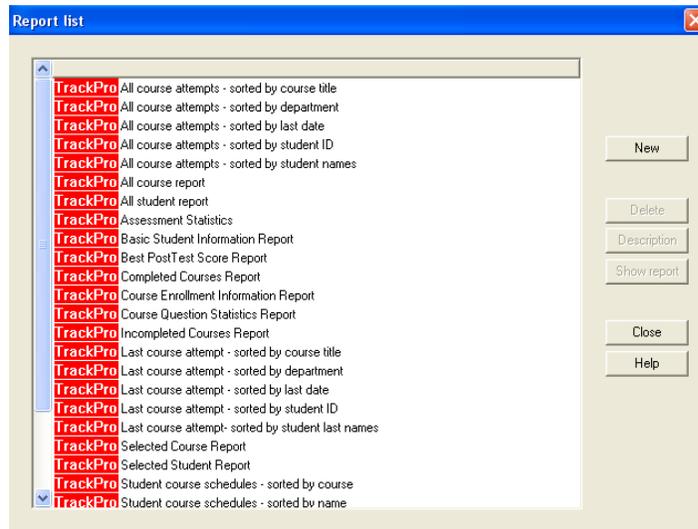
To design your own custom report, select the standard report that most resembles the report that you want. The original report will serve as a template for the new report. The TrackPro report program will guide you through a series of dialog boxes in which you will indicate what fields to include, what fields to sort the data by, what you want to name the new report, how you want to describe the report, etc.

To create a new report:

1. Select [TrackPro] ▶ [Database] ▶ [Create Database Reports].



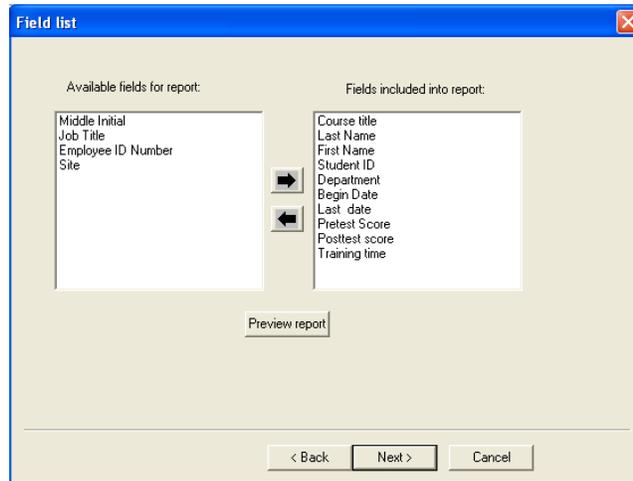
The "Report list" displays the list of available reports.



2. Highlight the report that you want to use as a template/starting point for your new report.

3. Click on the **New** button.

The "Field list" dialog box will display.

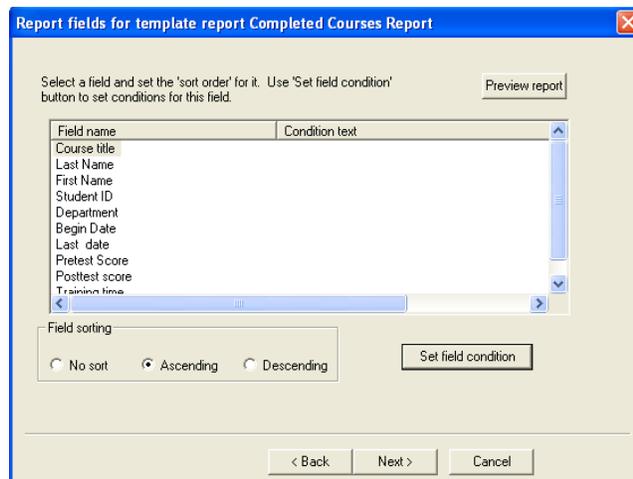


4. In the "Field list" dialog box, select the fields currently in the report (displayed in the right window pane) that you want to include in the new report. Use the **→** or **←** buttons to move the fields from one window pane to the other.

Note: The order in which you select the fields determines the order in which they appear in the report. To change the order of the fields, simply deselect all the fields that you have put into the custom report, then reselect them in the desired order.

5. Click on the **Next >** button.

The program displays the "Report fields for template report" dialog box.

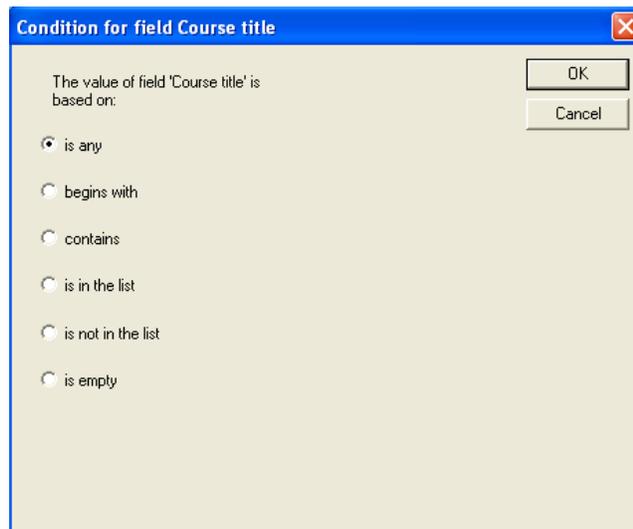


6. To indicate how each field is to be sorted, select the field individually and choose "No sort", "Ascending" or "Descending" from the "Field sorting" box.

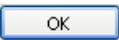
You can limit what data is included in the report by setting field conditions.

7. With the field still highlighted, click on the "Set field condition" button.

The "Condition for field (fieldname)" dialog box displays possible conditions that are relevant to the selected field.



8. Click on the condition that you want to invoke.

9. Then click .

If you want to set conditions for additional fields repeat steps 7 and 8 above.

10. Click on the  button to bring up the "Report name and description" dialog box.

11. To create a title and description for the new report, enter what you want to be displayed into those respective boxes on the screen.

Report name and description

Report name:

Report title:

Description:

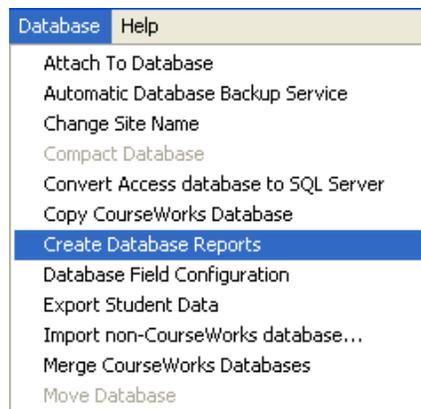
< Back Finish Cancel

2. Click on the button.

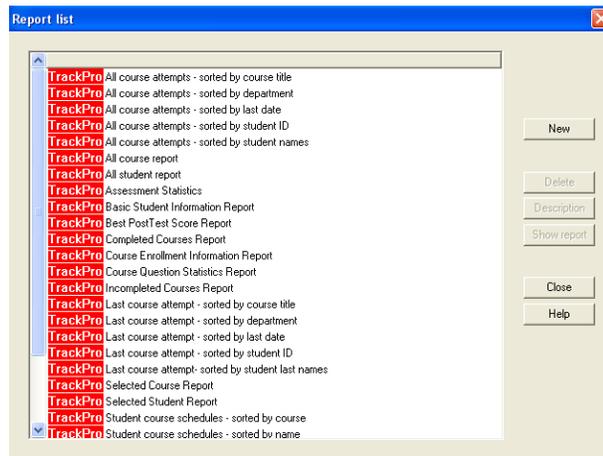
Deleting or Modifying a Custom Report

You may delete or modify any of your custom reports.

1. Select [TrackPro] ▶ [Database] ▶ [Create Database Reports].



The "Report list" displays the list of available reports.



Note: The list will include both standard reports and any "custom" reports that have been created.

2. Select the desired report, then click on the or button as desired.

If you select "Modify", you will be prompted through the same series of screens that were used in the report creation process.

Export a Report to a Text (.txt) File

The report feature can also be used to export data from a report to a text file, which can be imported into another database (such as a corporate personnel database) or a spreadsheet (such as Excel). You can use the other database or spreadsheet to manipulate the columns, sorts, etc. in the report if you wish.

To export the report data you need to first generate a report that includes all of the student performance data and fields of information that you need, then select **[File] ▶ [Save As Text]** from the pull-down menu on the report screen.

Follow the directions provided by the other software to import your data into those programs.

Student Certificates

CourseWorks® allows "course Certificates of Completion" to be printed under two circumstances. Certificates can be printed for students who have successfully completed a course, or for students who have successfully "tested out" (by passing the pre-test) of a course and do not have to take that course.

There are two methods for producing these certificates. The system can be set up to prompt students to print the certificates themselves when they complete a course, or the administrator can print the certificates at some point after the students complete their courses.

Setting Up a Course to Print Certificates Immediately Upon Course Completion

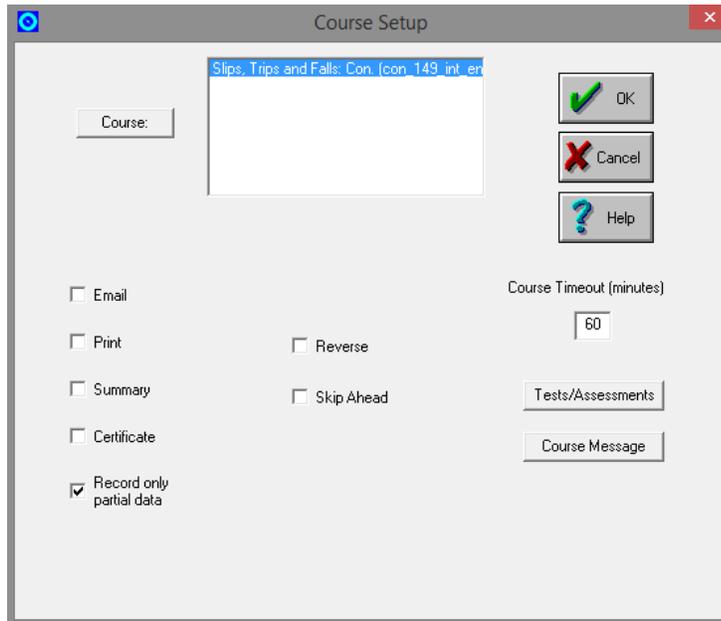
The administrator can specify that CourseWorks® can print the Certificate of Completion immediately after a student completes the course by working in the "Course Setup" dialog box. When the "Certificate" feature is enabled, students are prompted to print out their own certificate at the completion of the course.

To enable immediate certificate generation:

1. Select [Setup] ▶ [Course Setup].



2. Select the course from the **Course:** drop-down menu.



3. Click on the Certificate check box to enable the feature. The student's "Certificate of Completion" for the course will look like this:

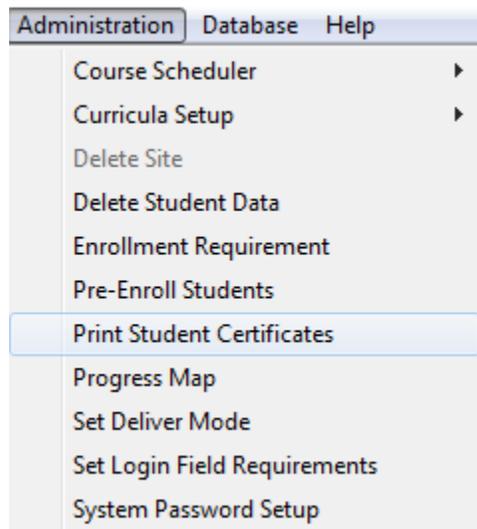


Modifying and Printing Certificates by the Administrator

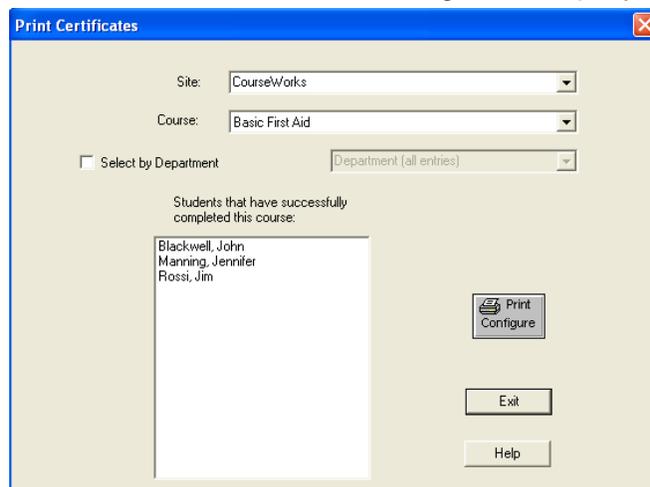
Certificates of Completion can be printed by the administrator for students who have successfully passed the courses they have taken or who have successfully "tested out" of courses by passing the pre-test that the administrator has set up.

You can use TrackPro's "Administration" menu to access the "Print Student Certificates" option. This feature allows you to not only print certificates for selected students but to also modify the appearance of the certificate as well. You can make modifications such as specifying a particular border or style of certificate, creating one or two signature spaces with titles, including or excluding post-test scores and changing the printer orientation (to portrait or landscape).

1. Select [TrackPro] ▶ [Administration] ▶ [Print Student Certificates].

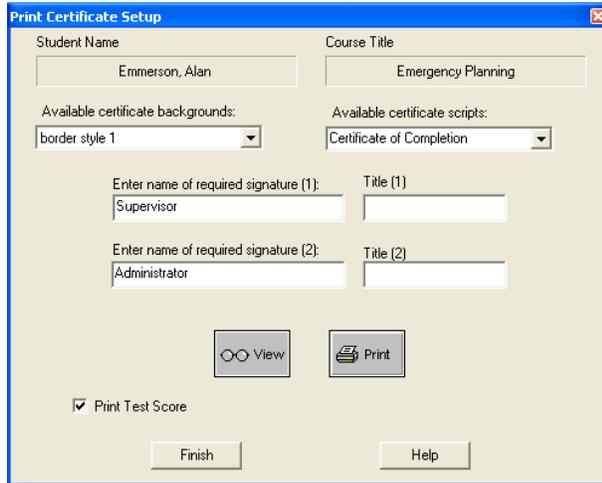


The "Print Certificates" dialog box displays.



2. Complete the "Print Certificates" dialog box to choose the students for which you want to generate a certificate. Use the drop-down menus to select the students by site, course, and/or department.

3. Click on the  button to modify the appearance of the certificate.



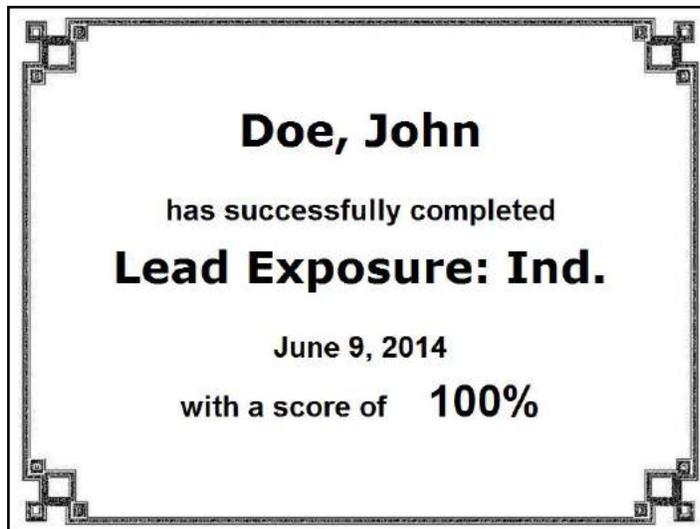
The 'Print Certificate Setup' dialog box contains the following fields and controls:

- Student Name: Emmerson, Alan
- Course Title: Emergency Planning
- Available certificate backgrounds: border style 1
- Available certificate scripts: Certificate of Completion
- Enter name of required signature (1): Supervisor
- Title (1):
- Enter name of required signature (2): Administrator
- Title (2):
- Buttons: View, Print
- Print Test Score:
- Buttons: Finish, Help

4. Indicate the options you want to use.

5. Click on the  button to see how the finished certificate will look.

6. Click on the  button when you are ready to print. The student's "Certificate of Completion" for the course will look similar to this example, depending on the configuration options you have selected.



Database "Advanced" Features

TrackPro has many features that will help to manage your training database, such as the ability to merge multiple databases into one, export training data for a specific student, remove old training data, etc.

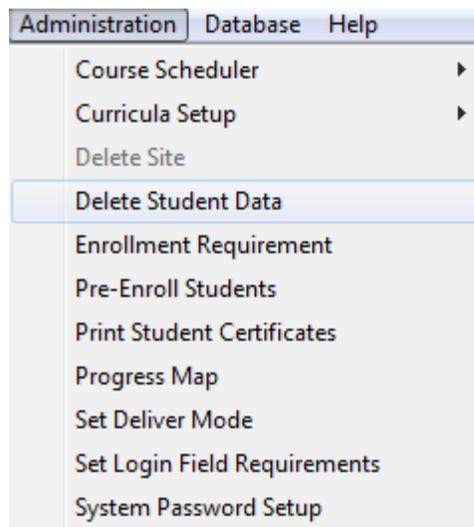
Removing Obsolete Data from the Database

Use this procedure if you need to remove specific course histories from a student's data.

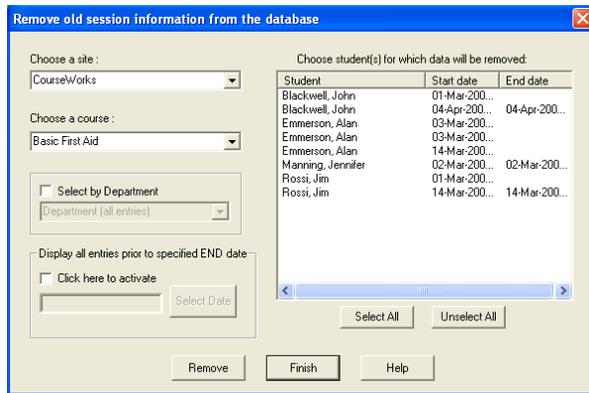
Note: If you need to completely remove a student and all their training records from the database, see "Deleting a Student from the Student Database".

Remove Historical Training Data

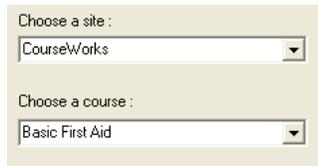
1. Select [TrackPro] ▶ [Administration] ▶ [Delete Student Data].



The "Remove old session information from the database" dialog box displays.



- Choose the CourseWorks® database (site) and course for which you want to delete student data.



- If you want to delete all the data prior to a specific date (for instance, the previous training year) utilize the "Display all entries prior to specific END date" box. This feature will narrow down the student sessions shown in the right hand box to only those before the date you have chosen.

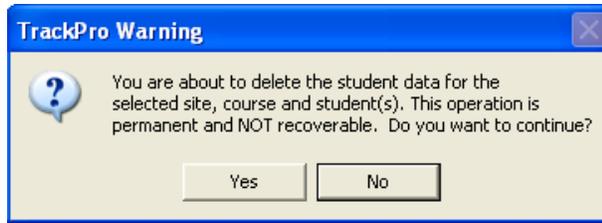


- Select the student name(s).

You may be able to limit the student list by clicking on the "Select by Department" check box and then selecting a department from the drop-down menu.

- After you have selected the student(s) whose data you want to delete, click on the  button.

The program will display a warning message.



6. Click on the button to continue with the purge.

WARNING

Be sure this is what you want to do, as this deletion is permanent and the data is not recoverable!

Compacting the Database

This feature is only applicable to users of CourseWorks® who are using an Access-based database. If you have installed the SQL Server software to use that version of the database, you do not have the ability to compact your database.

 You can tell what type of database you are working with by looking at the title bar of most major TrackPro screens.



If you are running CourseWorks® using an Access-based database, it is highly recommended that you use the "Compact Database" feature regularly, to free up some of the computer's hard drive space and improve the performance and speed of the database. Compacting the database has no negative effects and does not affect the data in any way.

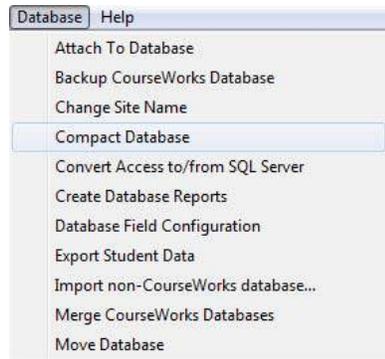
 **Compact your Access database on a regular basis (this should be done at a time when no one else is using any of the CourseWorks® applications).**

WARNING!

Failure to compact your database on a regular basis can cause performance problems in the CourseWorks® system, including data corruption and "database bloating"!

To compact the database:

1. Select [TrackPro] ▶ [Database] ▶ [Compact Database].



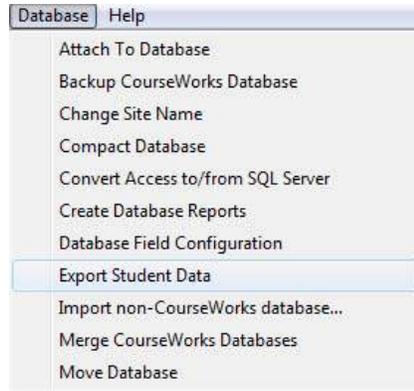
The system then compacts the database. You will see the Windows hourglass "wait" symbol while the compacting occurs. (Depending on the size of your database, this may take several minutes to complete.)

Exporting A Single Student's Data

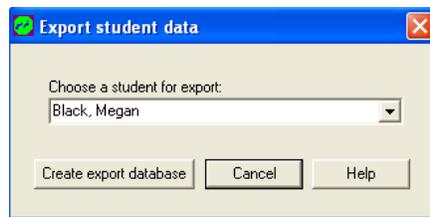
CourseWorks® has the ability to export training data for a single student to a separate CourseWorks® database. This data can then be imported into another CourseWorks® database. For instance, if you have a student who is taking courses at a remote location, once they have completed their training you can export their individual training data to a CD or network drive. You can then access this data and merge it into the main CourseWorks® database.

*(This function can only be used to merge data from one CourseWorks® database to another CourseWorks® database. You cannot use this feature to export data to a non-CourseWorks® database. If you want to export data from the CourseWorks® database into a non-CourseWorks® database, you must first generate a report that includes all of the student's performance data and fields of information that you need, then use the "Copy" icon on the toolbar or the [File] ▶ [Save As] command. *See "Copying Report Data to Other Programs" and "Accessing and Printing Data Using the Report Feature" for more details.)*

To export data for a specific student, select [TrackPro] ▶ [Database] ▶ [Export Student Data].



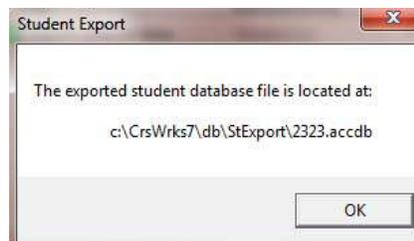
2. The program displays the "Export student data" dialog box.



3. Use the drop-down menu to select the name of the student whose data you wish to export.

4. Click on the **Create export database** button.

A new window will appear notifying you that the exported data is saved in a database file located at c:\CrsWrks8\db\StExport.



This file can now be imported into a database at another CourseWorks® site. To do so, complete the steps for "Merging a CourseWorks® Database".

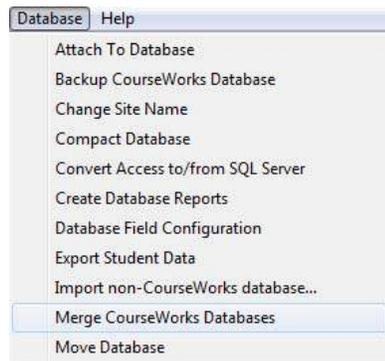
Merging a CourseWorks® Database

This process is used when an administrator needs to merge student databases from several sites or when a student has taken courses at one site, his data has been exported, and the data now needs to be included in a different site's database.

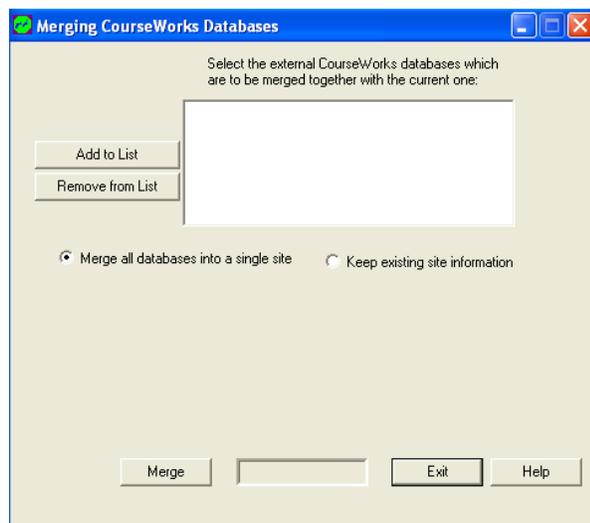
Note: CourseWorks® files have the extension "mdb", "accdb" or "mdf" depending on whether you are using one of the Access-based databases or the SQL Server-based database. If you merge an Access-based database into a SQL Server-based database, CourseWorks® will automatically convert the Access-based database to SQL Server.

To merge CourseWorks® databases:

1. Select [TrackPro] ▶ [Database] ▶ [Merge CourseWorks Databases].

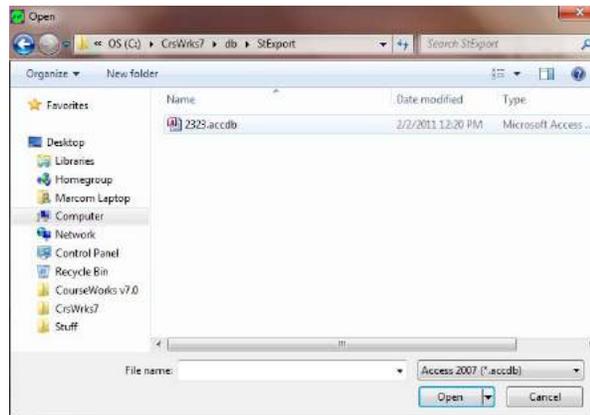


The "Merging CourseWorks® Databases" dialog box displays.



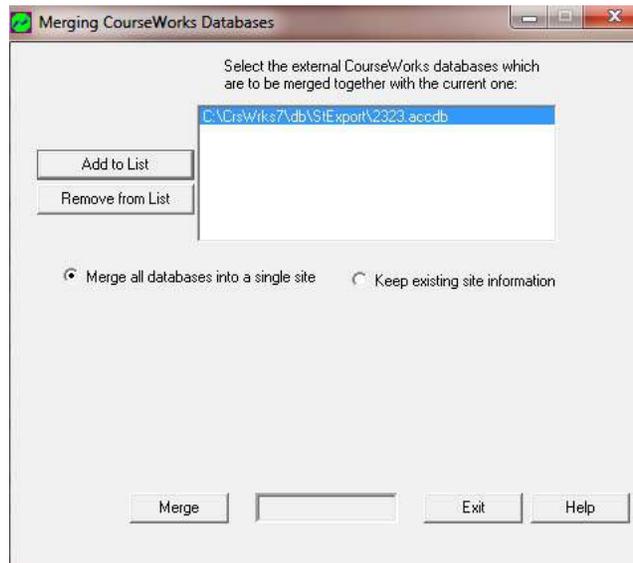
2. Click on the  button.

The "Open" dialog box displays.



3. Select the location where the CourseWorks® file is stored. If you have previously exported a student's data using CourseWorks®, select the name that you gave the file when you exported it (for example "*.accdb").
4. Click on the  button.

The "Merging CourseWorks® Databases" dialog box displays.



Note: You can choose to fully merge all of the exported data in with your existing data, or to maintain a separate site identity for the exported data (i.e., if you have separate databases for different departments or faculties within your organization) by choosing the appropriate radio button on the screen.

Merge all databases into a single site Keep existing site information

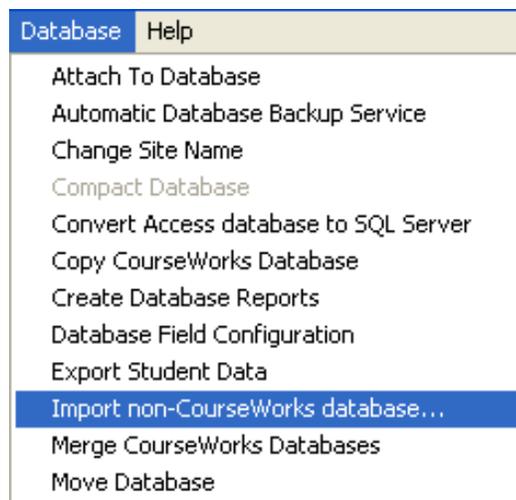
5. Click on the  button. If you need to merge additional files, repeat steps 2 through 4.

Importing a Non-CourseWorks® Database

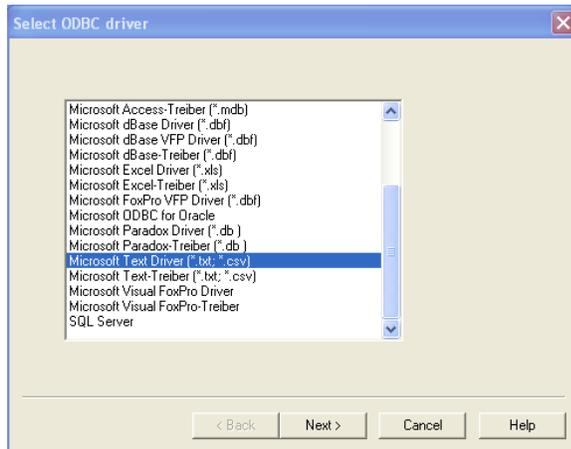
This feature is typically used when an organization has student data in an existing database or spreadsheet, such as a human resources database, and the training administrator wants to import this student information into the CourseWorks® database. Student demographic data such as name, department, Student ID, etc. can be easily copied via this feature. This can save considerable time by not having to re-enter this data into CourseWorks®. Only students' demographic data can be imported into CourseWorks®. You cannot import existing training data, such as test results and the like, from another database or a spreadsheet.

Note: The database to be imported must first be converted or saved to a comma delimited text file (".csv") format. Only comma delimited text files can be imported into CourseWorks®.

1. Select [TrackPro] ▶ [Database] ▶ [Import non-CourseWorks Database].

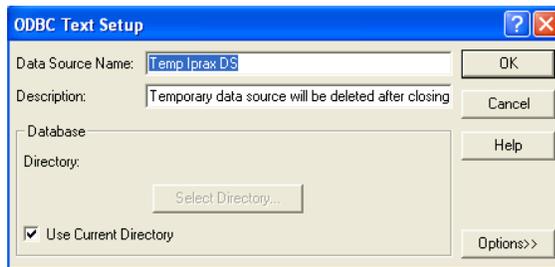


The "Select ODBC Driver" dialog box displays.



2. Indicate the desired text driver (*.txt or *.csv) and click on the  button. (File types other than comma delimited files are not supported by CourseWorks®).

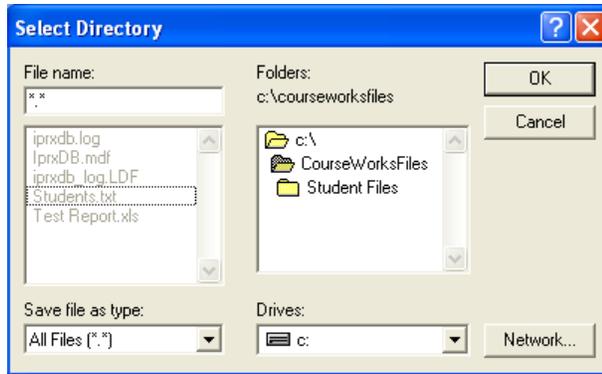
The "ODBC Text Setup" dialog box displays.



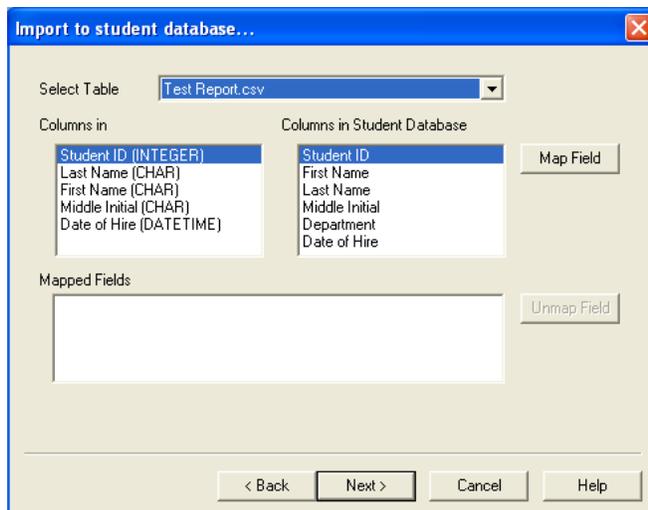
3. On this screen, click the "Use Current Directory" checkbox to remove the checkmark and enable the "Select Directory" option.



4. Click on the  button.
5. In the "Select Directory" dialog box choose the location of the source file that you want to import.



6. Click on the button.
7. The next box to appear is the "Import to student database..." dialog box. Here you will need to "map" the fields from your source file to the fields in the CourseWorks® database.
8. In the "Columns in Student Database" box (which represents the CourseWorks® database), highlight the field that corresponds to the highlighted field in the "Columns in" box (which represents the fields in your source file), then click .

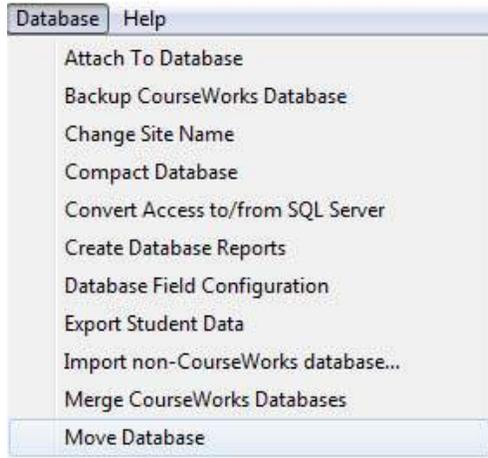


9. Continue this process until you have mapped all of the fields that you want to import. Once all the fields have been mapped (and are listed in the "Mapped Fields" box) click on the button to begin the merging process (this may take several minutes, depending on the size of the file being imported).
10. Once the file has been imported, CourseWorks® will return to the main TrackPro screen where the student information that you have just imported will appear.

Move Database

Use this command to physically move the CourseWorks® database to another location.

1. Select [TrackPro] ▶ [Database] ▶ [Move Database].



TrackPro displays the "Save As" dialog box.



2. Select the new location ("Save in:" field) and/or filename where you want the new database to reside from the location/names displayed in the "Save As" dialog box. (The default location for the student database is the "db" folder, which is a subfolder in "CrsWrks8", the "root" CourseWorks® installation folder. Use the "Save in:" box drop-down menu to specify a *different* location).
3. Click on the  button.

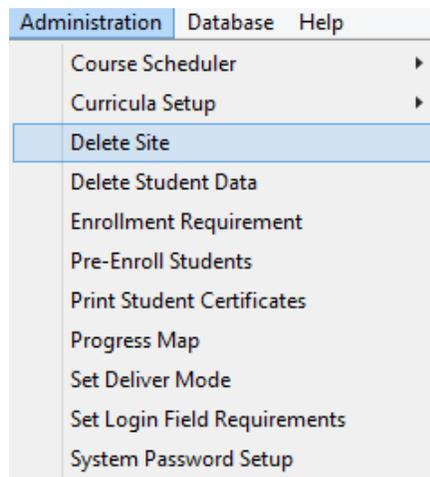
Delete Site

This function is only enabled if your database contains multiple sites. You can use this command to remove data for a particular site from your database.

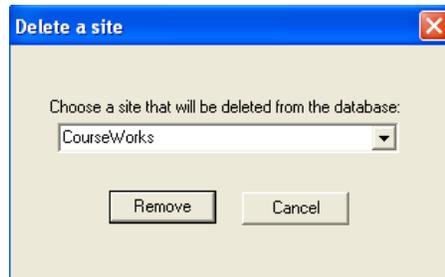
WARNING!

ALL of the data for the selected site will be deleted and is not recoverable.

1. Select [TrackPro] ▶ [Database] ▶ [Delete Site].



2. The "Delete a site" dialog box displays.



3. Click on the drop-down menu to the right of the site name display to select a different site, if necessary.
4. Select the site that will be deleted from the database and click on the  button.

5. A "TrackPro Warning" dialog box will appear, reminding you that ALL of the data for the site will be deleted and is not recoverable.



6. Click on the button to delete the site's information.

*Note: If you want to save this site's information for future reference, back up the site database first!
See "Backing Up the CourseWorks® Database (Save)" for more details.

Restoring from a Backup File

If you have a need to restore your database from a backup, it is recommended that you call the distributor from whom you purchased CourseWorks® or MARCOM's technical support department for assistance prior to restoring the file.

Build Lite

Overview

As a trainer, you are committed to providing your students with courses that give them all of the information they need. Generally, the CourseWorks® courses that you have purchased will contain the information that you want your students to have about that topic. But in some cases you may want to add information that is unique to your organization or site, or remove material that is not important to your students. You may also want to ask questions within a course about material that you add.

Build Lite is the perfect tool if you need to make some quick, straightforward modifications to an existing course. With CourseWorks® Build Lite, you can easily insert or delete information into the course. You can include video segments, text, graphics or questions to convey information that is pertinent to your organization's operations. You also have the option to include audio. You can delete video, text, graphics or questions which are not relevant to your students' needs as well.

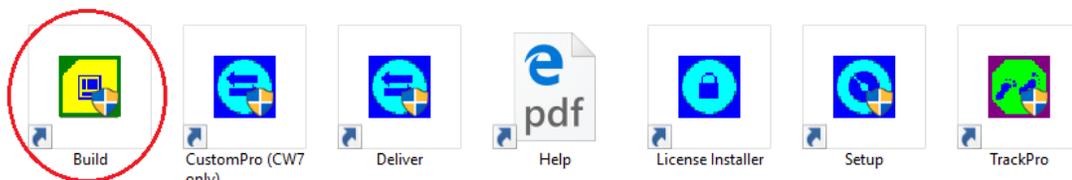
You can save your customized course and install it on your computers just as you would any other CourseWorks® course.

WARNING!

Customizing a course does not alter its copyright protection. The course still belongs to its original authors. If you want to make copies of a customized course, you must license that right from the course publisher.

Opening Build

To open Build, click on the Build icon.



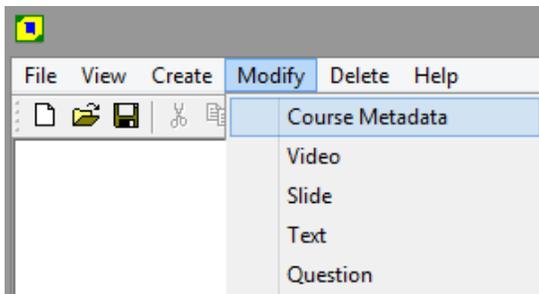
Once Build is launched, the "CourseWorks 10 Build Course Titles" is the first screen that appears. This dialog box displays all of the CourseWorks courses that are installed on the system and are available for customizing (if Build does not detect any installed CourseWorks courses, this box will be empty.)

Once you click on the course you wish to customize, the Build title bar displays the words "CourseWorks Build LITE":



Modifying the Course Metadata

After a course has been made, any of the information can be changed, such as the name or the background. This can be done under the Course Metadata found on the modify menu. To change the course information, click **Modify > Course Metadata**.



This brings up the "Modify Course Metadata" dialog box. This is the same screen that was used to create the course.

Modify Course Metadata

Enter a unique course ID (15 chars max: A-Z, 0-9 and _ only): Language to use:

Enter a CW title for this course: (mandatory)

Enter a Web title for this course: (mandatory) Screen Display: 4:3 (Standard) 16:9 (wide)

Producer: (optional) CourseWorks release date: Course Length:

Enter a course description (1000 chars. max): (mandatory)

- Understand how excessive noise can damage their hearing.
- Understand how their facility's hearing conservation program protects them from

Select the course background JPG file: (mandatory)

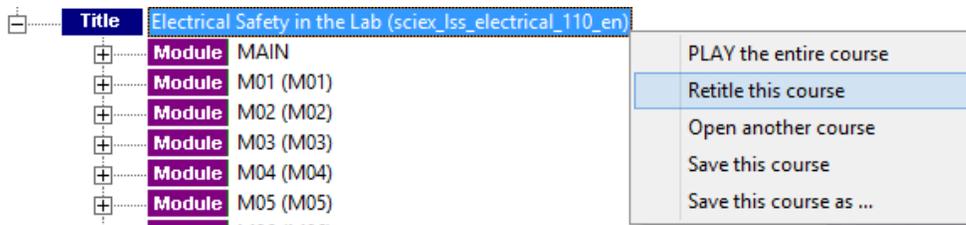
Select the course secondary background file: (optional)

Select the course TicTacToe BMP file (150x100): (mandatory)

All the course information on this screen can be changed at a later time if necessary.

Note: The "View in Deliver" button (next to the course title field) will open a preview of what the course will look like in the CourseWorks Deliver main menu. Clicking on the course's Tic-Tac-Toe button in the Deliver preview mode will display a preview of the course information screen as an end user would see it.

The author also has the option to rename the course by right clicking on the title node and selecting "Retitle this course". This option allows the author to change the course title (the course ID, which is in parenthesis following the title, cannot be changed from this dialog box).



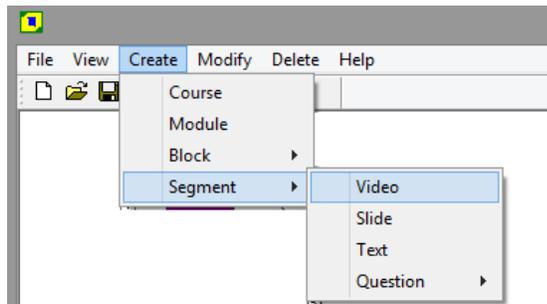
The "Course Title Change" dialog box will appear.

Creating A Segment

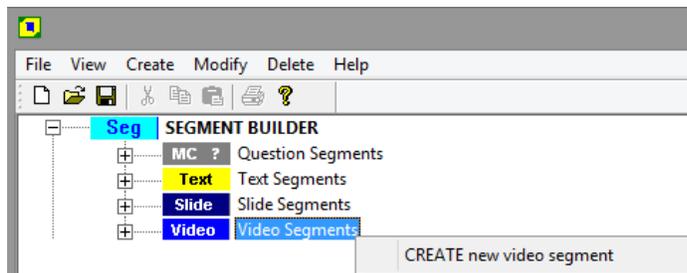
A segment is a single screen in a course. It can be a question, text, a slide or a video clip. All segments get created one at a time before the course can start to be assembled.

There are two different ways to create a new segment:

1. From the main menu, click **Create > Segment** and choose the type of segment that you want to create.



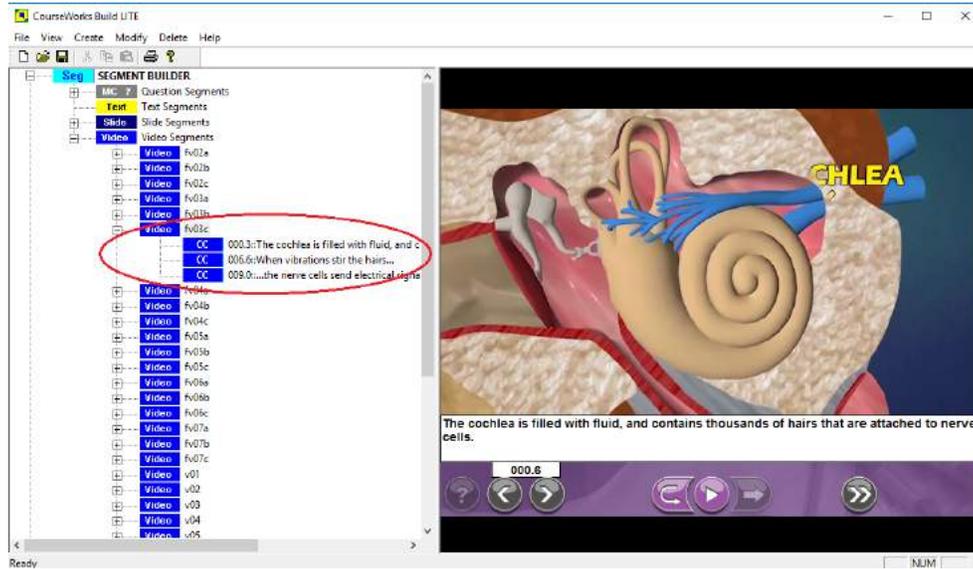
2. You can also right-click on the segment node (for example, to create a video segment, right-click **Video Segments > CREATE new video segment**).



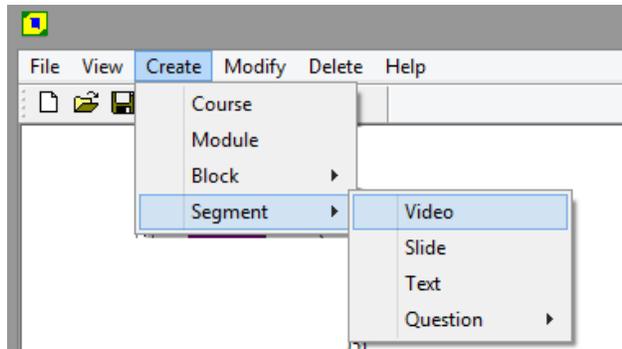
There are four types of segments that can be created...Questions, Text, Slides and Videos. Different information must be entered or options selected for each of these segment types before they can be created.

Video Segments

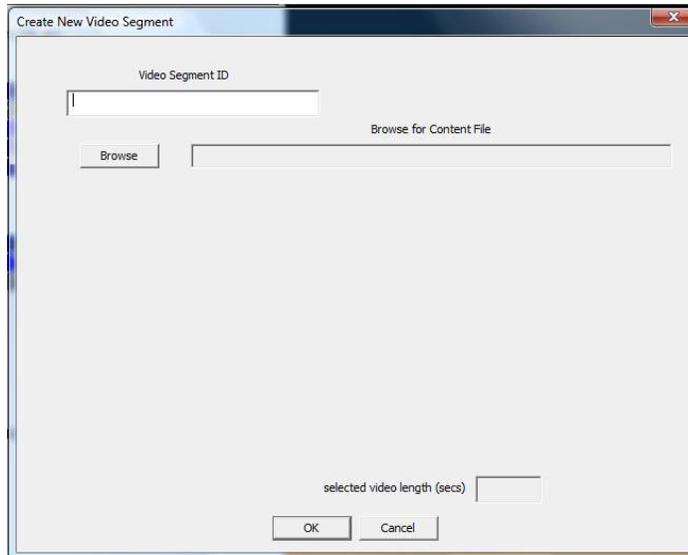
Video segments are created using mp4 video files and have optional closed captioning (the "closed caption question" needs to be inserted in the course in order to play closed captioning. **For more information on closed captions, see point #3 below).*



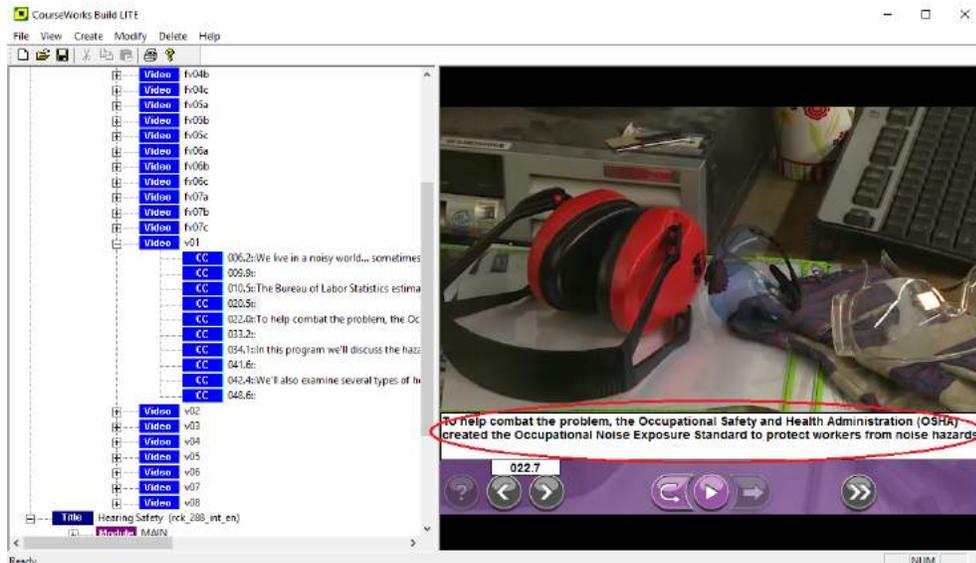
1. To create a video segment, click Create > Segment > Video.



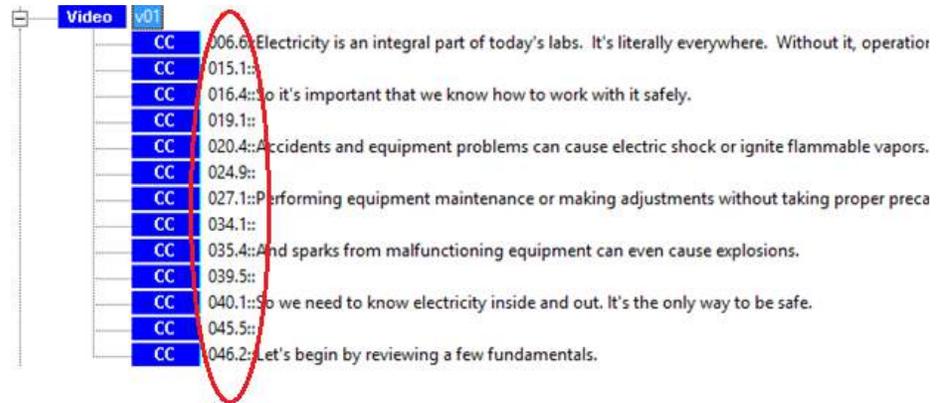
The "Create New Video Segment" dialog box will appear.



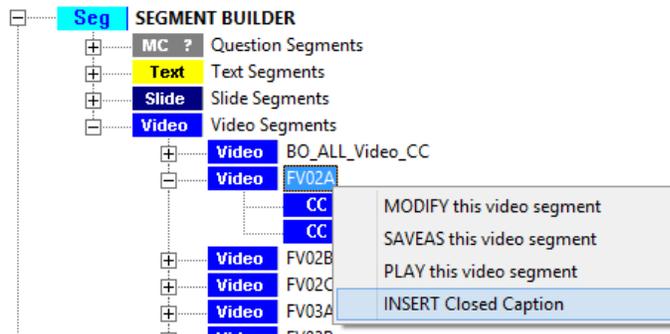
- a. A video ID must be entered that will uniquely identify this segment.
 - b. The location of an mp4 video file must be specified. Once the file has been selected, the length of the video file (in seconds) will be displayed in the "selected video length" window as an aid to the author.
2. Closed captions can be inserted into the current video segment and appear underneath of the video when closed captioning is enabled by the end-user via the closed caption question. (See point #3 below).



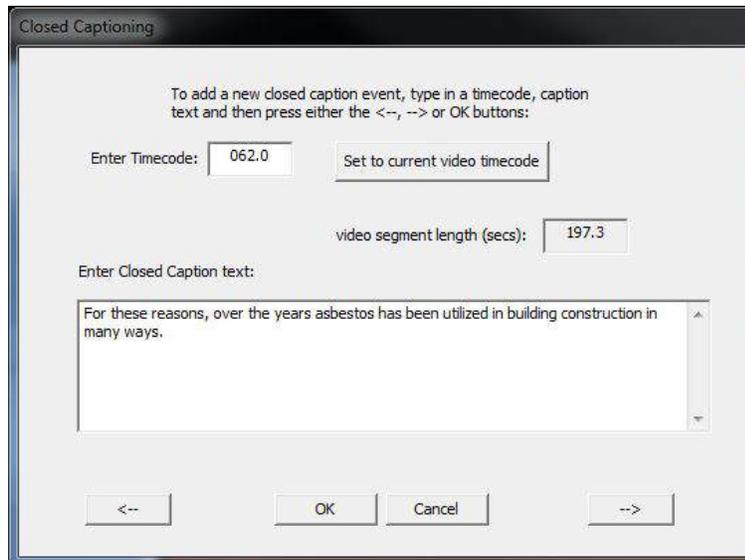
- a. The insertion point is based on the closed caption time code, which is indicated by a numeric value (in seconds), followed by the ':' delimiter.



3. To insert a closed caption, right-click on the **Video segment node > INSERT closed caption.**



4. The 'Closed Captioning' dialog box will appear.

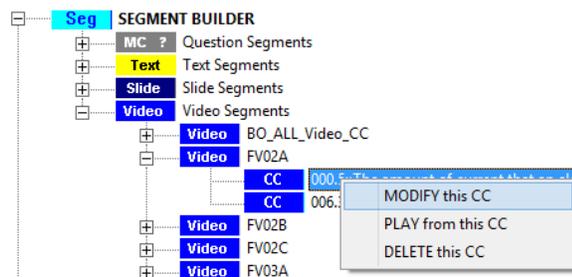


- a. The "Enter Timecode" edit box contains the current position of the video (in seconds). This value can be edited to adjust the start time of the closed captioning segment.
- b. The "Set to current video timecode" button copies the current video timecode from the timecode display in the playback area to the "Enter Timecode" area in the Closed Captioning dialog.
- c. The "Enter Closed Caption Text" edit box is where the text content is added for the closed captioning.

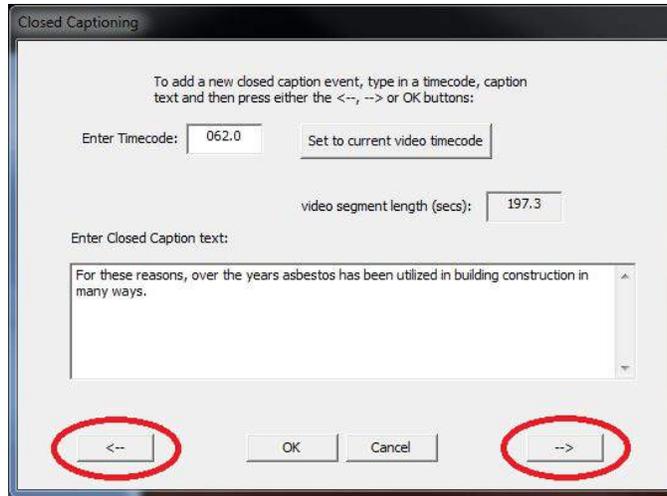
Note: To enter a pause in the captioning, leave the content box empty.

- d. The "video segment length" box displays the length of the video segment (in seconds). This is an authoring aid and cannot be edited.
- e. The ← and → buttons are used to navigate between existing closed captions. They will also save the changes made to closed captions when you use them to navigate to a different caption.

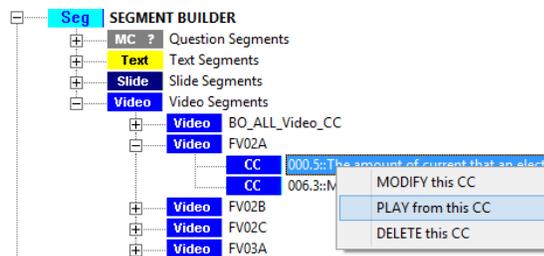
5. To modify an existing closed caption, right-click on the **closed caption node > MODIFY this CC**.



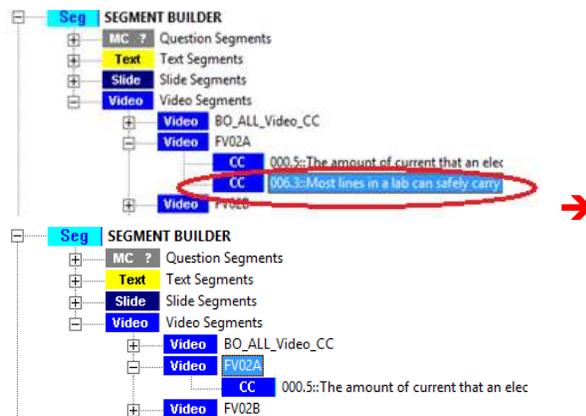
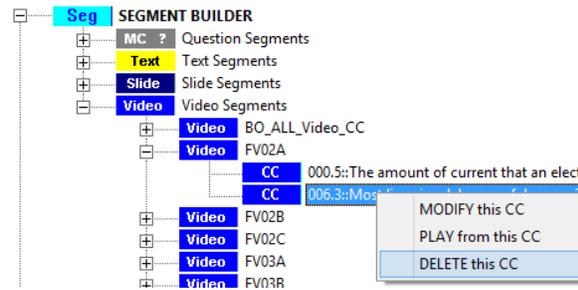
The "Closed Captioning" dialog box will appear.



- a. The "Enter Timecode" edit box contains the current position of the video (in seconds). This value can be edited to adjust the start time of the closed captioning segment.
 - b. The "Set to current video timecode" button copies the current video timecode from the timecode display in the playback area to the "Enter Timecode" area in the Closed Captioning dialog.
 - c. The "Enter Closed Caption Text" edit box is where the text content is added for the closed captioning.
 - d. The "video segment length" box displays the length of the video segment (in seconds). This is an authoring aid and cannot be edited.
 - e. The ← and → buttons are used to navigate between existing closed captions. They will also save the changes made to closed captions when you use them to navigate to a different caption.
6. When testing a closed caption the author has the option to play from a specific closed caption. To do this, right click on the desired **closed caption > PLAY from this CC**.

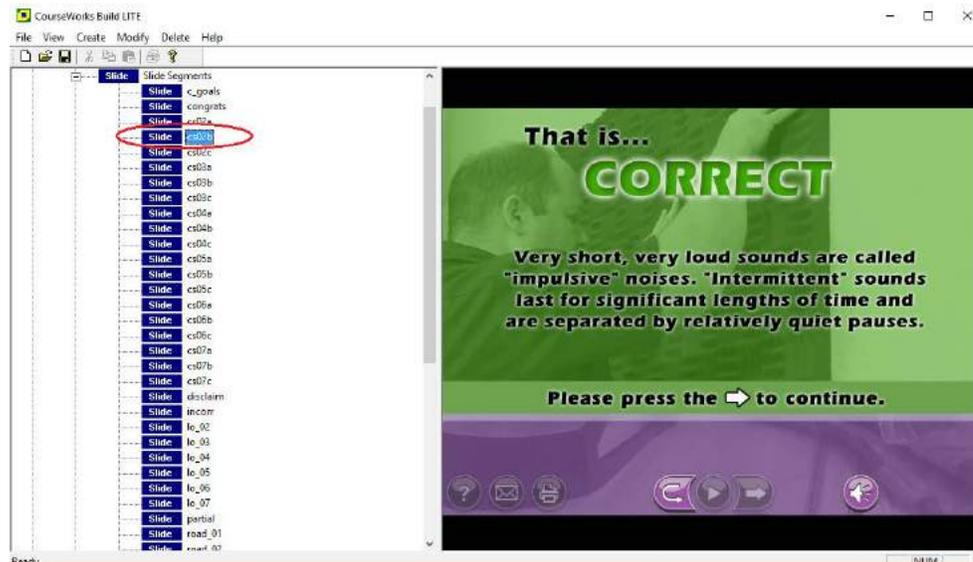


- To delete a closed caption, right click on the **desired closed caption > DELETE this CC**.

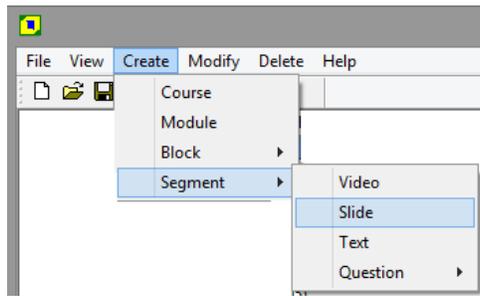


Slide Segments

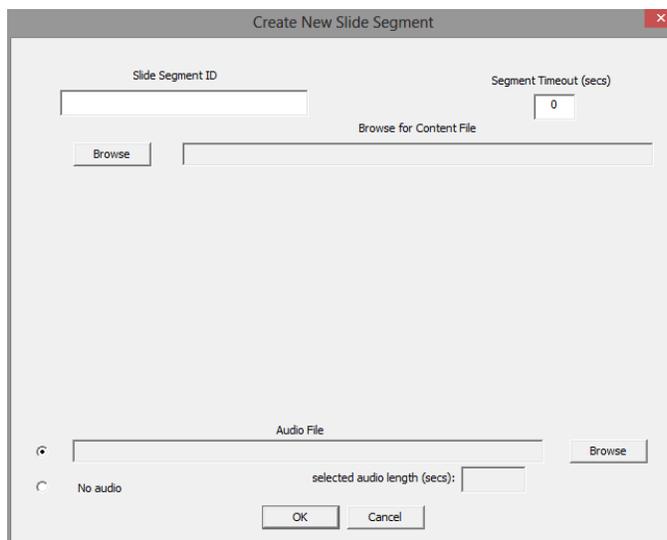
Slide Segments are created using jpg graphic files. An audio file (mp3) can be associated with a Slide Segment but is not required.



To create a slide segment, click on **Create > Segment > Slide**.



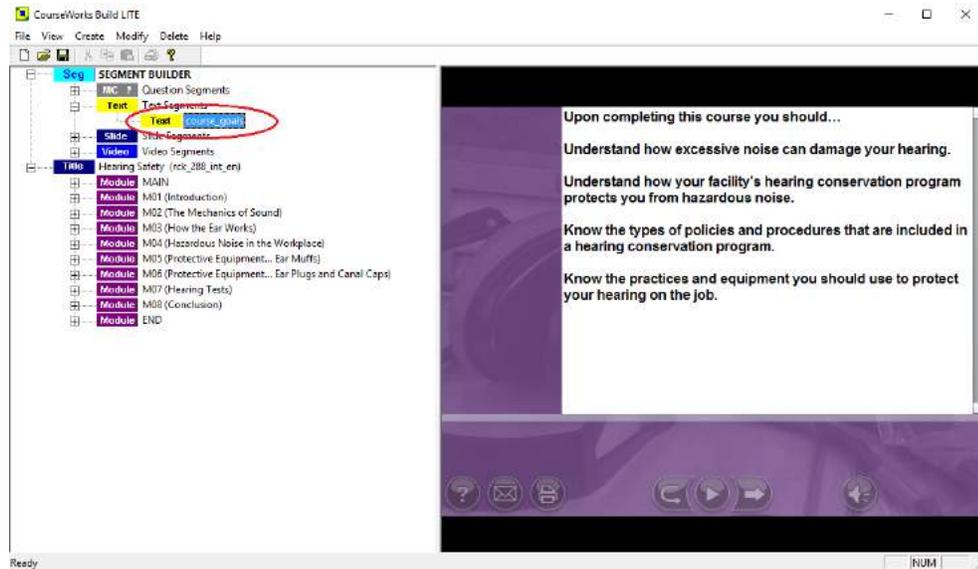
The "Create New Slide Segment" dialog box will appear:



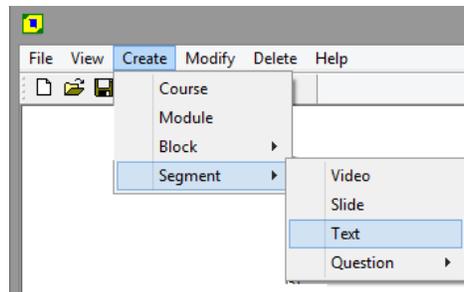
- a. A "Slide Segment ID" must be entered that will uniquely identify this segment.
- b. The location of a jpg graphic file must be entered into the "Browse for Content File" field.
- c. An optional "Segment Timeout" value may be specified (in seconds). If a non-zero number is specified, this segment will automatically move on to the next segment after the indicated time.
- d. The location of an optional mp3 audio file may be specified by entering it into the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.

Text Segments

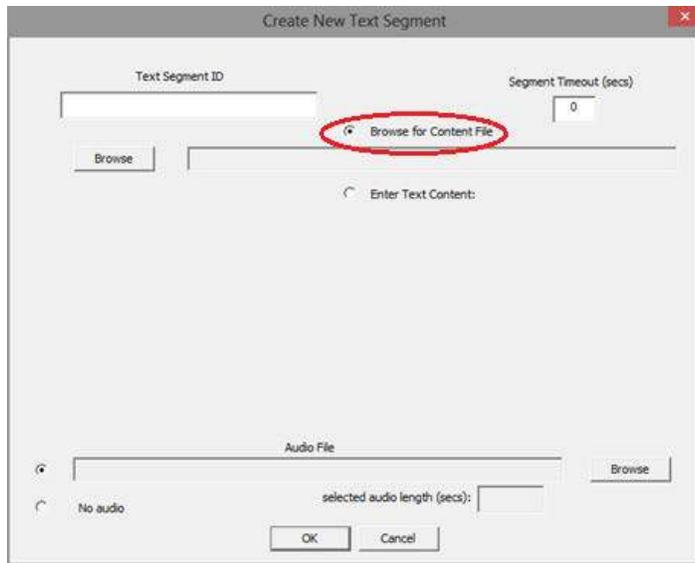
Text Segments are segments that consist of text only. They can be created by manually entering the text directly in the window or by inserting HTML document files.



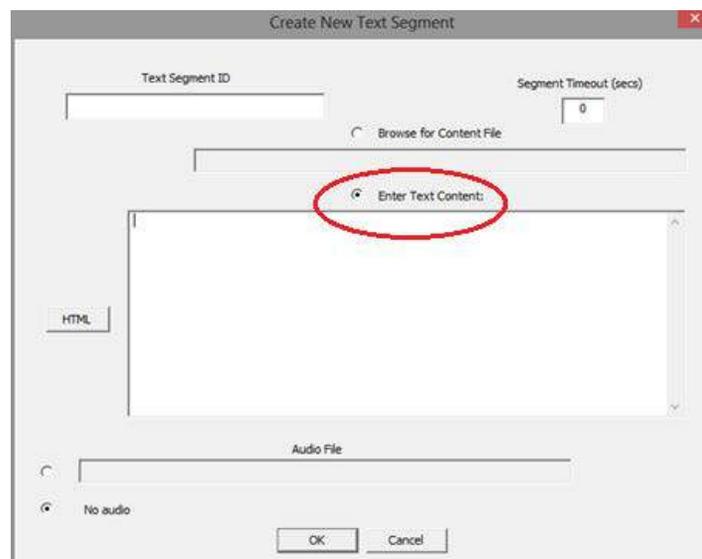
1. To create a text segment, click on **Create > Segment > Text**.



The "Create New Text Segment" dialog box will appear:



- a. A "Text Segment ID" must be entered that will uniquely identify this segment.
- b. If "Browse for Content File" is selected, the location of an HTML document file must be specified:
- c. If "Enter Text Content" is selected instead, text can be typed directly into the window. Clicking the "HTML" button will display the "Font" dialog where the various font attributes can be set for the text:

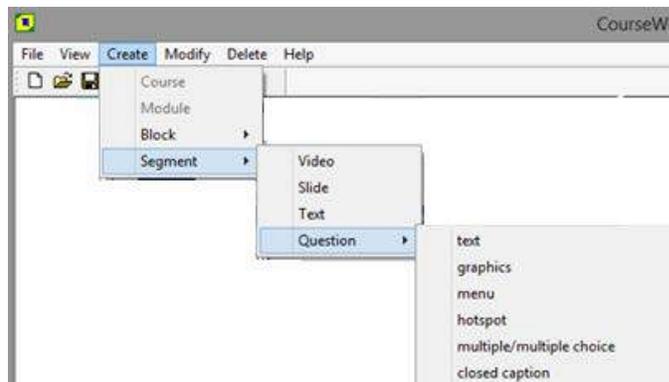


- d. An optional "Segment Timeout" value may be specified (in seconds). If a non-zero number is specified, this segment will automatically move on to the next segment after the indicated time.
- e. The location of an optional mp3 audio file may be specified by entering it into the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.

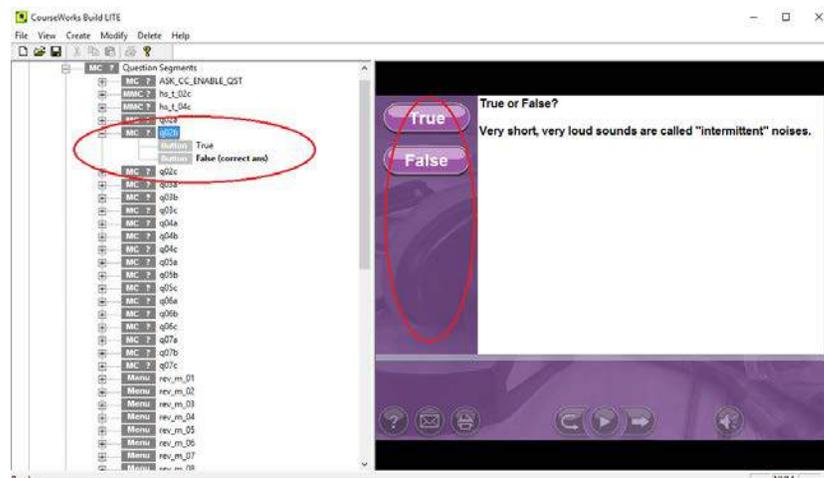
Question Segments

There are six different types of questions that can be created under the "Question Segment" option. Each question type has its own characteristics (as described below) and associated correct and incorrect answers.

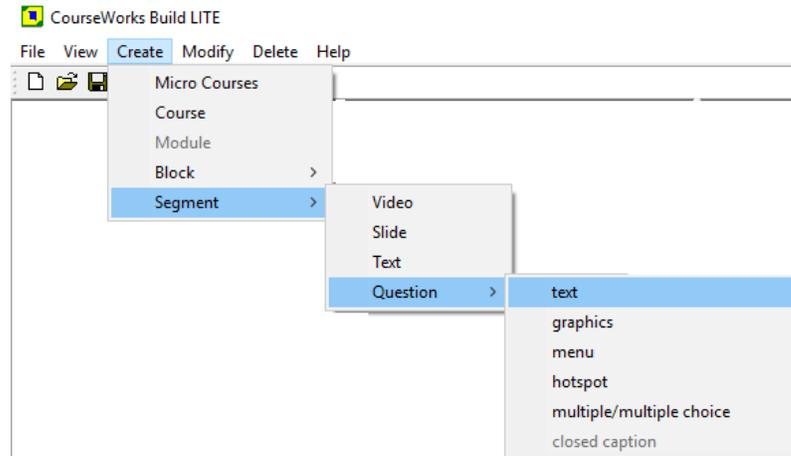
To create a new question segment, click on **Create > Segment > Question**.



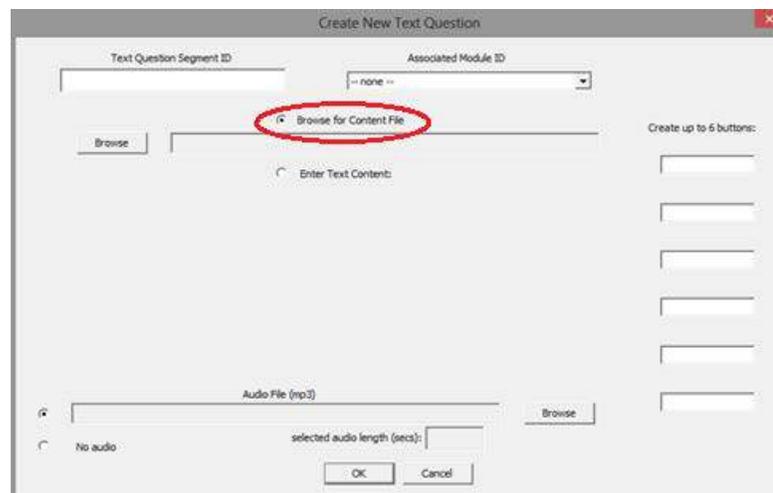
1. **Text questions** are questions that appears to a viewer as text. The left-hand side of the screen and accommodate up to six answer buttons.



- a. To create a text question, click on **Create > Segment > Question > Text**.

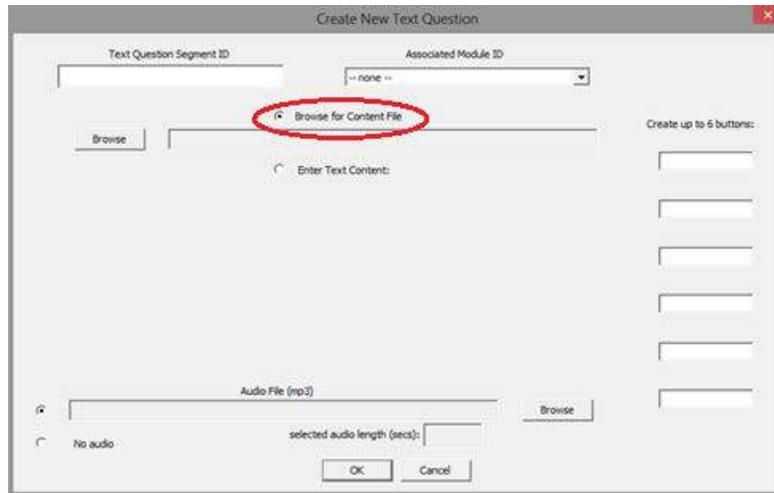


The "Create New Text Question" dialog box will appear.



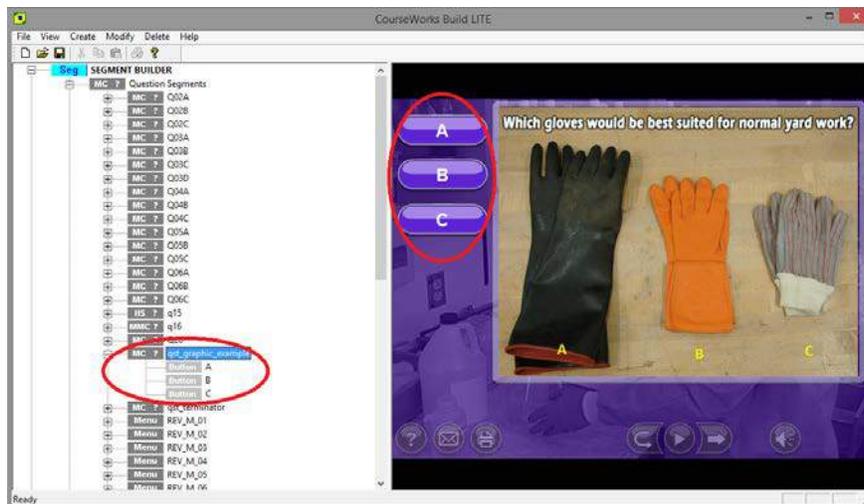
- i. A "Text Question Segment ID" must be entered that will uniquely identify this segment.
- ii. Select a module ID from the "Associated Module ID" list box. As described in the Trainer's Guide, "assessment testing" allows a student to "test out" of modules in a course on topics for which they already have adequate knowledge. By selecting an "Associated Module ID", this question will be connected to a particular chapter in the course (i.e., a module) in order to facilitate assessment testing.

- iii. If "Browse for Content File" is selected, the location of an HTML document file must be specified:

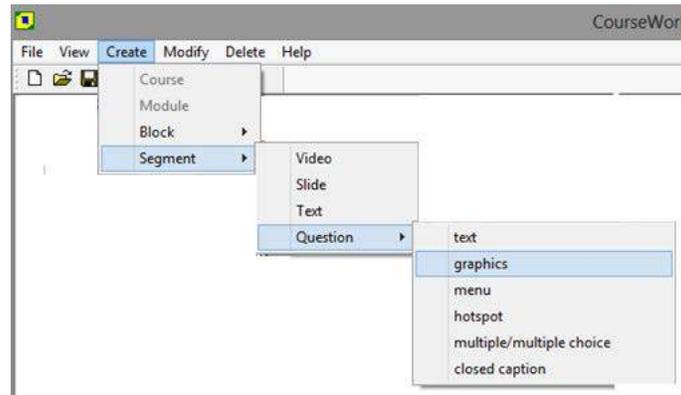


- iv. Create up to six response buttons by entering the button labels in the fields on the right side of the dialog box (i.e. True/False or A,B,C,D,E,F).
- v. The location of an optional.mp3 audio file may be specified by entering it in the "Audio File" field. Once the file has been selected, the length of the audio file will be displayed in the "selected audio length" window (in seconds) as an aid to the author.

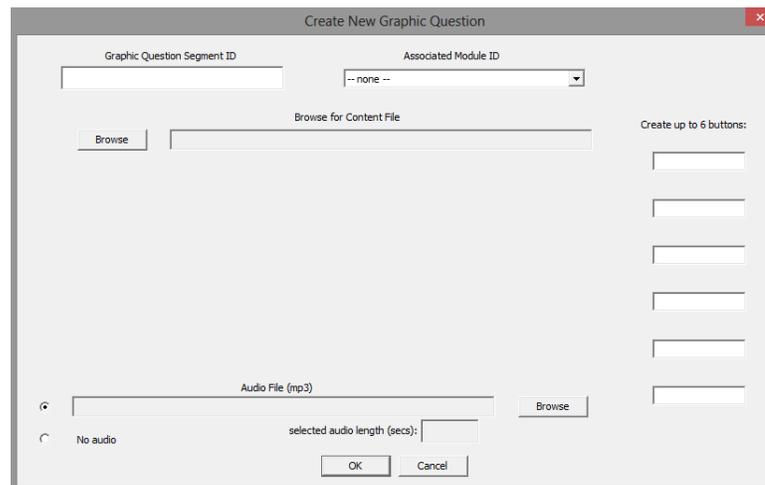
2. **Graphic questions** display a picture with up to six buttons along the side.



- a. To create a graphics question, click **Create > Segments > Question > Graphics**.



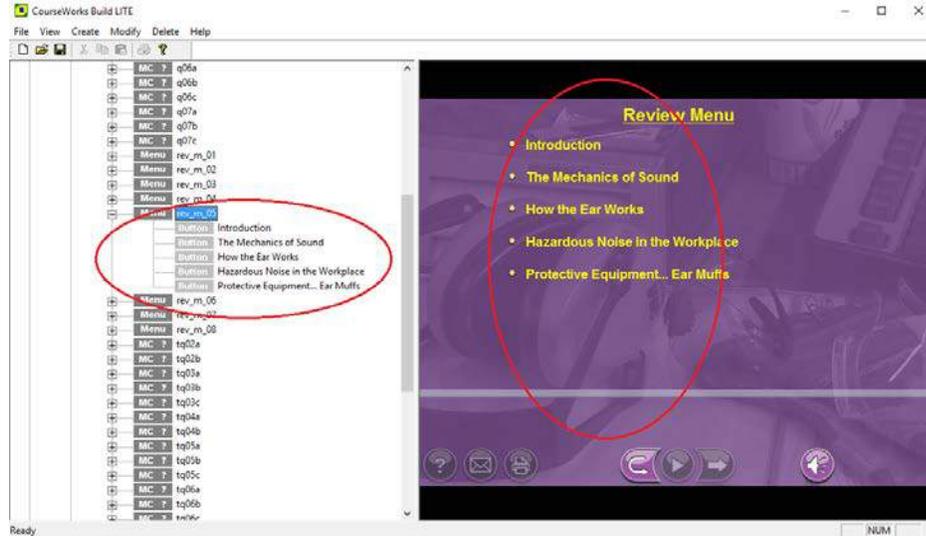
The "Create New Graphic Question" dialog box will appear.



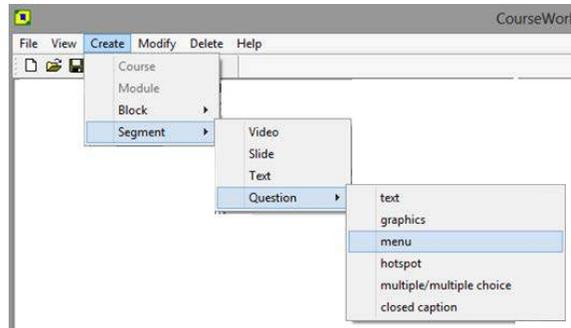
- i. A "Graphic Question ID" must be entered that will uniquely identify this segment.
- ii. Select a module ID from the "Associated Module ID" list-box to support assessment testing.
- iii. The location of a jpg graphic file must be specified in the "Browse for Content File" field.
- iv. Create up to six response buttons by entering the button labels in the fields on the right side of the dialog box.

- v. The location of an optional.mp3 audio file may be specified by entering it in the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.

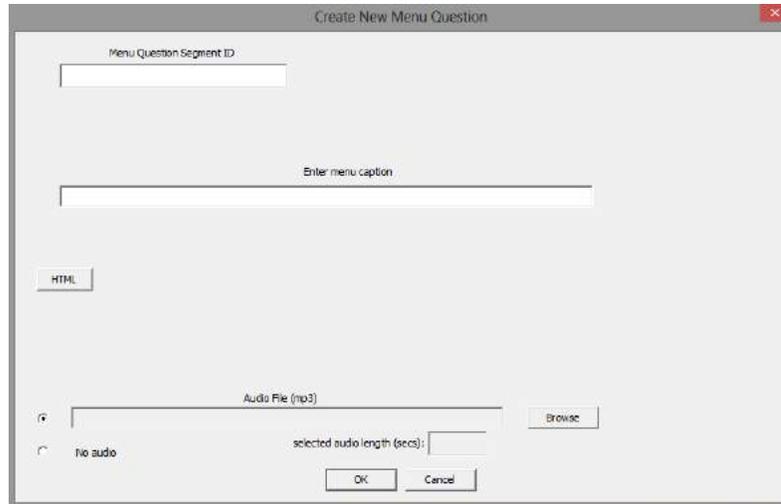
3. **Menu questions** are review menus that have buttons to allow the end-user to repeat previous sections. Review menus can have up to eight buttons.



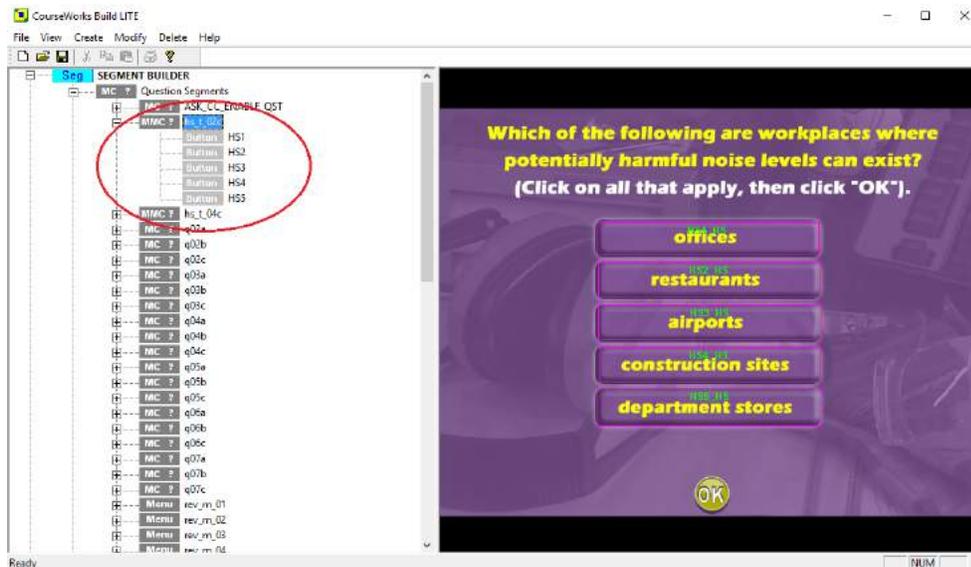
- a. To create a menu question, click **Create > Segment > Question > menu**.



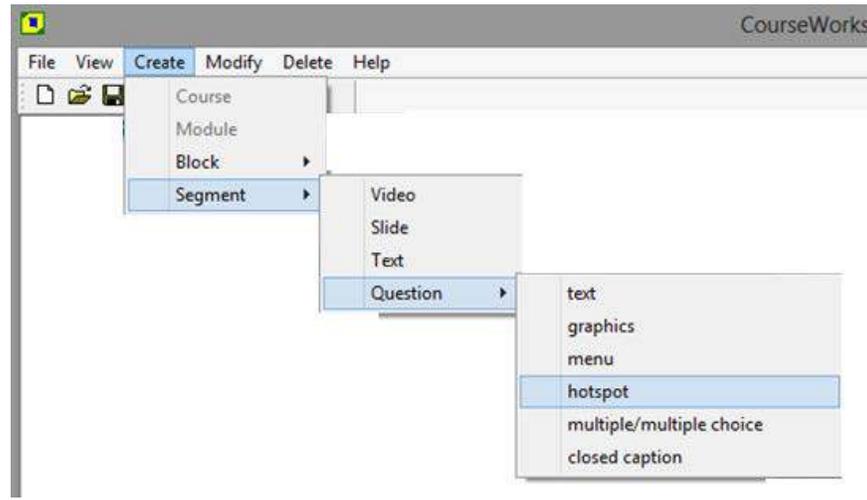
The "Create New Menu Question" dialog box will appear.



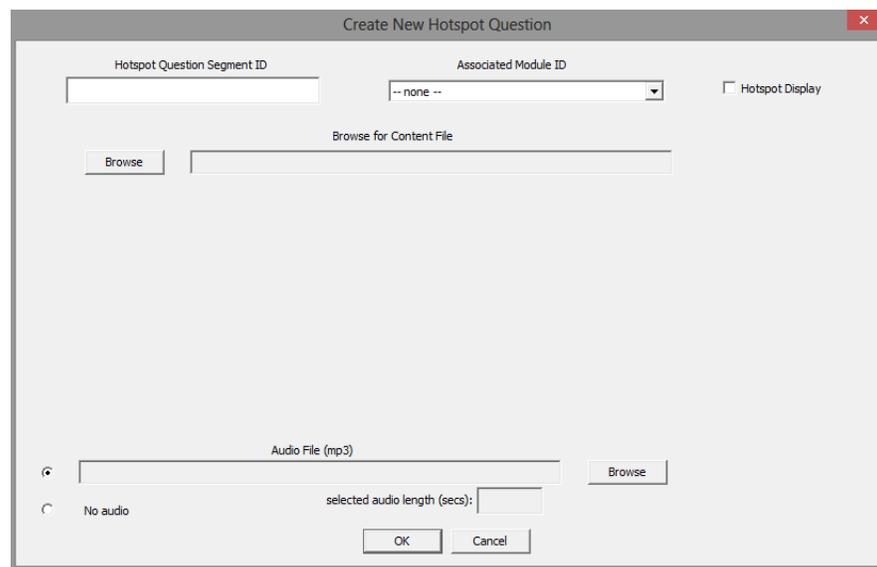
- i. A "Menu Question Segment ID" must be entered that will uniquely identify this segment.
 - ii. A menu caption may be optionally typed into the "Enter menu caption" field. Clicking the "HTML" button will display the "Font" dialog where the various font attributes can be set for the caption.
 - iii. The location of an optional.mp3 audio file may be specified by entering it into the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.
4. **Hotspot questions** consist of a graphic where the end-user must click on one or more areas of the graphic to indicate the correct response.



- a. To create a hotspot question, click **Create > Segment > Question > Hotspot**.

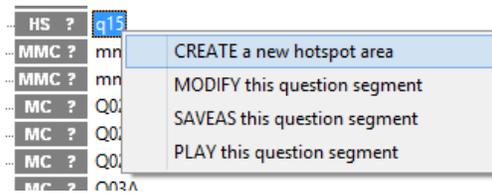


The "Create New Hotspot Question" dialog box will appear.

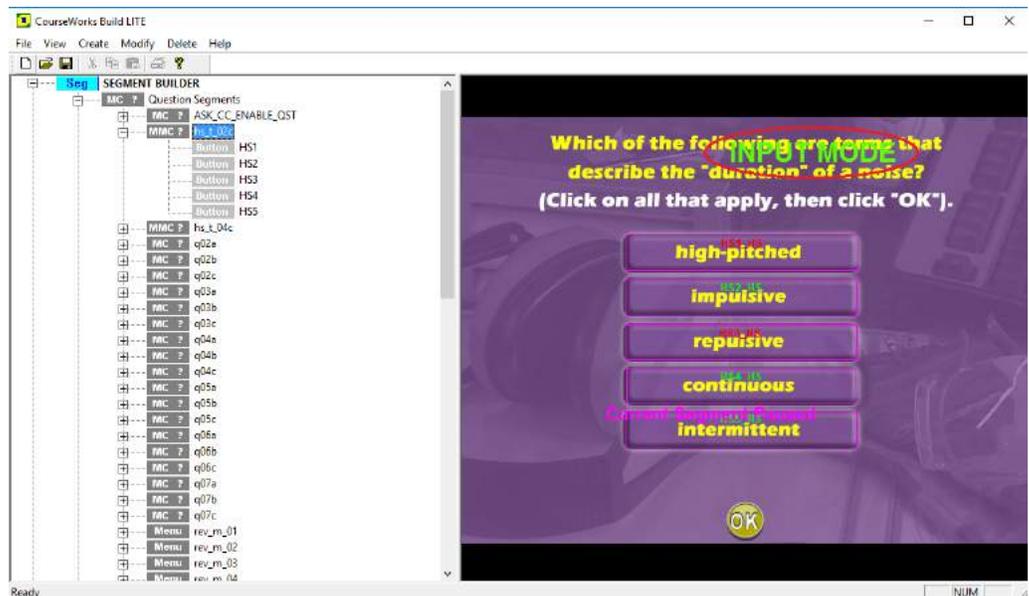


- i. A "Hotspot Question Segment ID" must be entered that will uniquely identify this segment.
- ii. Select a module ID from the "Associated Module ID" list-box to support assessment testing.
**Assessment testing is described in the "Question Segment" section on page 29.*
- iii. If "Hotspot Display" is checked, the end-user will see a rectangular border around all hotspot areas.

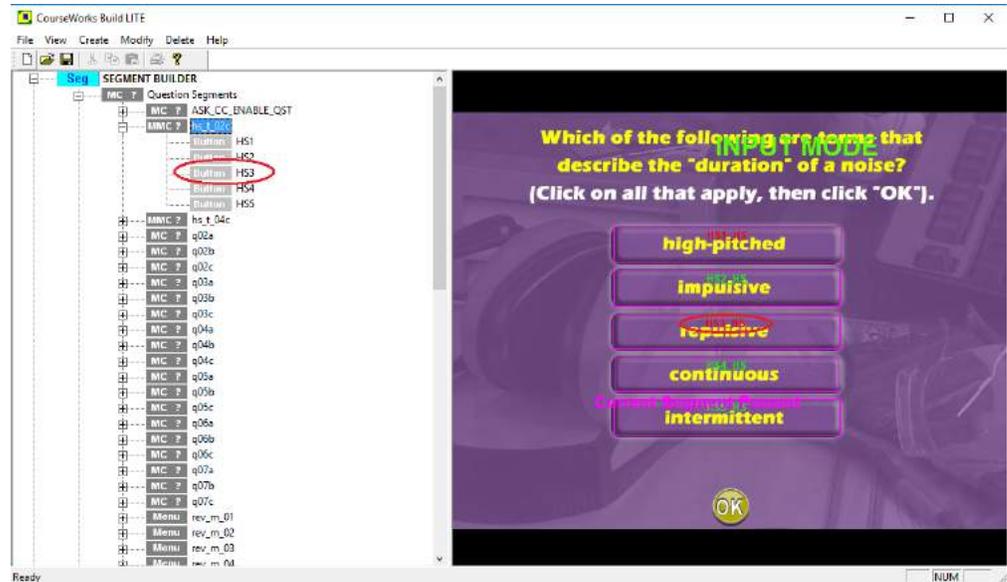
- iv. The location of a jpg graphic file must be specified in the "Browse for Content File" field.
 - v. The location of an optional.mp3 audio file may be specified by entering it into the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.
- b. A hotspot is an area on the image that provides feedback when clicked on by the end-user. Up to twelve hotspot areas are allowed per hotspot question:
- c. To create a hotspot area, right-click on the **question node** > **CREATE** a new hotspot area.



- d. Clicking on this option puts the playback engine into editing mode, indicated by the 'INPUT MODE' display:

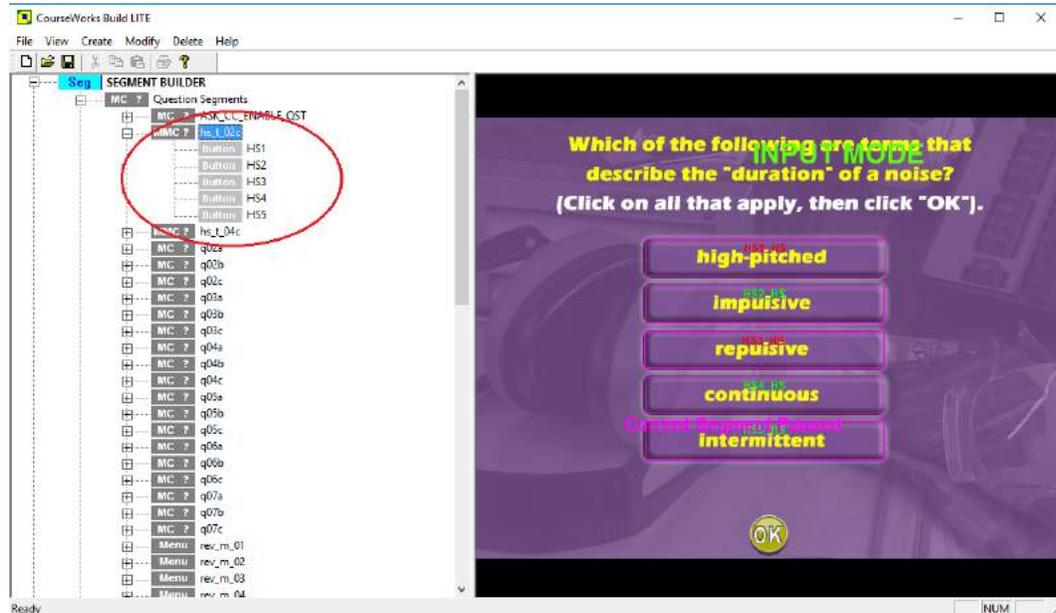


- e. While holding the left mouse button down at a position on the image on the right side of Build, move the mouse over an area that is to be designated a hotspot area. A **red** rectangular border with a **red** label will be drawn to provide feedback to the author:

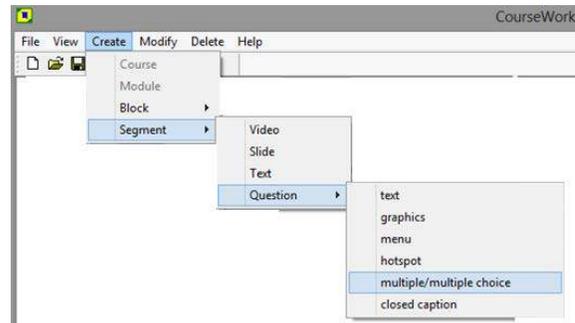


f. A hot spot area is automatically labeled HSx_HS with a red border on the right side of the Build screen and a new button node labeled HSx is added to the SEGMENT BUILDER tree on the left side of the screen (where 'x' represents the hot spot number).

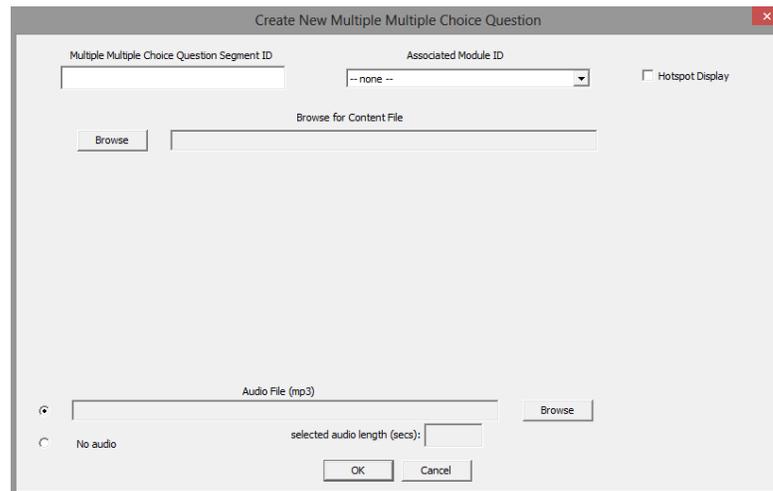
5. **Multiple/Multiple Choice questions** present a graphic question where the end-user must click on multiple areas of the graphic to indicate the correct response.



- a. To create a multiple/multiple choice question, click on **Create > Segment > Question > Multiple/multiple choice**.



The "Create New Multiple/Multiple Choice Question" dialog box will appear.

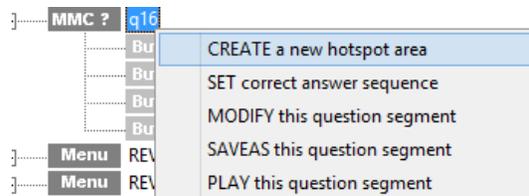


- i. A "Multiple/Multiple Choice Question Segment ID" must be entered that will uniquely identify this segment.
- ii. Select a module ID from the "Associated Module ID" list-box to support assessment testing.
**Assessment testing is described in the section on "Question Segments" on page 29.*
- iii. If "Hotspot Display" is checked, the end-user will see a rectangular border around all hotspot areas.
- iv. The location of a jpg graphic file must be specified in the "Browse for Content File" field.

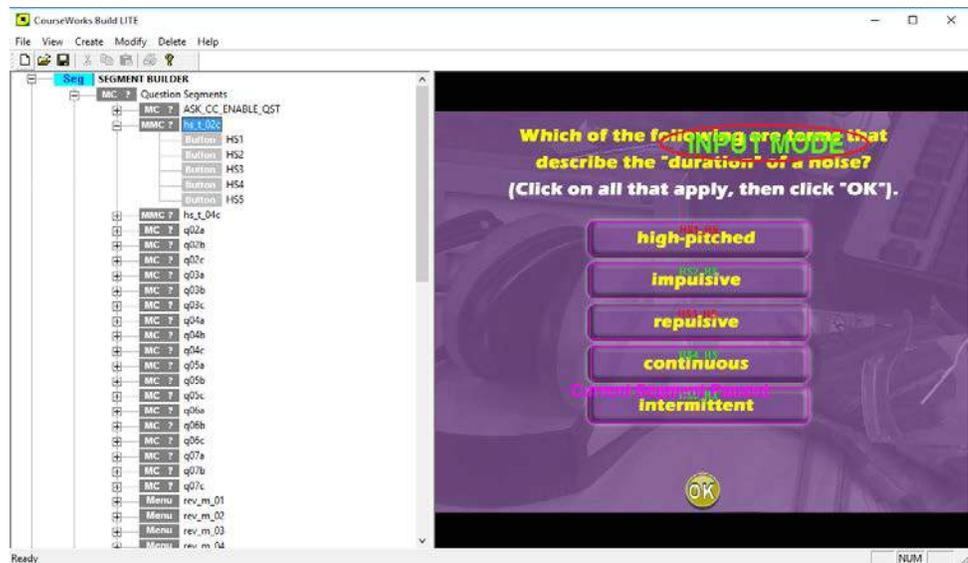
- v. The location of an optional mp3 audio file may be specified in the "Audio File" field. Once the file has been selected, the length of the audio file will be displayed in the "selected audio length" window (in seconds) as an aid to the author.

A "hotspot" is an area on an image that provides feedback when it is clicked on by the end-user. Up to twelve hotspot areas are permitted per multiple/multiple choice question or sequential/multiple choice question.

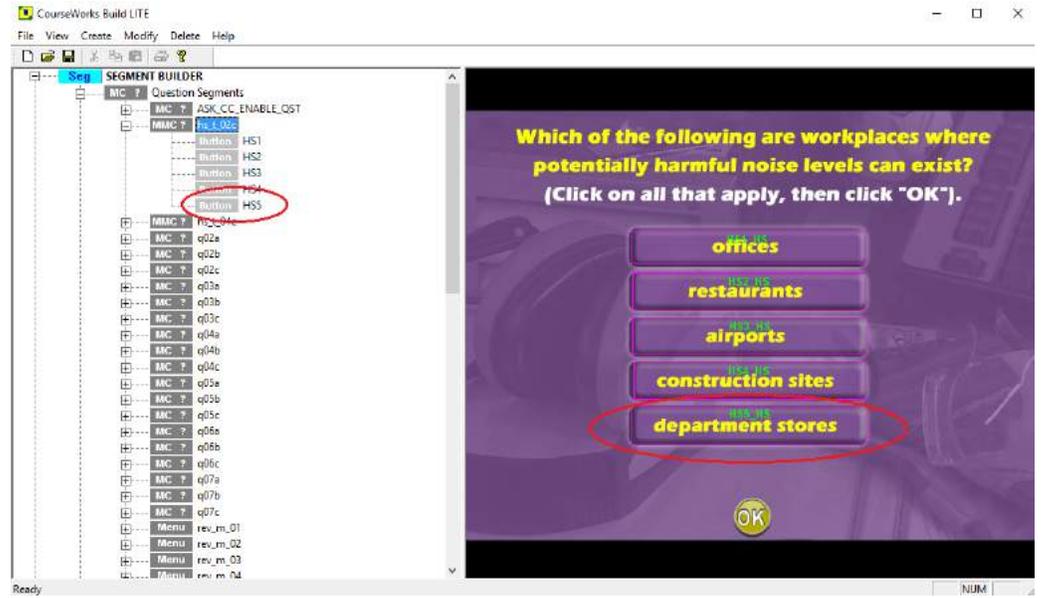
- a. To create a new hotspot area, right-click on the **question node > CREATE a new hotspot area**.



- b. Clicking on this option puts the playback engine into editing mode, indicated by the 'INPUT MODE' display:

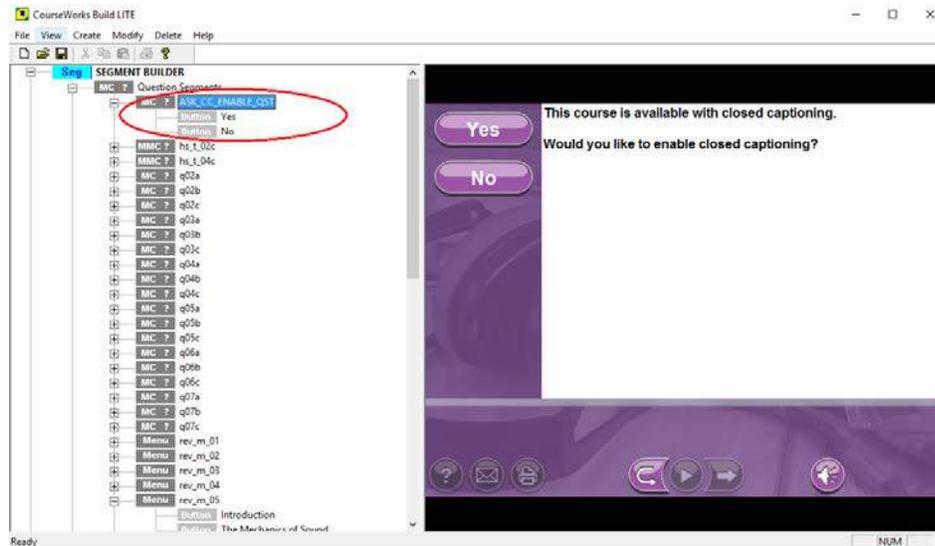


- c. While holding the left mouse button down at a position on the image on the right side of the Build screen, move the mouse over an area that is to be designated a hotspot area. A **red** rectangular border with a **red** label will be drawn to provide feedback to the author:

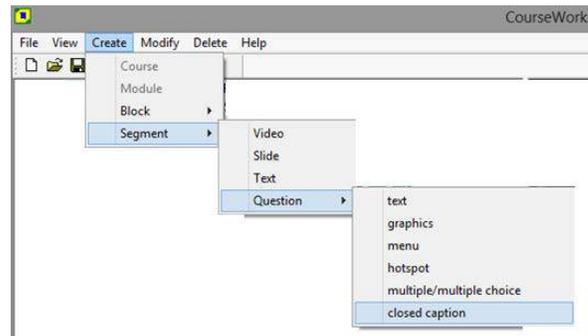


d. The hotspot area is automatically labeled HSx_HS with a red border and a new button node labeled HSx is added to the SEGMENT BUILDER tree on the left side (where 'x' represents the hotspot number).

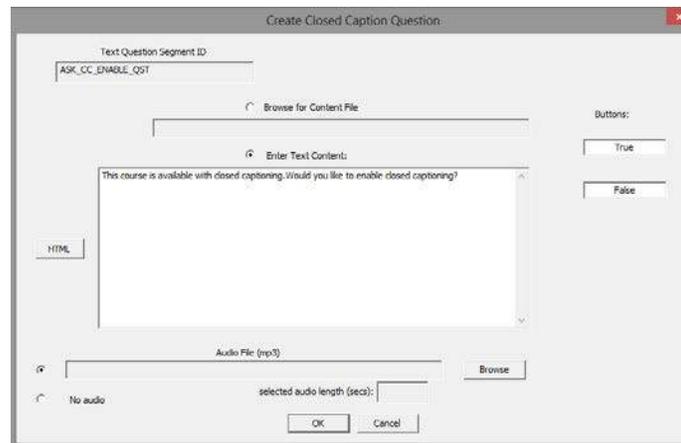
6. The "Closed Caption Question" is used by courses that have authored closed captioning to be shown with video segments. This question type can only be used one time in each course. Once the question has been used this menu option becomes greyed out and is no longer available.



- a. To create the closed caption question, click **Create > Segment > Question > Closed caption**.



The "Create Closed Caption Question" dialog box will appear.



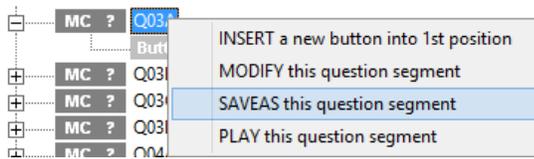
- i. The closed caption question ID is pre-defined and entered in the "Test Question Segment ID" field by Build, and cannot be changed.
- ii. If "Browse for Content File" is selected, the location of an HTML document file must be specified.
- iii. If "Enter Text Content" is selected instead, text can be typed directly into the window. Clicking the "HTML" button will display the "Font" dialog where the various font attributes can be set for the text in the "Button" fields. The window is pre-populated with a standard question that can be changed as needed.
- iv. There are two response buttons that have been pre-populated down the right side of the dialog box. The text can be changed as needed.

- v. The location of an optional mp3 audio file may be specified by entering it in the "Audio File" field. Once the file has been selected, the time length of the audio file will be displayed in the 'selected audio length' window as an aid to the author.

Creating a Segment with the SaveAs Function

The "SAVEAS this question segment" option that appears on the segment node submenu allows the author to make a copy of the current segment then make minor changes to the question to create a new question, in order to expedite the authoring process. A new Segment ID must be assigned in order to complete the "SAVEAS" operation.

1. To get this submenu to use the "SAVEAS" function, right click on a **segment node > SAVEAS this question segment**.

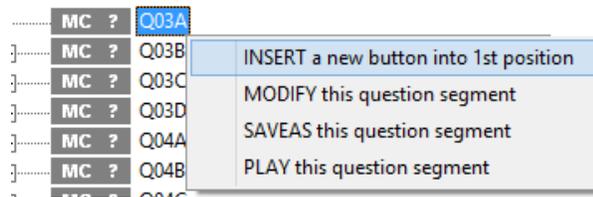


The "SaveAs Text Question" dialog box will appear. **Click OK** to save the segment.

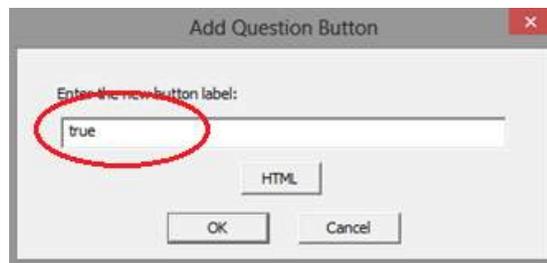
Adding Answer Buttons to Questions

Answer Buttons appear on the side of the question for the end-user to click to answer the question. They may also be words that come up on the screen for review menus. Each type of question has different types of answer buttons. Text and Graphic Questions can accommodate up to six button responses which appear on the left-hand side of the question window.

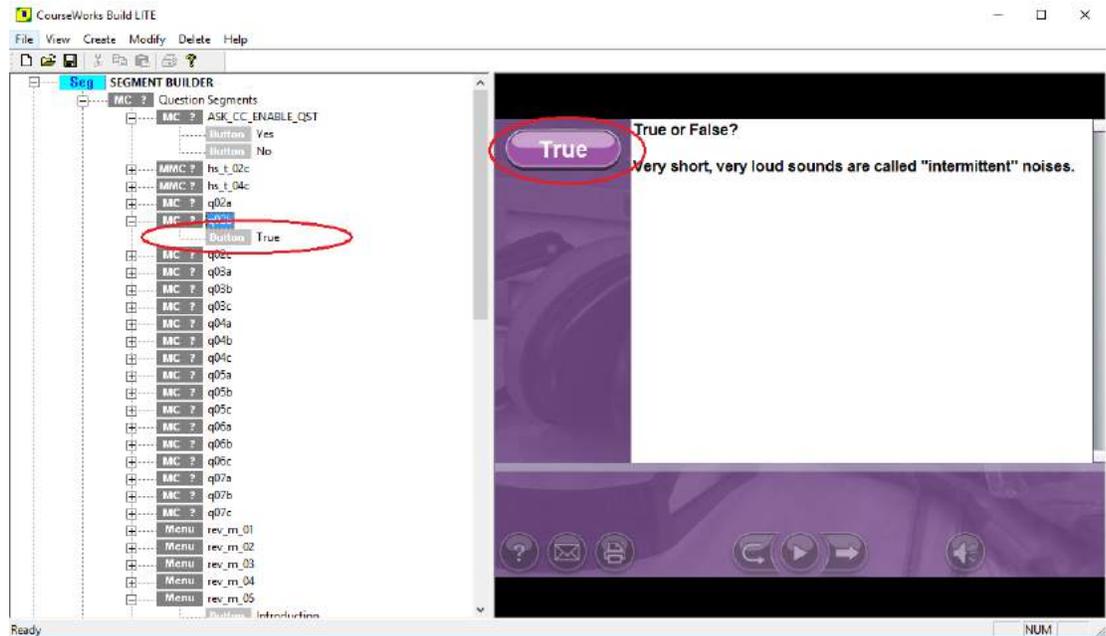
1. To add a button, right-click on the question **node > INSERT a new button into 1st position.**



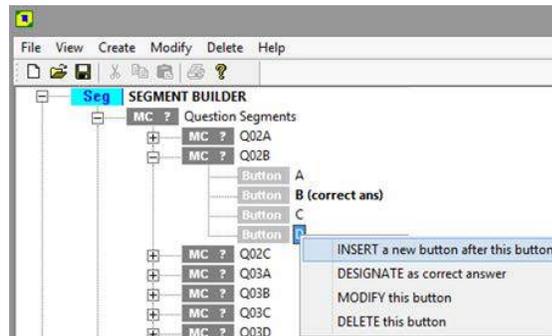
The "Add Question Button" dialog box will appear.



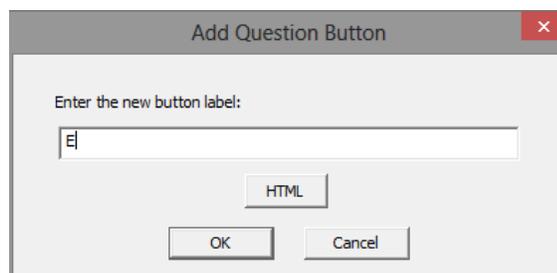
2. The button will be displayed as a button node in the SEGMENT BUILDER tree on the playback engine side of the screen. The font attributes of the button label can be set by clicking the 'HTML' button.



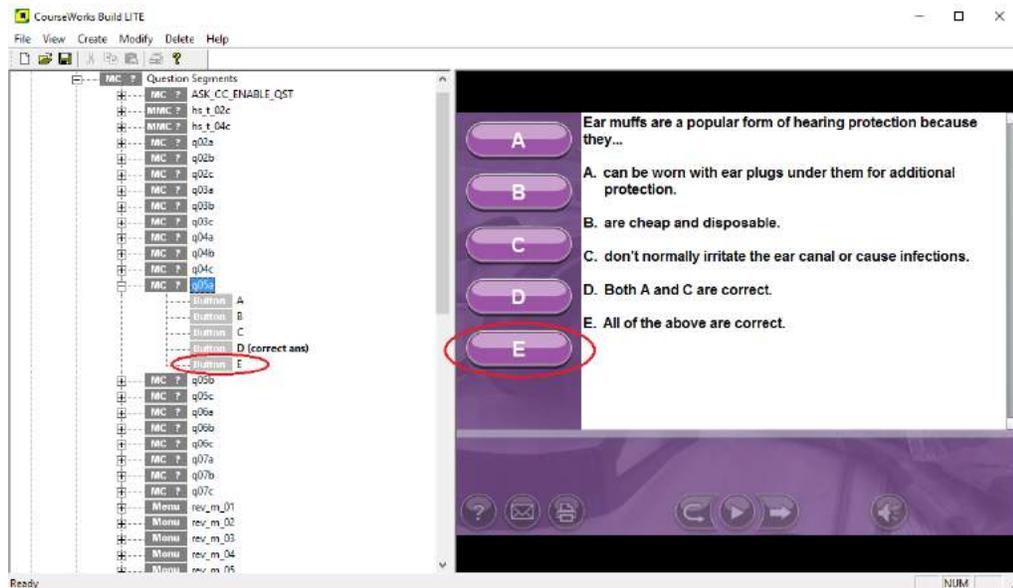
- To add another button to the list, right-click on the button that would come BEFORE the new button > INSERT a new button after this button.



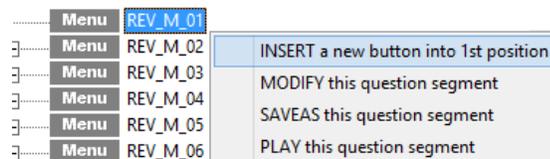
- The button will be displayed as a button node in the SEGMENT BUILDER tree as well as on the playback engine side of the screen. The font attributes of the button label can be set by clicking the 'HTML' button:



The new button will appear in the question.



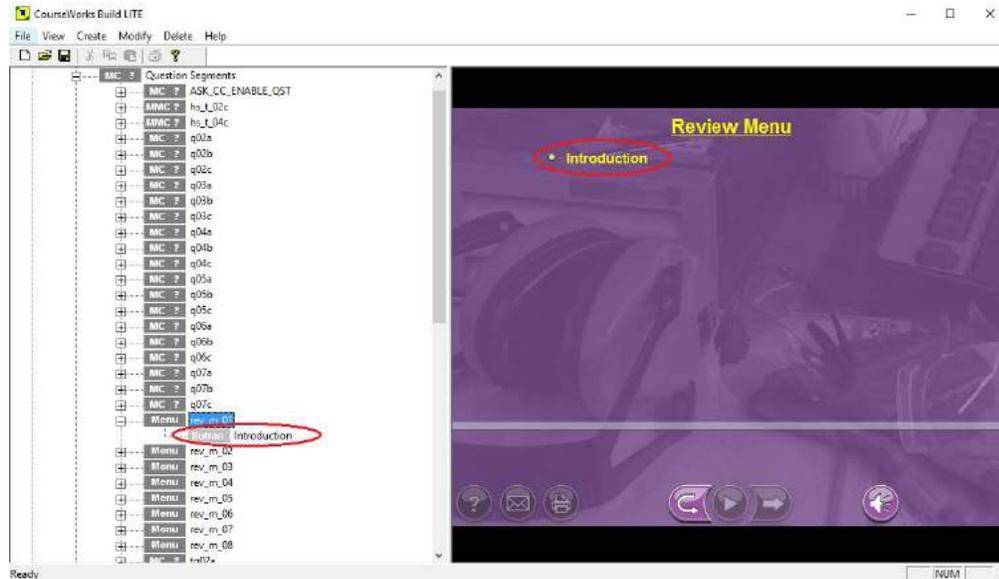
- "Menu buttons" can to be added by right-clicking on a **question node > INSERT a new button into 1st position.** Menu questions are permitted to have up to eight button "responses".



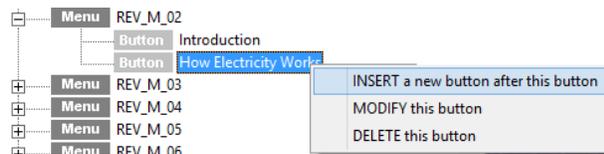
The "Add Question Button" dialog box will appear.



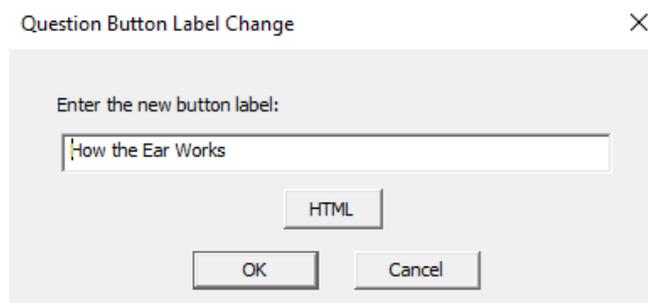
- The button will be displayed as a button node in the SEGMENT BUILDER tree and displayed on the playback engine side. The font attributes of the button label can be set by clicking the 'HTML' button.



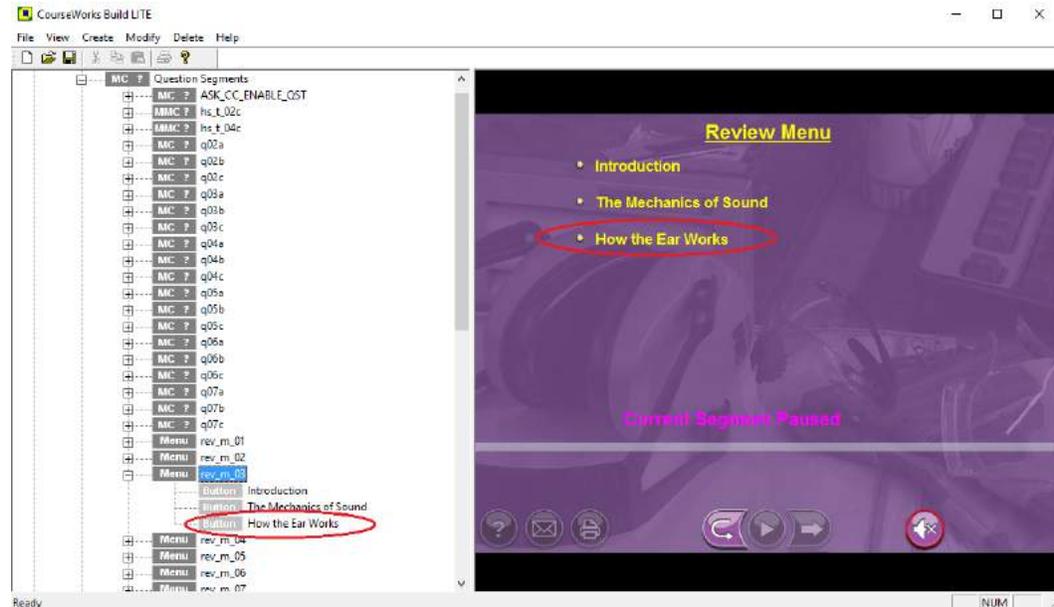
- To add another button after the first button (and for any buttons after that), right click on the **button node** > **INSERT a new button after this button**.



The "Add Question Button" dialog box will appear.



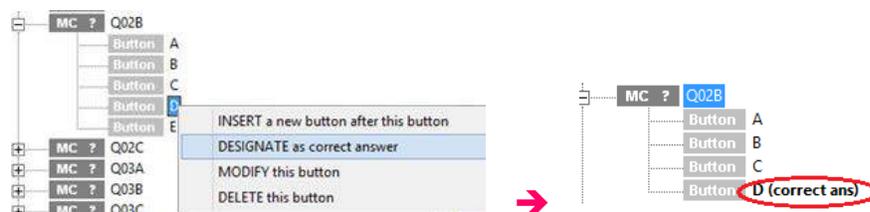
The new "menu button" will be added to the Review Menu.



Designating a Correct Answer

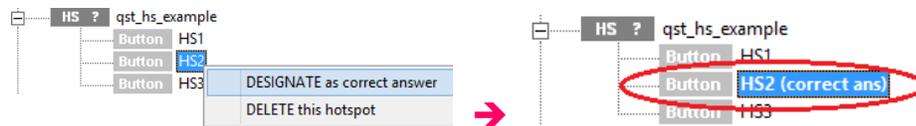
A question needs to have a correct answer designated in order for it to work properly in the course or to be included in the pretest/posttest/assessment test pool. The designated button label will become bolded and will be appended with the message "(correct ans)".

1. To designate a correct answer for text and graphic questions, right click on the **question node > DESIGNATE as correct answer**.

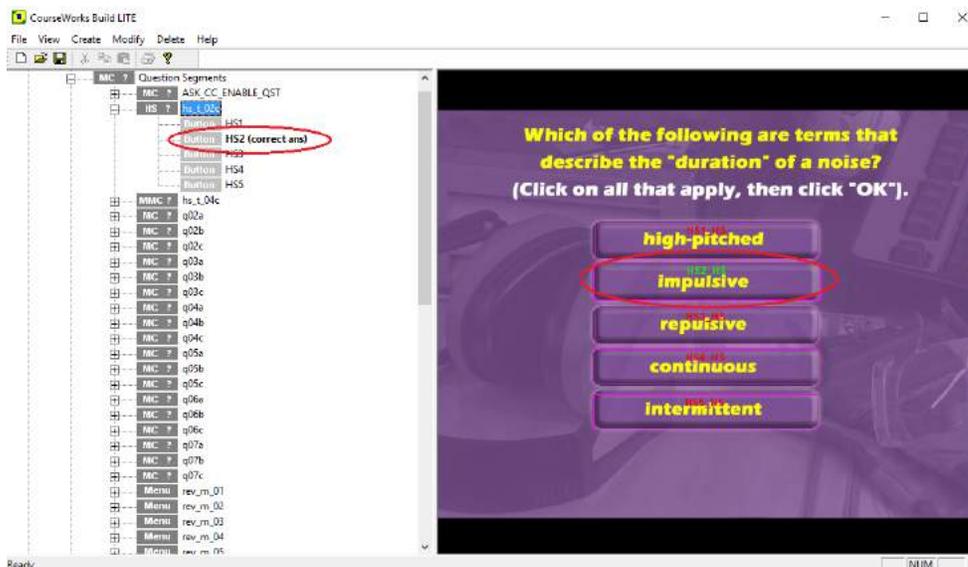
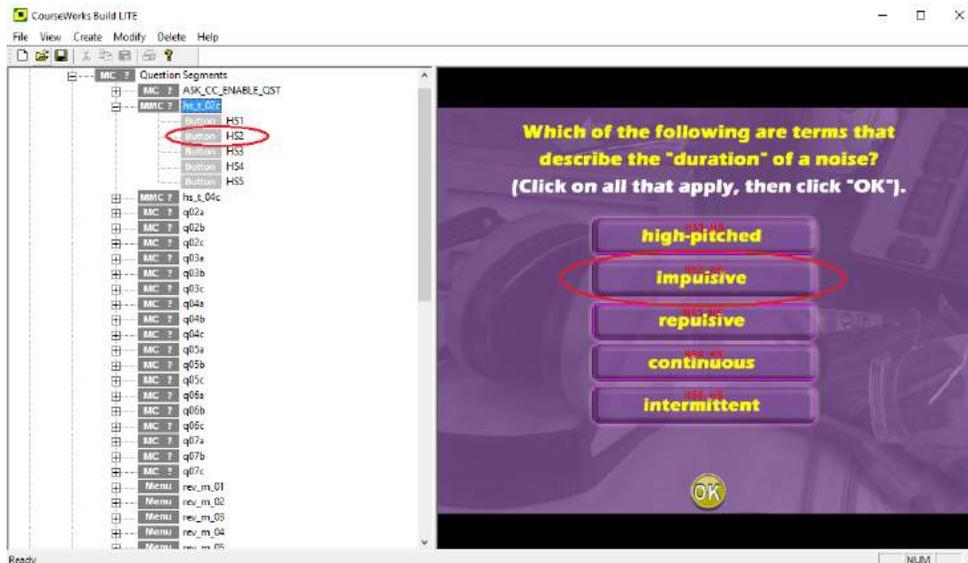


Text questions and graphic questions can only have one correct answer.

2. To designate a correct answer for a hotspot question, right click on the **question node > DESIGNATE as correct answer**.



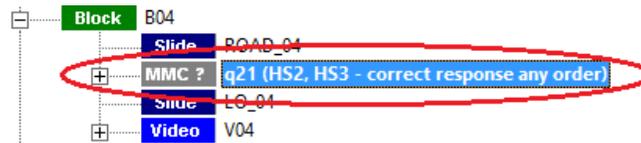
A designation of "(correct answer)" will be appended to the designated answer button. In addition, the label for the hotspot area on the right side of the Build screen will change from **red** to **green**. There can be only one correct answer for this type of question.



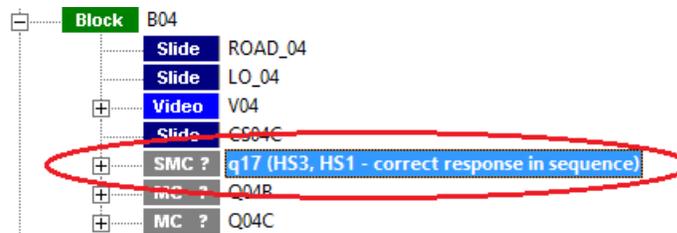
3. Because of the unique nature of multiple/multiple choice questions **MMC ?** and sequential/multiple choice questions **SMC ?**, there is additional information displayed next to the question ID label as an authoring aid, highlighting the correct answer response:



Note: This is a visual reminder to the author that the answer sequence still needs to be set for this sequential/multiple choice question.



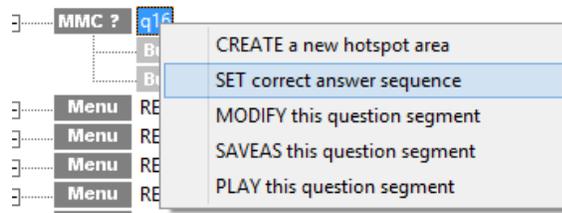
Note: This is a visual reminder to the author as to what the correct hotspot areas are and that the responses can be given in any order for this multiple/multiple choice question.



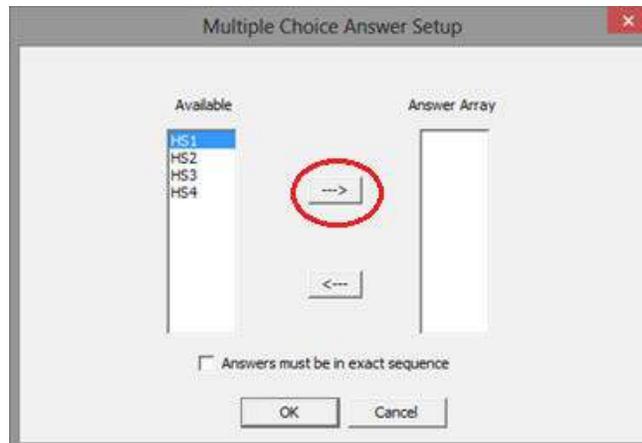
Note: This is a visual reminder to the author as to what the correct hotspot areas are and that the responses must be in sequence for this sequential/multiple choice question.

4. To set the correct answer sequence for multiple/multiple choice questions, right click on the **question node > SET correct answer sequence.**

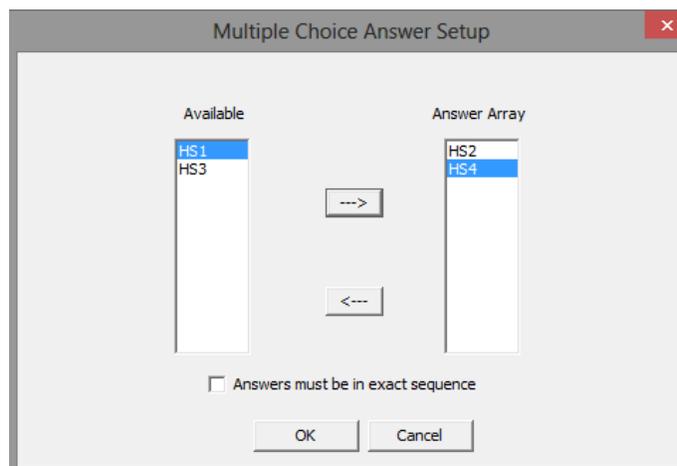
Note: There must be at least 2 hotspot areas defined in order to enable this option.



The "Multiple Choice Answer Setup" dialog box will appear.



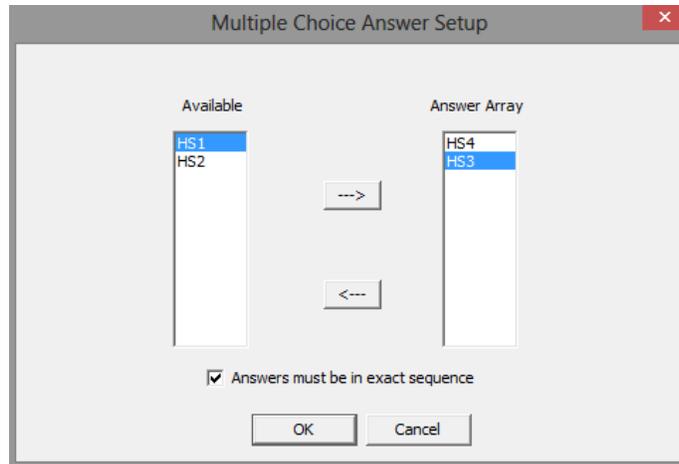
5. The available hotspot responses are in the left column. To create the answer array, highlight each available response and click on the '**→**' button:



In the above example, hotspot areas 2 and 4 represent the correct response and can be answered in either order. This is a multiple/multiple choice question.

If the answers must be selected in a specific order, the "Answers must be in exact sequence" checkbox must be checked. This is a sequential/multiple choice question.

To properly set up the question, available answers must be moved to the "Answer Array" in the order (from first to last) in which they must be selected by the end user when answering the question correctly.



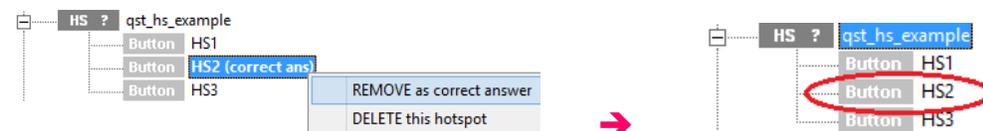
In the above example, hotspot areas 4 and 3 represent the correct response and must be selected in that exact order.

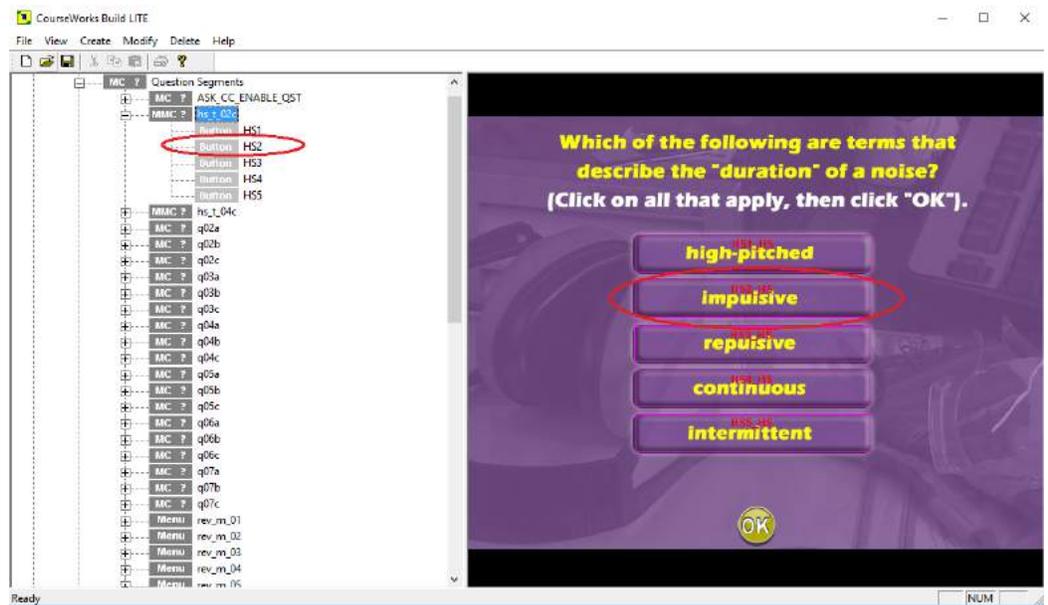
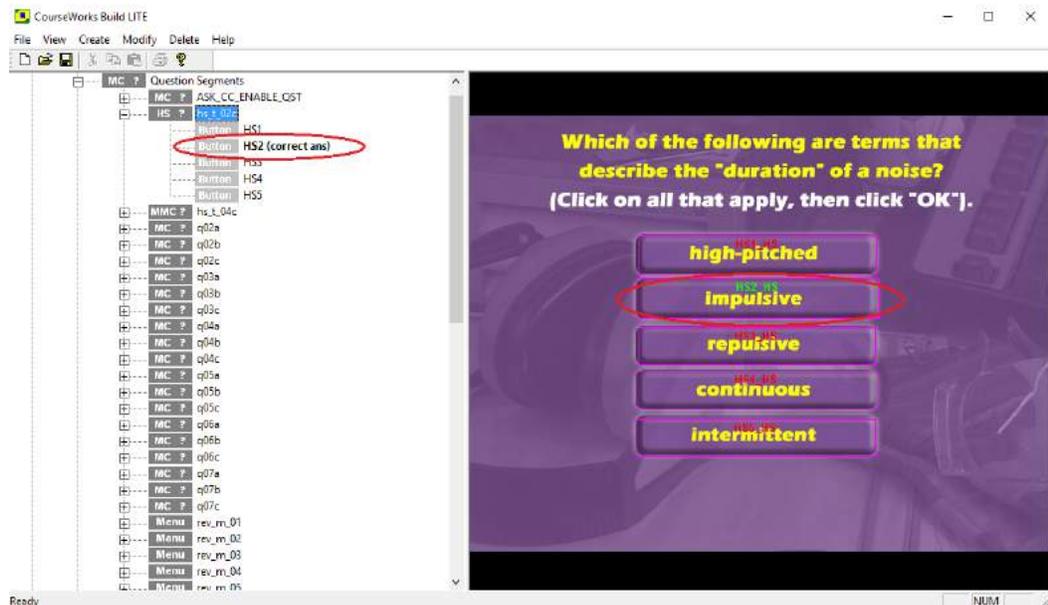
Removing a Correct Answer

1. To remove a button's designation as the correct answer, select either a different button as the correct answer or right-click on the **button 'REMOVE as correct answer'**:

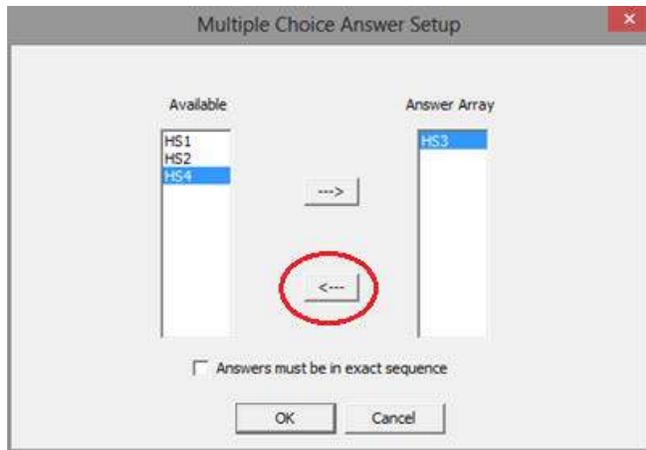


When removing a correct answer on hotspot questions, the label for the hotspot area on the right side of the Build screen will change back to **red** from **green**:

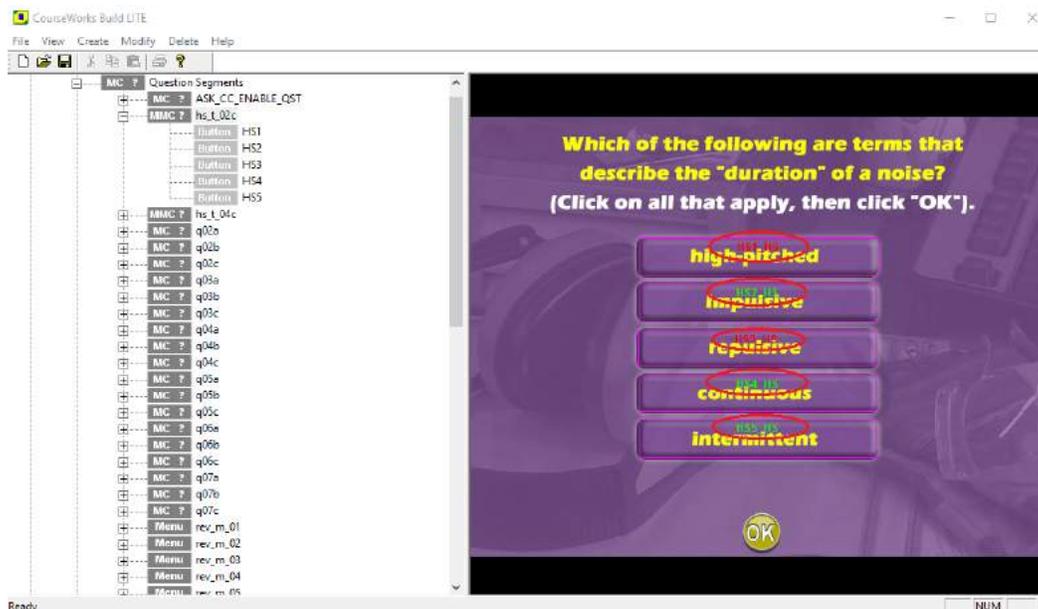




2. If a response needs to be removed from the answer array for a multiple/multiple choice question, **highlight the response to remove in the 'Answer Array'** and click the '**←**' button:

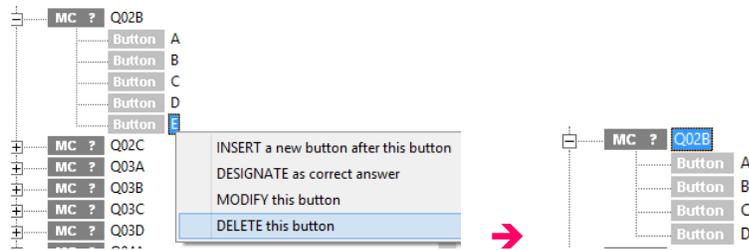


Correct responses are indicated by **green** labeling and incorrect responses are indicated by **red** labeling in the playback engine on the right side of the Build screen.

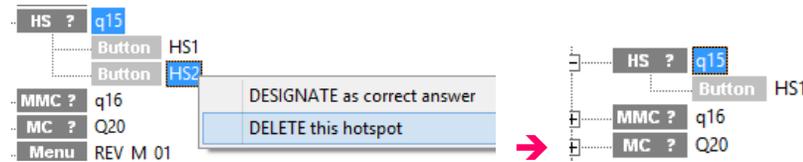


Deleting a Button

1. If a button is no longer needed or was added incorrectly, the author has the option to remove the button. To remove a question button, right click on the **button** > **DELETE this button**.



2. Removing a button from a hotspot question is done similarly, right click on the **button** > **DELETE this hotspot**.



Inserting a Segment

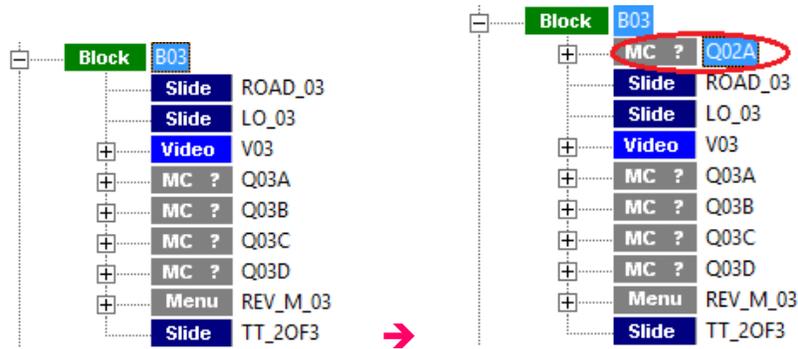
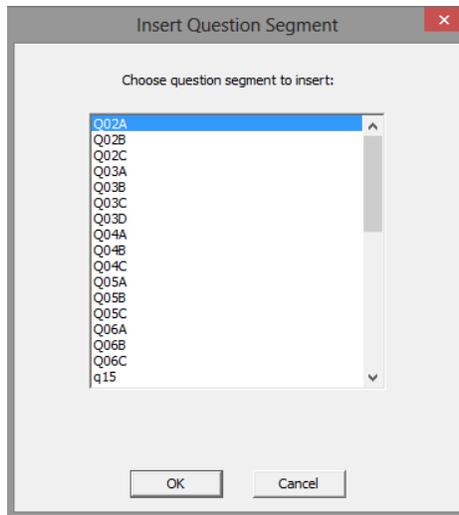
1. To insert a segment into the current block, right click on the **block node** > **INSERT a segment into block 1st position**.



2. To insert a question into a block, right click on the block node > **INSERT a segment into block 1st position** > **insert QUESTION segment**.



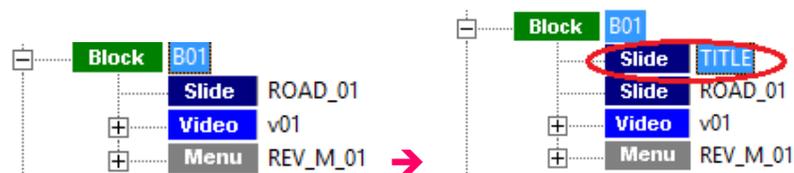
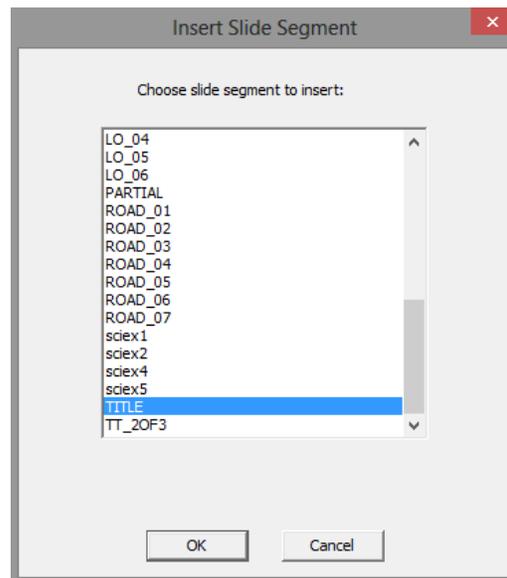
The "Insert Question Segment" dialog box will appear.



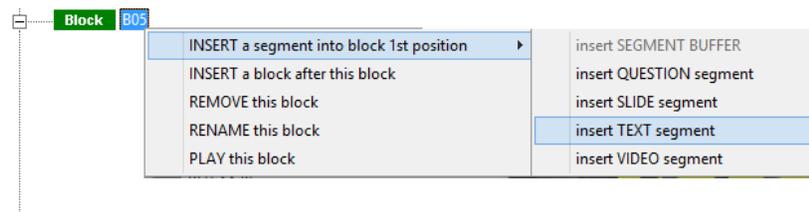
- To insert a slide into a block, right-click on the block node > INSERT a segment into block 1st position > insert SLIDE segment.



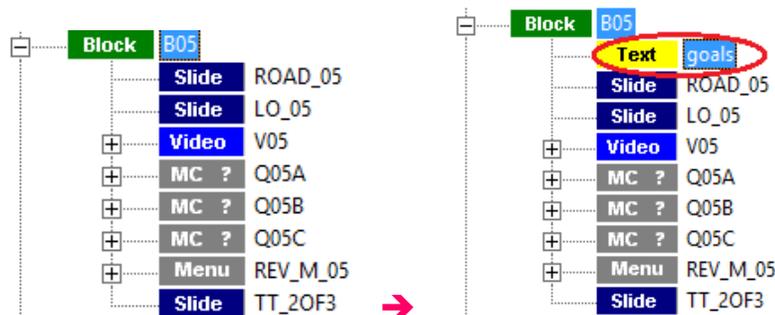
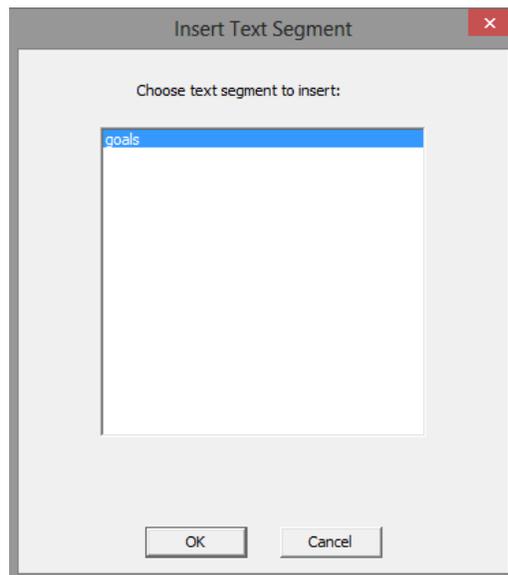
The "Insert Slide Segment" dialog box will appear.



4. To insert a text segment into a block, right-click on the block node > INSERT a segment into block 1st position > insert TEXT segment.



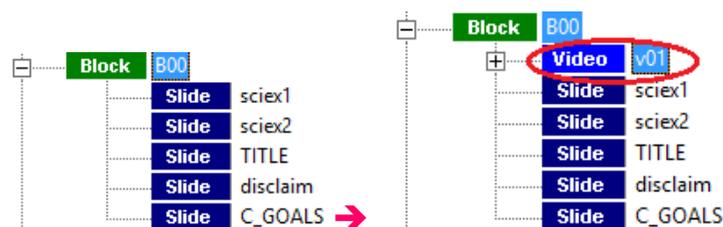
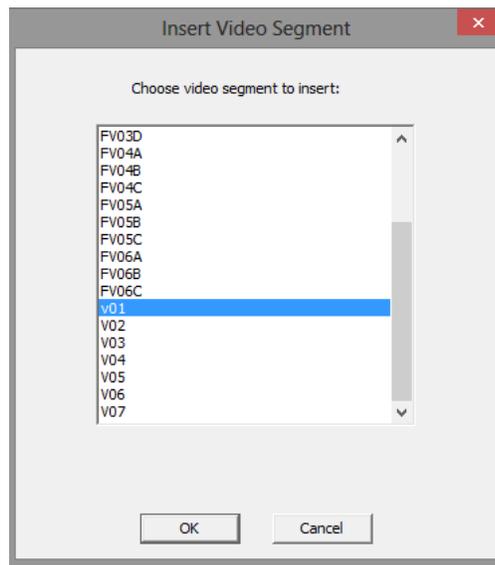
The "Insert Text Segment" dialog box will appear.



5. To insert a video segment into a block, right-click on the block node > INSERT a segment into block 1st position > insert VIDEO segment.



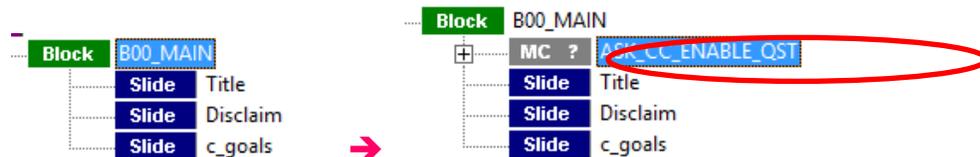
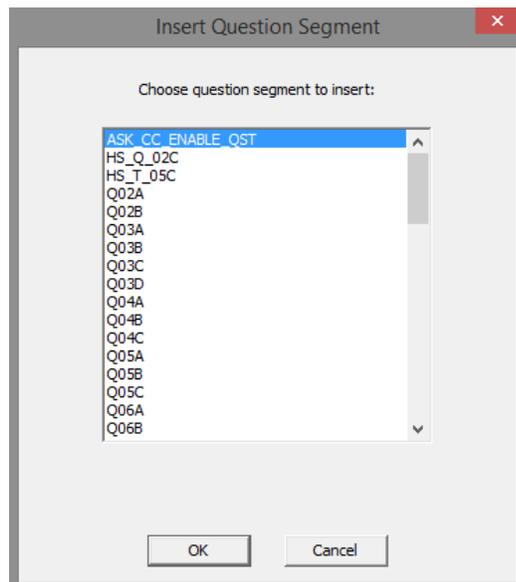
The "insert Video Segment" dialog box will appear.



- To insert the close caption question into the course to allow the option to have close captioning, right-click on the **block node** > **insert QUESTION segment** > **ASK_CC_ENABLE**.



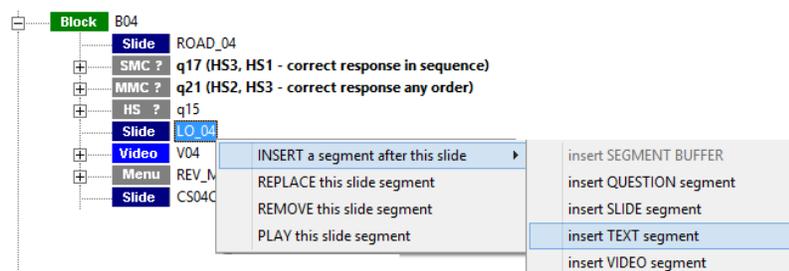
The "Insert Question Segment" dialog box will appear.

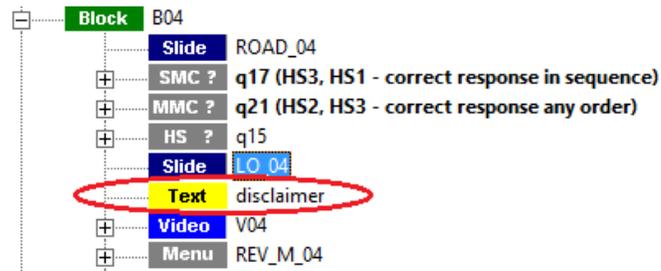


7. Inserting subsequent segments following the first one is done similarly to the way the first segment was inserted. Right clicking on the new segment brings up the submenu that gives the author a choice of inserting either a question, slide, text or video segment, or the contents of the "segment buffer" immediately following the current segment.

To insert a segment after a slide.

1. Right-click on the **slide segment** > **INSERT a segment after this slide**, then insert the type of segment or segment buffer.

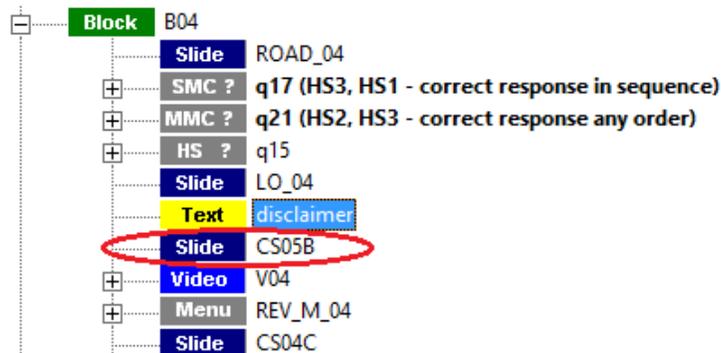
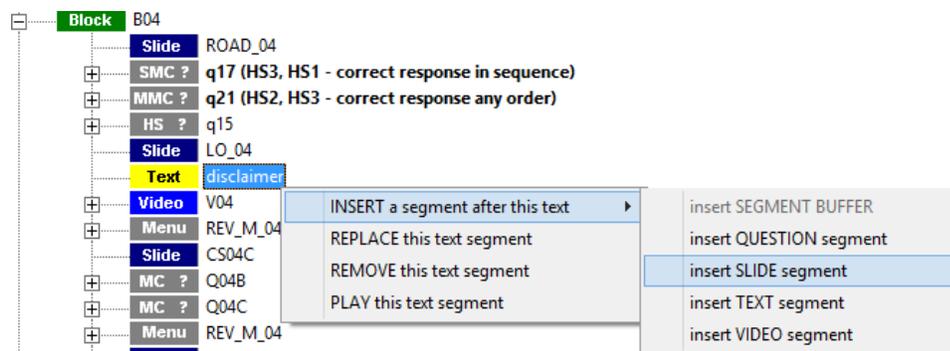




2. Repeat this step for all the segments that get inserted into the block.

To insert a segment after a text segment.

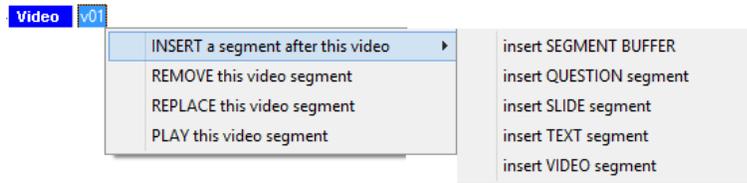
1. Right-click on the **text segment** > **INSERT a segment after this text**, then insert the type of segment or segment buffer.



2. Repeat this step for all segments that get inserted into the block.

To insert a segment after a video.

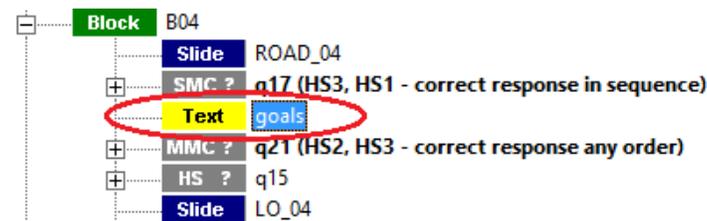
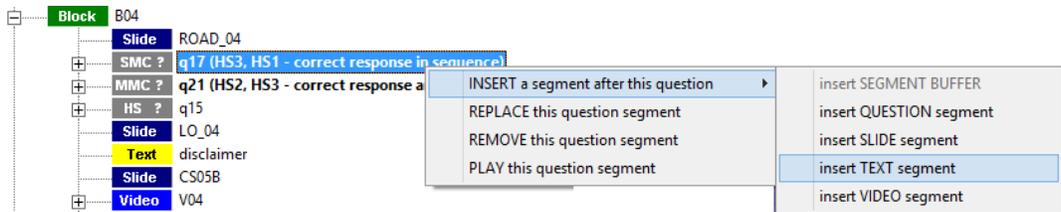
1. Right-click on the **video segment > INSERT a segment after this video**, then insert the type of segment or segment buffer.



2. Repeat this step for all segments that get inserted into the block.

To insert a segment after a question.

1. Right-click on the **question segment > INSERT a segment after this question**, then insert the type of segment or segment buffer.

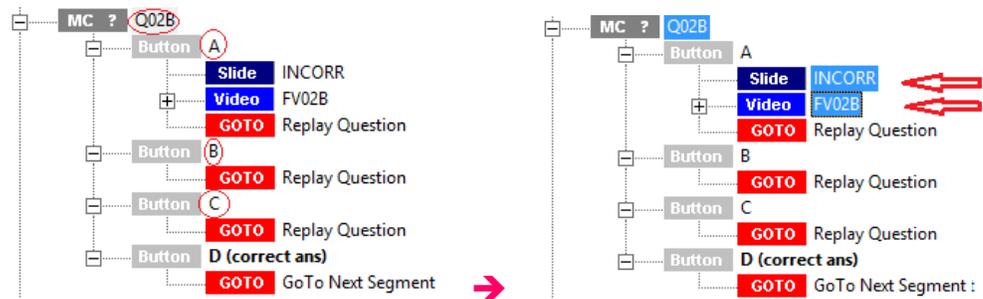


2. Repeat this step for all segments that get inserted into the block.

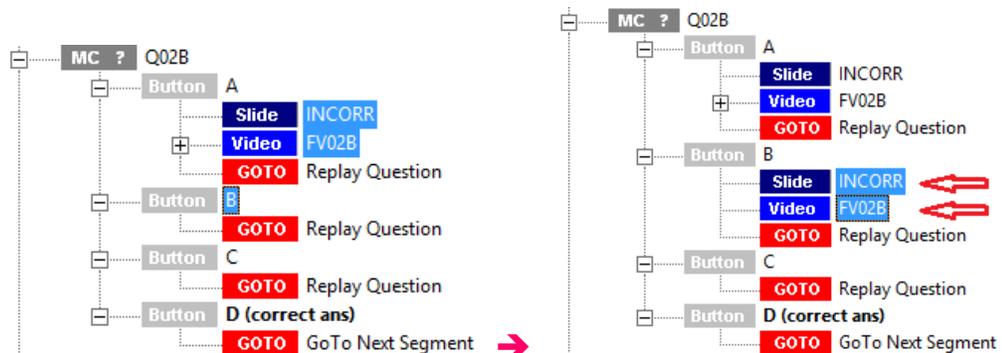
Segment Buffer

You can hold any number of text, slide, video or question segments that you may want to reuse in other sections of the course by copying them into the "segment buffer".

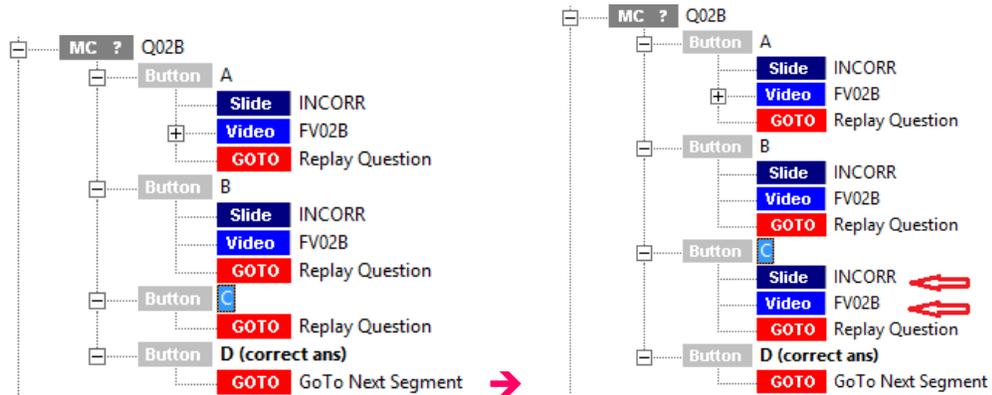
1. To copy one or more segments into the segment buffer, hold down the CTRL key and click on all of the segments that are to be put into the buffer.
 - a. For example, the following question segment (Q02B) has four button responses, three of which are incorrect responses (buttons A, B and C). To quickly copy the review segments from button A into buttons B and C:
 - b. Simultaneously hold down the CTRL key
 - c. Left-click on the slide segment (INCORR)
 - d. Left-click on the video segment (FV02B)
 - e. Release the CTRL key. Segments that have been placed into the buffer will then be highlighted:



2. In order to paste the contents of the segment buffer into the desired location, right-click at the node where the buffer contents are to be placed and choose the menu option 'insert SEGMENT BUFFER'. In this example, right-click on button B and choose 'insert SEGMENT BUFFER':



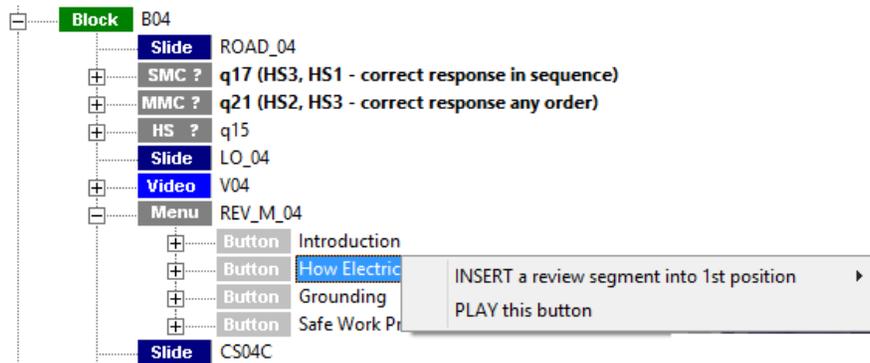
- Repeat this process for button C by right-clicking on **button C** and choosing 'insert SEGMENT BUFFER':



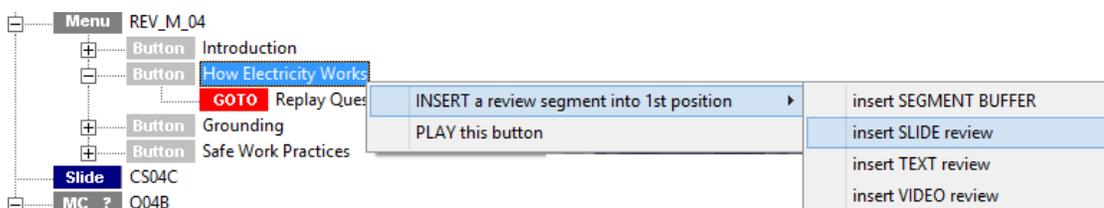
Inserting a Review Segment

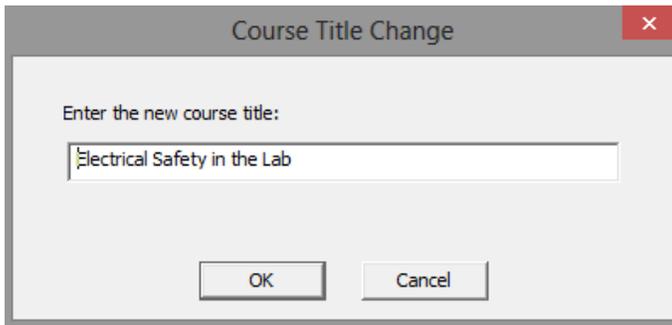
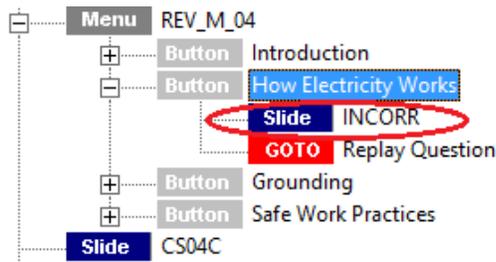
A review segment is a segment that is attached to a question button, such as an incorrect screen, to provide feedback video associated with a question. There is no limit on how many review segments a button can have. Both incorrect and correct answers can have review segment attached to them.

- To insert a review segment, right click on the button > INSERT a review segment into 1st position.



The menu will display a submenu that gives the author a choice of inserting a video, text, or slide segment or the contents of the segment buffer into the button response (these menu options have been previously discussed in the section "Inserting a Segment").

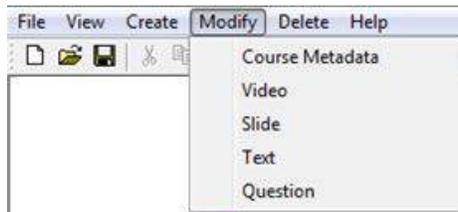




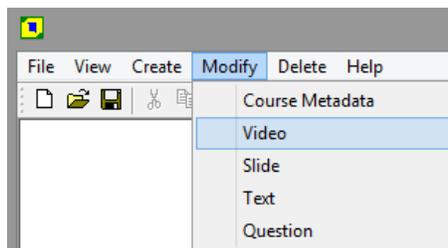
Modifying a Segment

Build allows for modification of any type of segment after it has been made. Modifications can be done to replace audio file, video file or slides if an incorrect one was selected or needs to be updated.

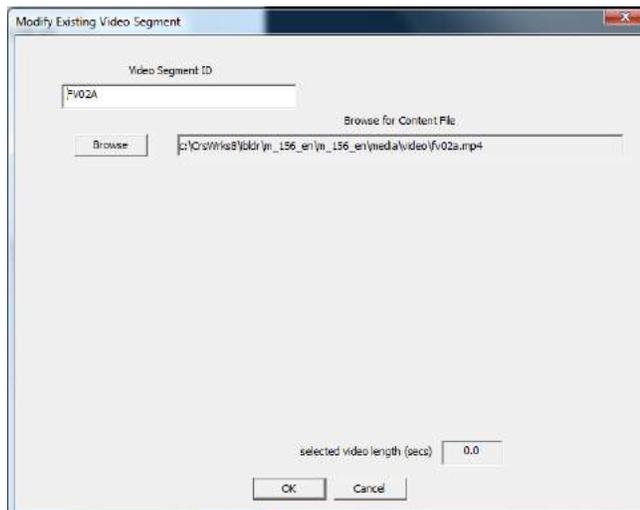
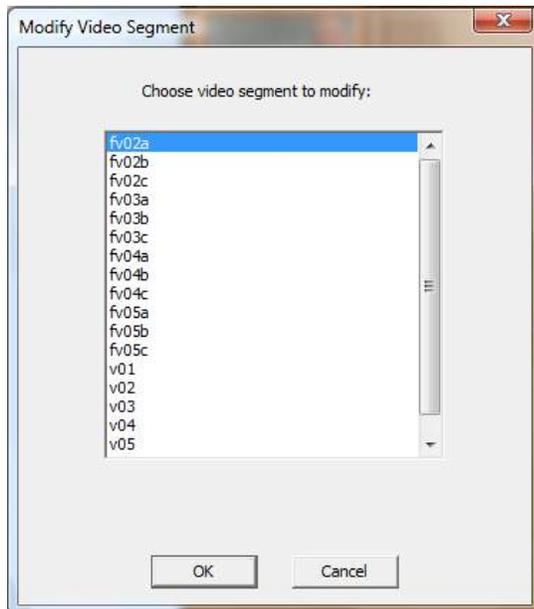
1. To modify a segment, click **Modify** and then select the type of segment that needs to be modified.



2. To modify a video segment, click **Video**.

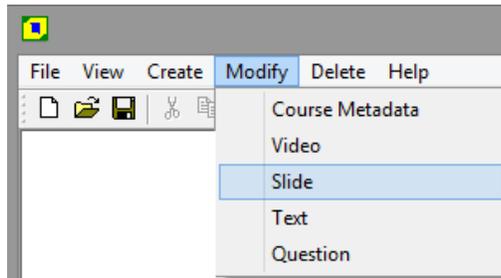


The "Modify Video Segment" dialog box will appear.

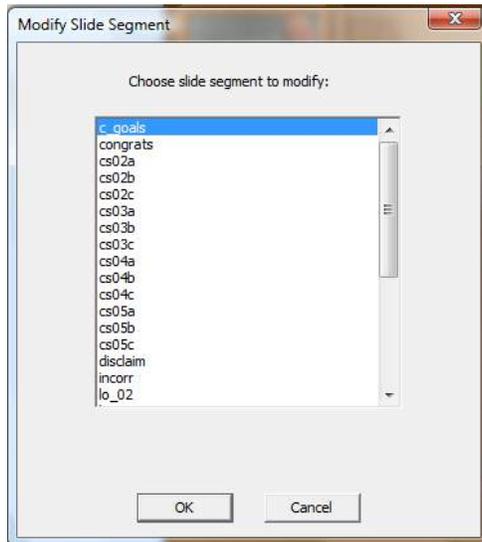


- a. Modify the video segment ID if necessary. All references to this segment will be automatically updated throughout the course logic tree.
- b. The location of the mp4 video file can be re-specified.

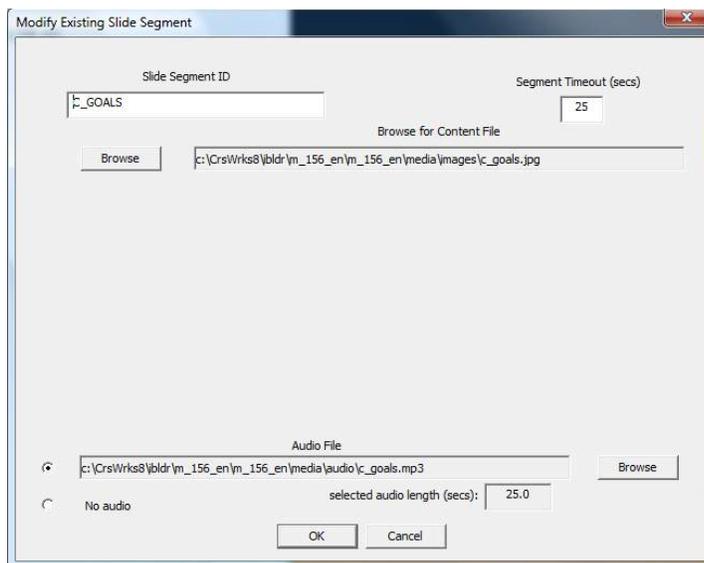
3. To modify a slide segment, click **Modify > Slide**.



The "Modify Slide Segment" dialog box will appear.

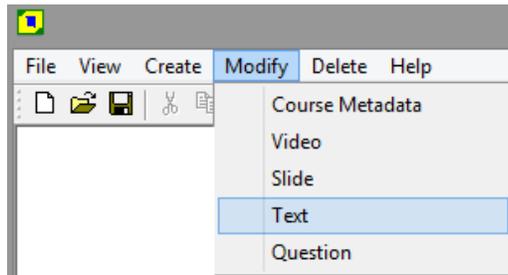


The "Modify Existing Slide Segment" dialog box will appear.

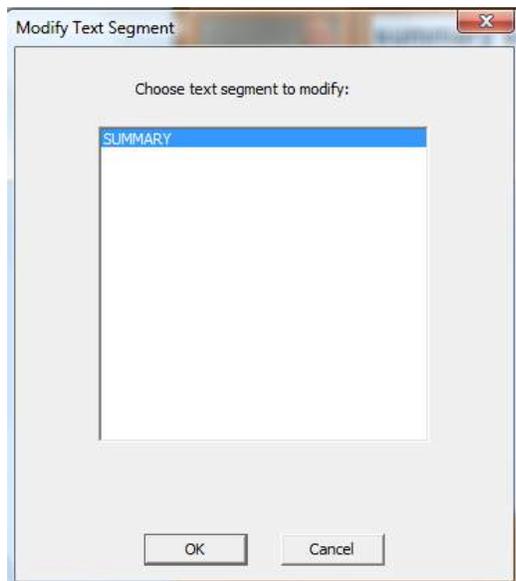


- a. Modify the slide segment ID if necessary. All references to this segment will be automatically updated throughout the Course Logic Tree.
- b. The location of the jpg graphic file can be re-specified.
- c. The segment timeout value can be re-specified.
- d. The audio mp3 file can be re-specified or audio can be disabled.

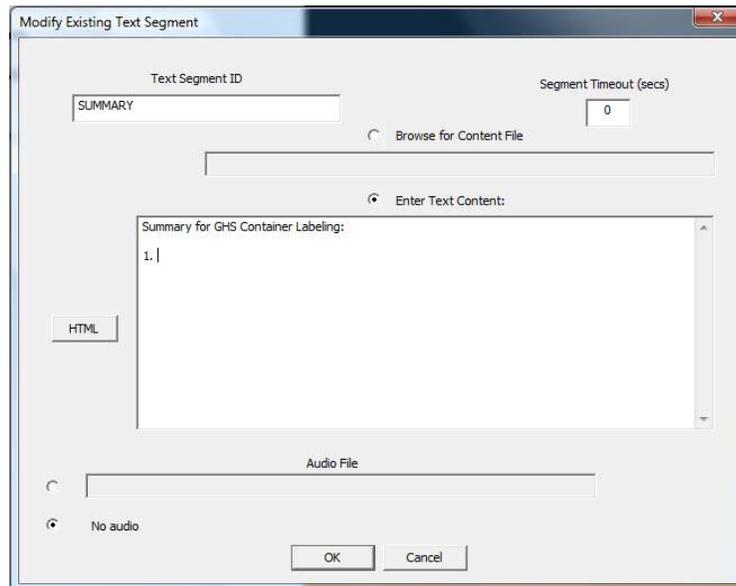
4. To modify a text segment, click **Modify > Text**.



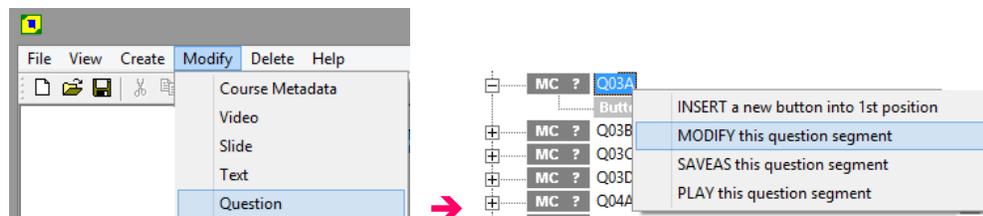
The "Modify Text Segment" dialog box will appear.



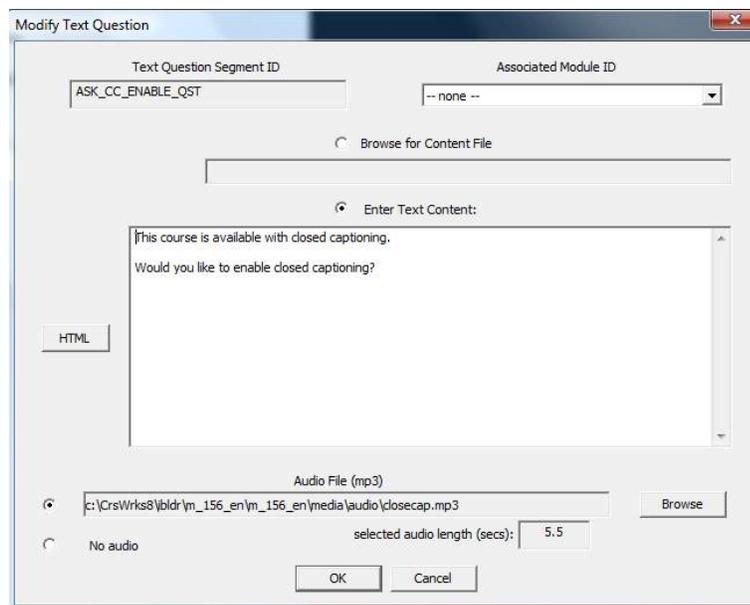
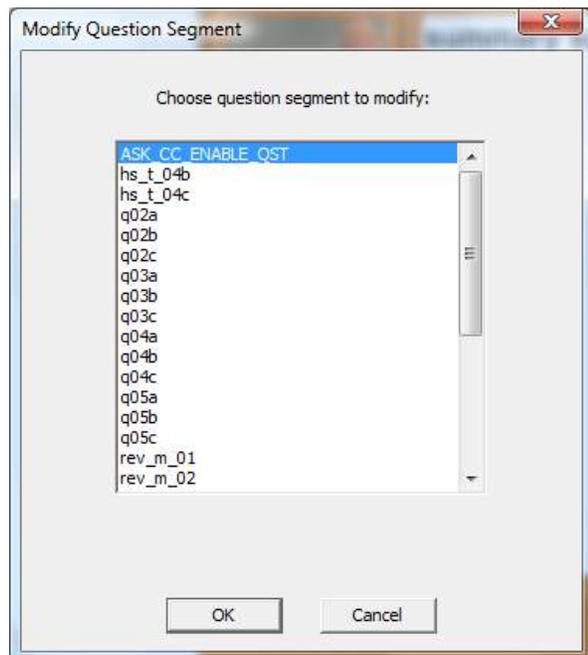
The "Modify Existing Text Segment" dialog box will appear.



- a. Modify the text segment ID if necessary. All references to this segment will be automatically updated throughout the Course Logic Tree.
 - b. The location of the HTML document file can be re-specified or text content can be added.
 - c. The segment timeout value can be re-specified.
 - d. The audio mp3 file can be re-specified or audio can be disabled.
5. To modify a question segment, click Modify > Question > MODIFY this question segment.

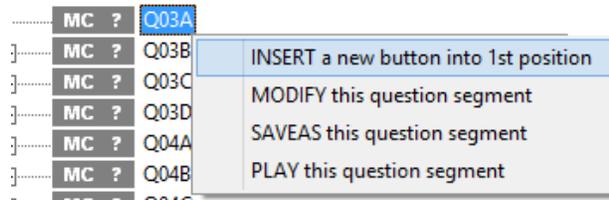


The "Modify Question Segment" dialog box will appear.

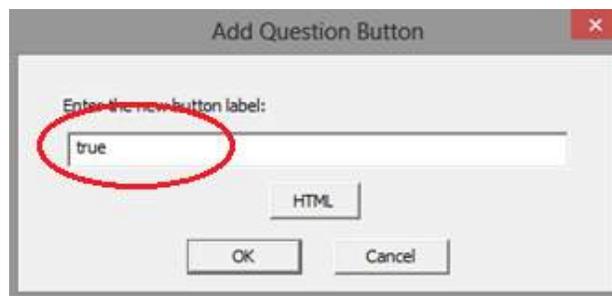


- a. Modify the question segment ID if necessary. All references to this segment will be automatically updated throughout the course logic tree.
- b. Depending on the question type, the appropriate file type can be re-specified.

- c. The associated module ID (that is used for assessment testing) can be re-specified.
 - d. The audio mp3 file can be re-specified or audio can be disabled.
6. If a new button needs to be added to a question, the only way to do it is to right-click on that **question node** > **INSERT a new button into 1st position**.



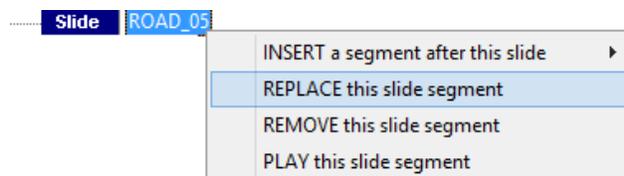
The "Add Question Button" dialog box will appear.



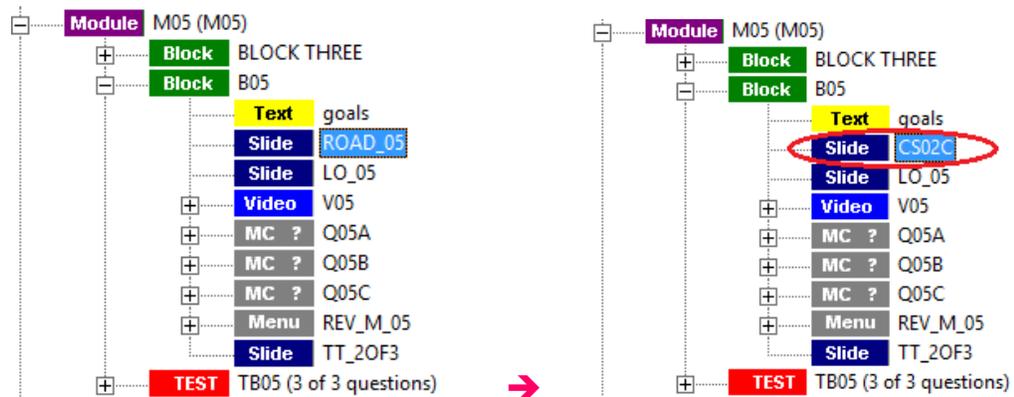
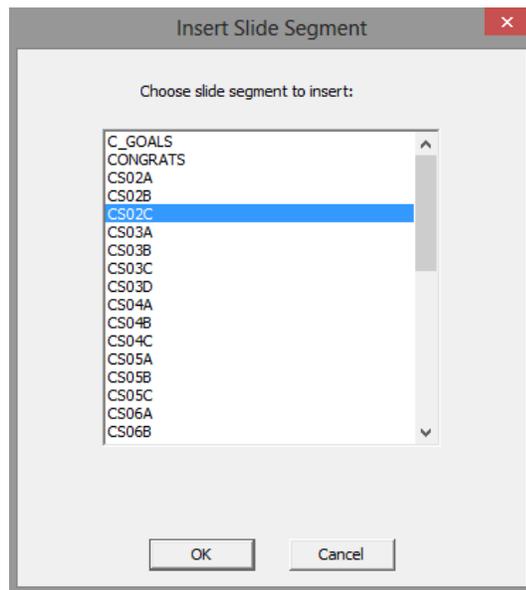
Replacing a Segment

The author is able to change which segment is placed into the block by choosing to replace a current one. This can be done with slides, questions, video and text segments.

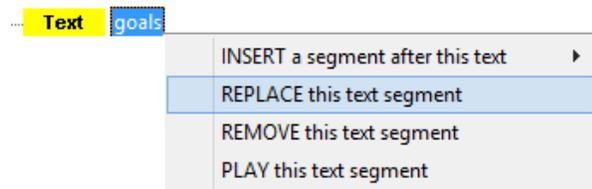
1. To replace a slide segment with another slide segment, right-click on the **slide segment that is being replaced** > **REPLACE this slide segment**.



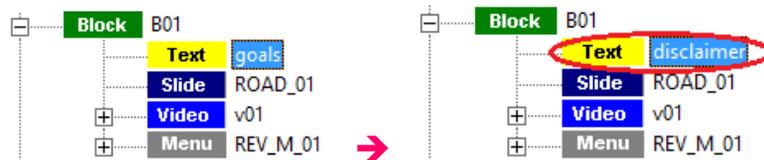
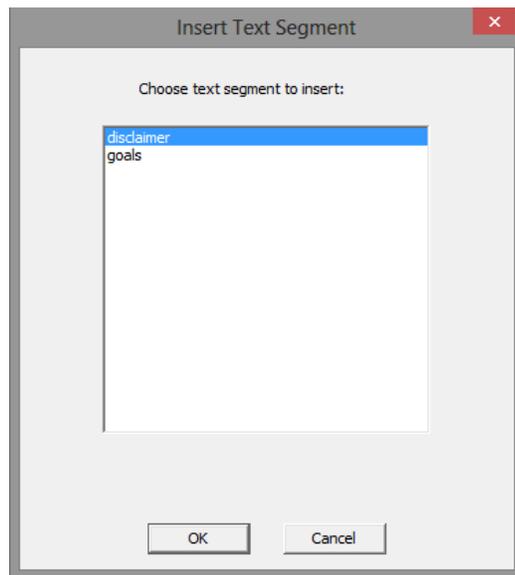
The "Insert Slide Segment" dialog box will appear.



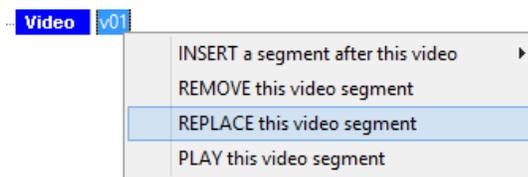
2. To replace a text segment with another text segment, right-click on the **text segment that is being replaced** > **REPLACE** this text segment.



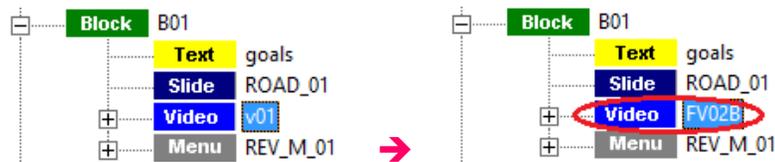
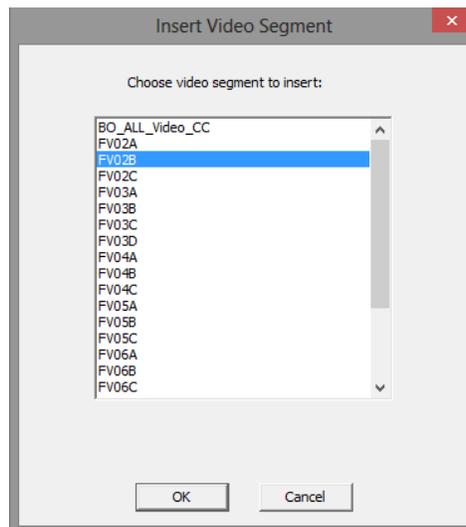
The "Insert Text Segment" dialog box will appear.



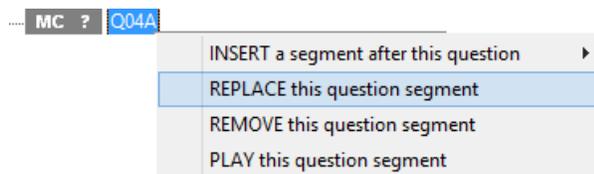
3. To replace a video segment with another video segment, right-click on the **video segment that is being replaced** > **REPLACE this video segment**.



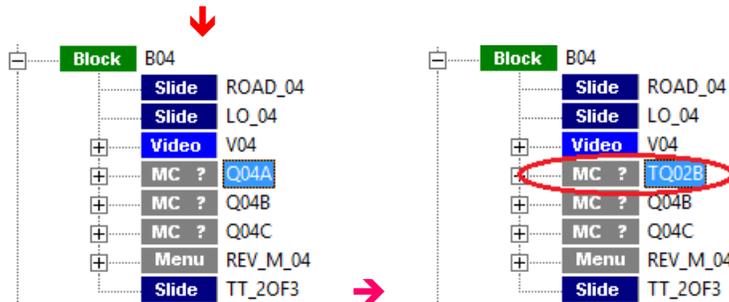
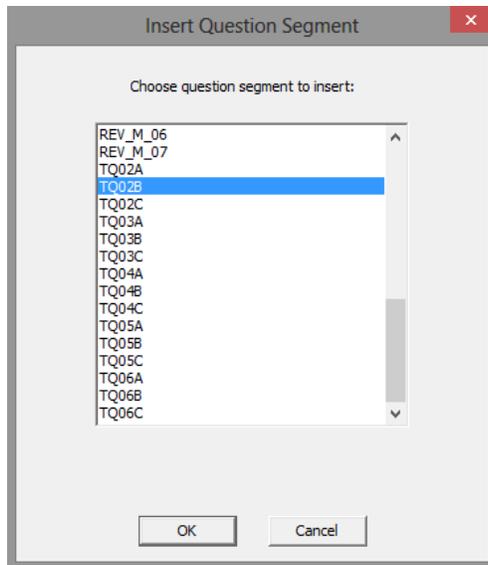
The "Insert Video Segment" dialog box will appear.



4. To replace a question segment with another question segment, right-click on the **question segment that is being replaced** > **REPLACE** this question segment.



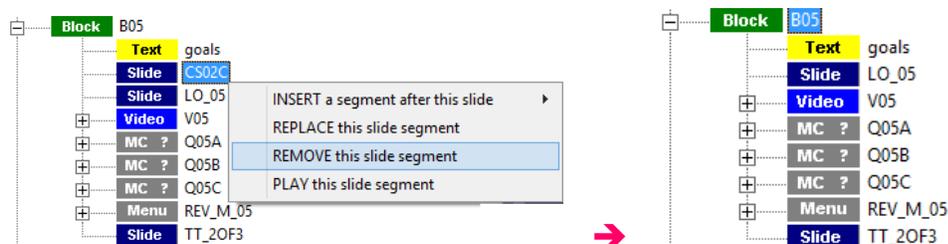
The "Insert Question Segment" dialog box will appear.



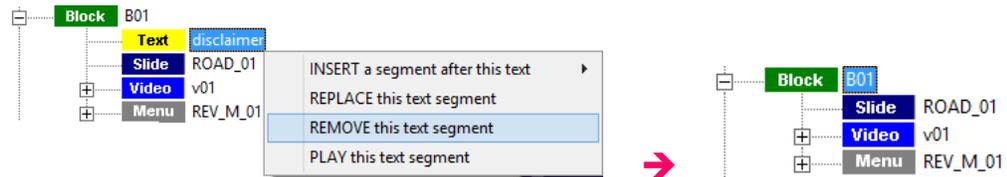
Removing a Segment

If a segment is no longer needed in the block, the author is able to remove it from the course logic. This operation does **not** permanently delete the slide segment from the course. But simply removes it from the logic flow (*to permanently delete the slide segment from the course see, "Deleting a Segment"*).

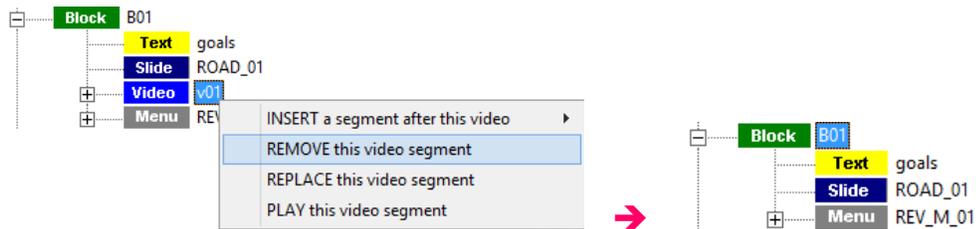
1. To remove a slide segment from the course logic, right-click on the **slide segment node** > **REMOVE this slide segment**.



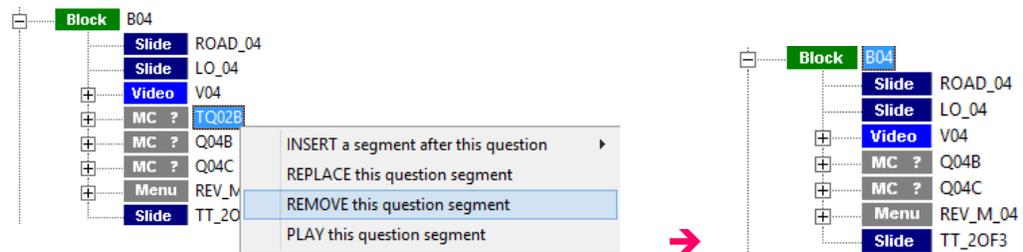
- To remove a text segment from the course logic, right-click on the **text segment node** > **REMOVE this text segment**.



- To remove a text segment from the course logic, right-click on the **video segment node** > **REMOVE this video segment**.



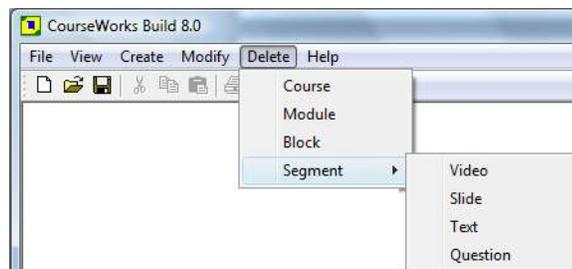
- To remove a question segment from the course logic, right-click on the **question segment node** > **REMOVE this question segment**.



Deleting a Segment

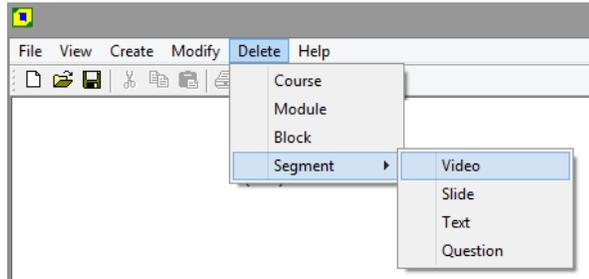
Any segment that is created is able to be deleted for any reason.

- To delete any segment, click **Delete** > **Segment**.

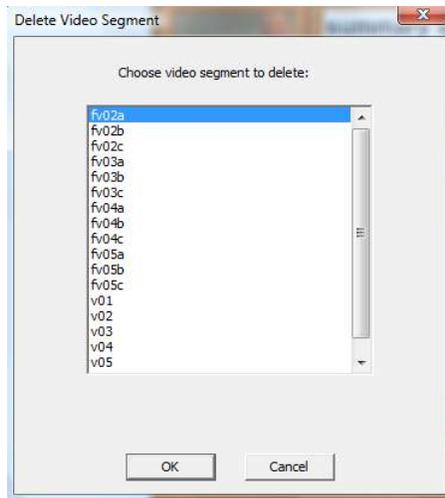


Deleting a video segment will permanently delete the selected video segment from the course. All references to the selected video segment will be deleted from the course logic tree. The associated video asset file will not be deleted.

2. To delete a video segment, click **Delete > Segment > Video**.

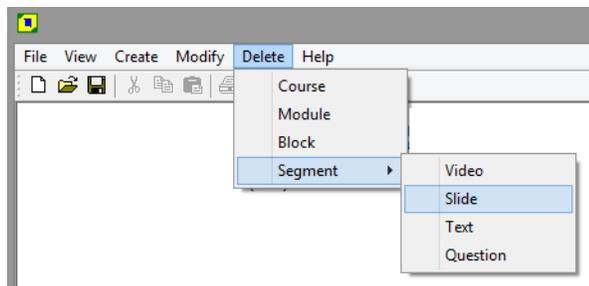


The "Delete Video Segment" dialog box will appear.

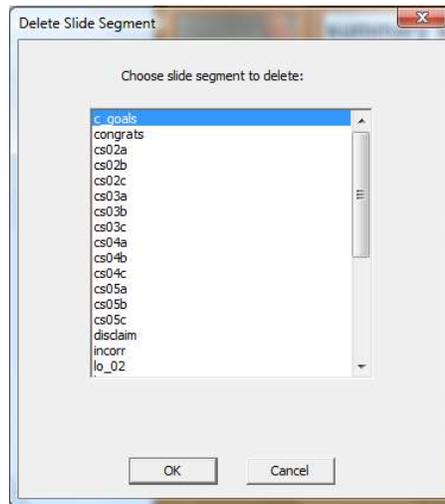


Deleting a slide will permanently delete the selected slide segment from the course. All references to the selected slide segment will be deleted from the course logic tree. The associated slide asset file will not be deleted.

3. To delete a slide, click on **Delete > Segment > Slide**.

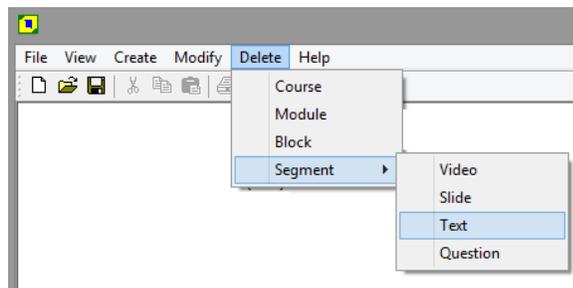


The "Delete Slide Segment" dialog box will appear.

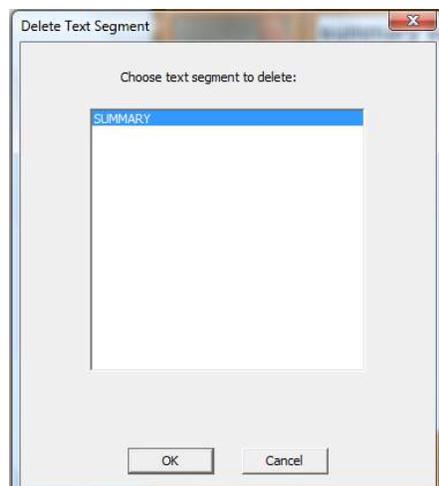


Deleting a text segment will permanently delete the selected text segment from the course. All references to the selected text segment will be deleted from the course logic tree. Any associated text asset file will not be deleted.

4. To Delete a text segment, click **Delete > Segment > Text**.

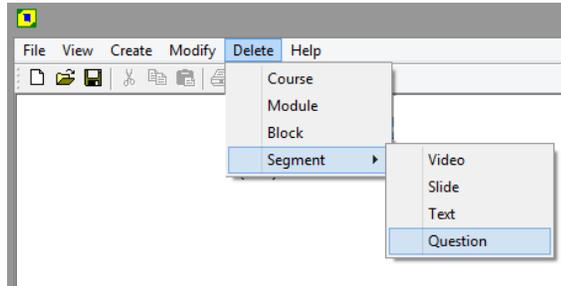


The "Delete Text Segment" dialog box will appear.

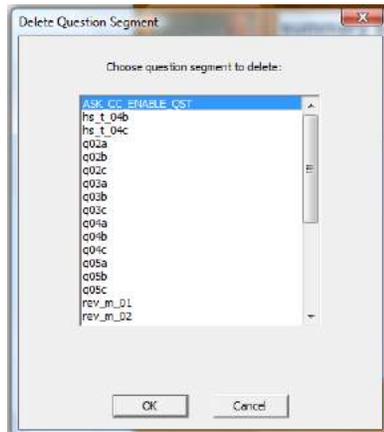


Deleting a question will permanently delete the selected question segment from the course. All references to the question segment will be deleted from the course logic tree. Any associated question asset file will not be deleted.

5. To delete a question, click **Delete > Segment > Question**.



The "Delete Question Segment" dialog box will appear.

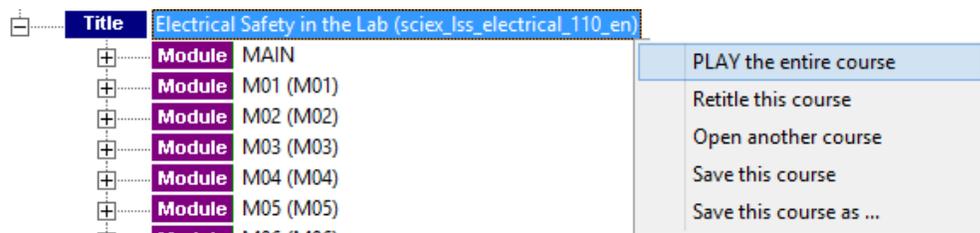


Reviewing the Course in Playback

Playing a Course

Once the course logic is completed, the author has the option to play the course in the playback window. This will play the course back just like the end-user will see it. Selecting "PLAY the entire course" will result in the course playing back from the beginning.

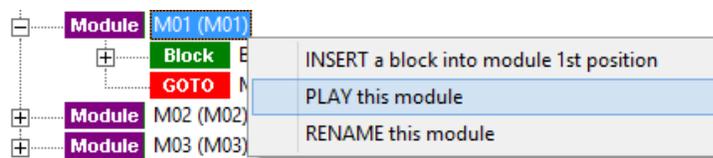
1. To play the full course back, right-click on the **course title node > PLAY the entire course**.



Playing a Module

The bottom half of the Build screen also allows the author to play modules (chapters). Using this option begins playing the course from the beginning of the module.

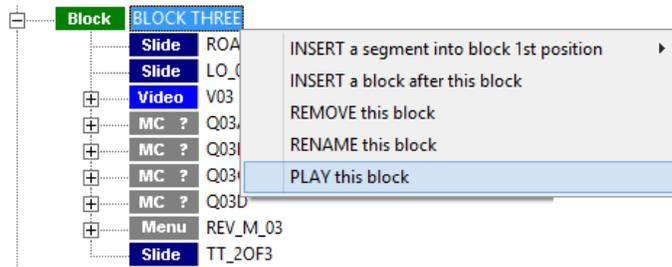
1. To play a specific module, right-click on the **desired module > PLAY this module**.



Playing a Block

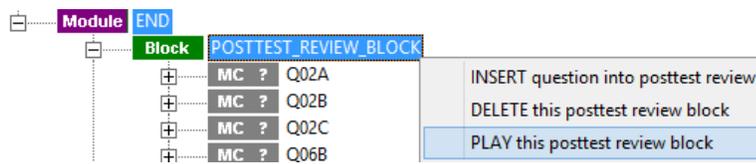
The author also has the option to start playing the course from a block.

1. To do this double-click the block node to begin playing the course from the beginning of that block or right-click on the **block node > PLAY this block**.



Post-test Review blocks are also able to be played.

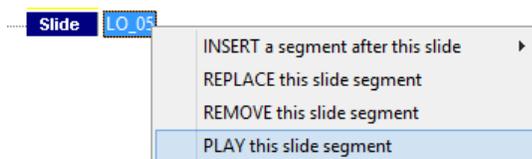
2. To play the posttest review block, right-click on POSTTEST_REVIEW_BLOCK > PLAY this posttest review block.



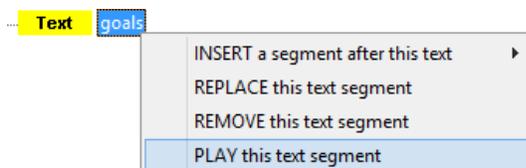
Playing a Segment

The course logic tree also allows the author to play the course from a segment. This will start the course from the selected segment. If the option "Play next segment automatically" has been selected under "Build Options" it will play to the end of the course from the selected segment. If it is not selected, it will only play the selected segment.

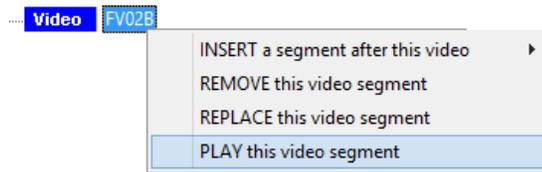
1. To play a slide segment, double-click or right-click on the **slide segment node** > **PLAY this slide segment**.



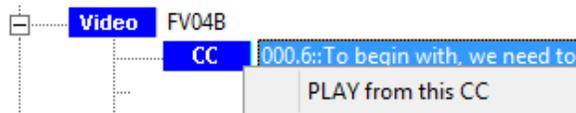
2. To play a text segment, double-click or right-click on the **text segment node** > **PLAY this text segment**.



3. To play a video segment, double-click or right-click on the **video segment node > PLAY this video segment.**

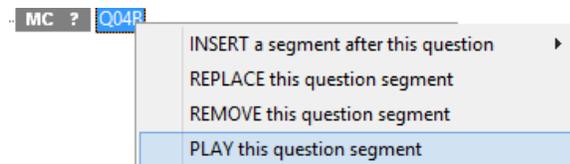


4. To play from a certain closed caption, right-click on the **closed caption node > PLAY from this CC.**

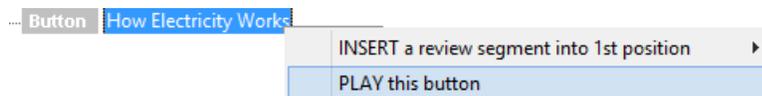


Note: Closed captioning is associated with video playback and is an optional authoring feature. In order to activate this feature, the author must include the "closed caption question" as described in section Inserting a Segment.

5. To play a question segment, double-click or right-click on the **question segment node > PLAY this question segment.**



6. To play a button's review segments, right-click on the **button response node > PLAY this button.**

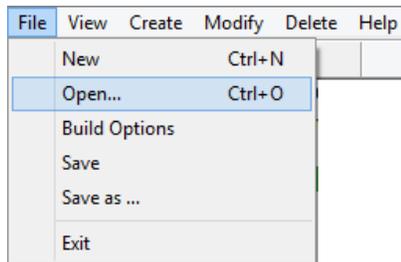


Additional Build Functions

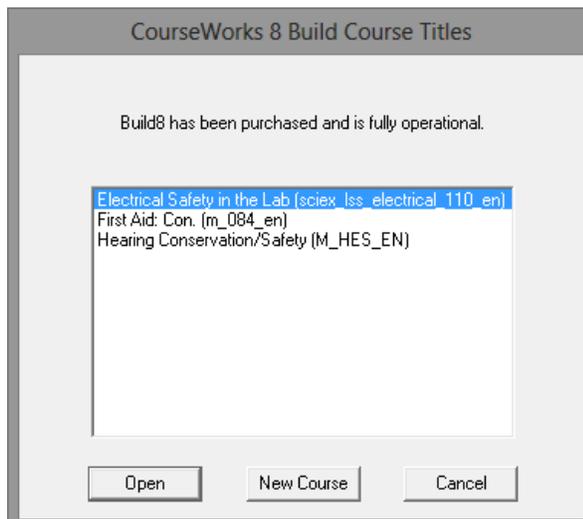
There are several other functions in Build that can help authors to modify or create courses efficiently.

Opening Another Course

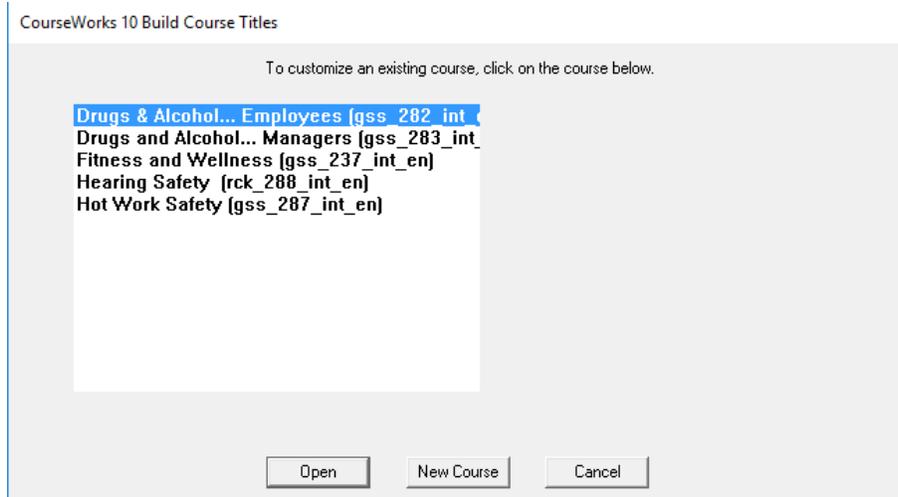
1. If a course is already open in Build and another course needs to be opened click on **File > Open**



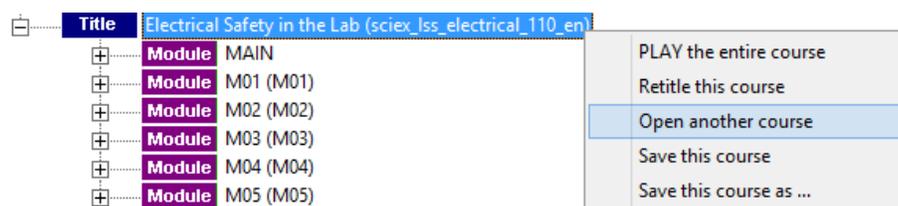
2. This brings up the "Build Course Titles" box. Click on **the course in the lists that you want >** .



3. Another way to open a course while another course is open is to hit the open course icon  on the icon bar. This will also display the "Build Course Titles" box. Click on the course in the list > .



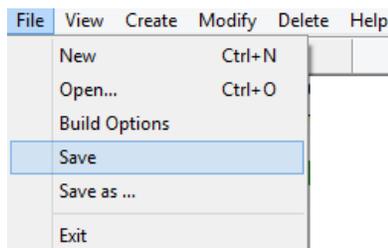
- Right clicking on the title node in the course logic, the option "Open another course" becomes available. This option also displays the "Build course titles" dialog box which displays all of the CourseWorks course titles that are available for authoring.



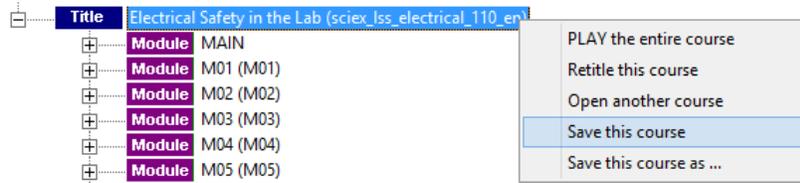
Saving a Course

There are two ways to save a course so it is able to be used at a later time. This saves the course logic files for the current course to the hard-drive.

- To save a course click on **File > Save** or click on the save course icon  on the icon bar.



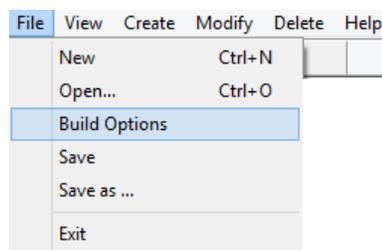
- Another way save a course' is to use the "Save this course" option under a submenu that shows up when right clicking on the title node. To do this, right-click on the **title node > Save the course**.



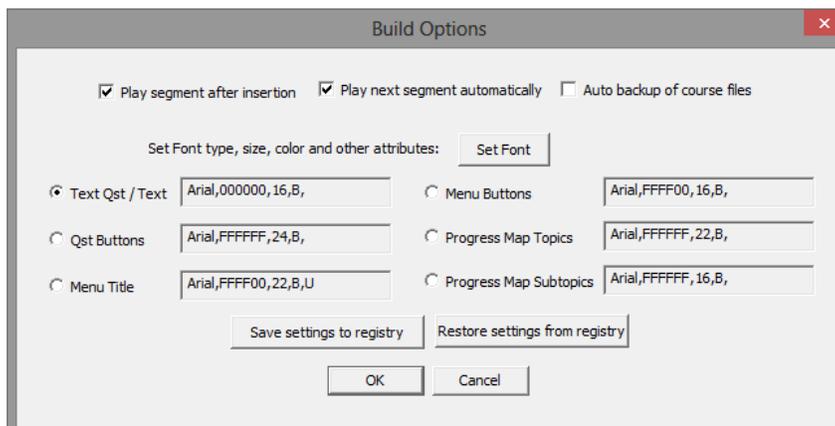
Build Options

Build allows for font styles to be set so that the fonts in the course will be the same throughout. It also gives different options regarding how the course will function when new segments are created, such as whether a segment will play after being inserted or if the next segment is played automatically.

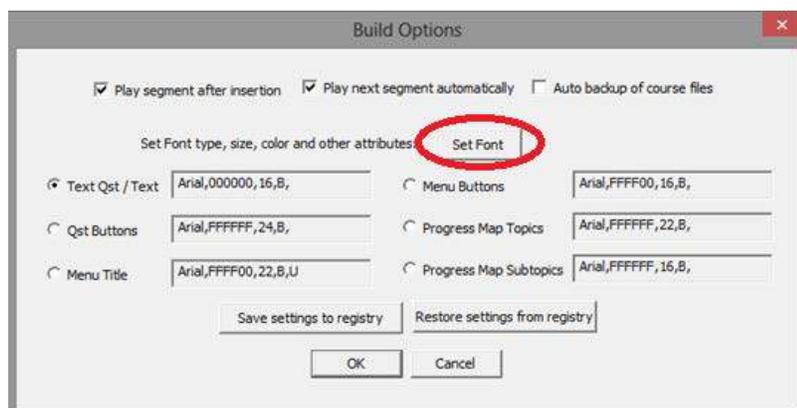
- To change these options click on **File > Build Options**



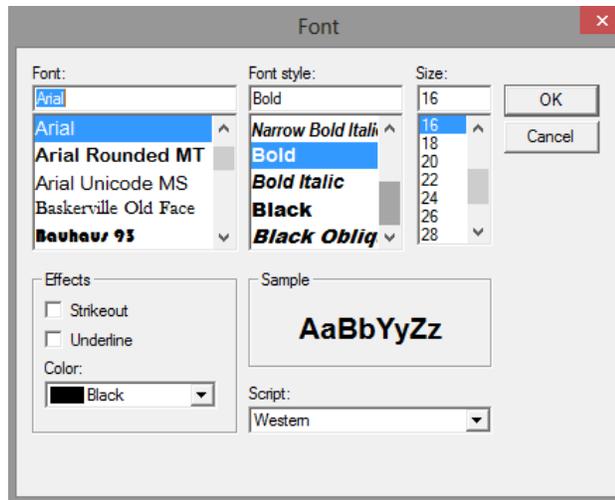
This menu option displays the "Build Options" dialog box, which allows the author to set various attributes specific to the course currently being authored:



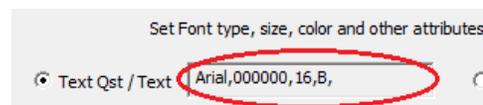
- a. If "Play segment after insertion" is checked, Build will play back the newly inserted segment immediately for feedback review by the author. If this option is unchecked, the newly inserted segment will not automatically play back after being inserted.
- b. If "Play next segment automatically" is checked, Build will play back the course segments in succession exactly as the end-user will see them in Deliver. If this option is unchecked, when the current segment finishes play back, Build will not play the next segment.
- c. If "Auto backup of course files" is checked, Build will automatically save each iteration of the course logic files as backup.
- d. The "Set Font" button this is used to set various font attributes for the different text elements in the current course:
 - i. First, select the text element whose attributes are to be set.
 - ii. Click the 'Set Font' button to open the "Font" dialog box.



- iii. Choose the various attributes that you want in the "Font" dialog box.



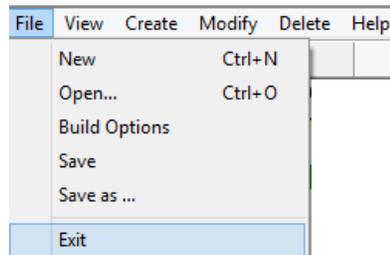
- iv. Click the OK button to save the selections.
- v. The attributes for the selected element will be displayed adjacent to the selected element as confirmation:



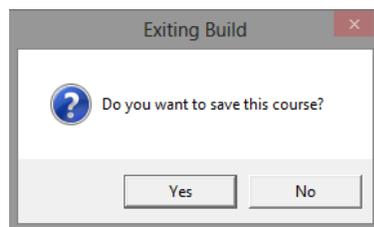
- e. The "Save settings to registry" button will save all of the text element settings for the course to the Registry for use by another course. In this way, courses authored for a particular series can all have the same appearance.
- f. The "Restore settings from registry" function is used in conjunction with the "Save settings to registry" function. Clicking this button will set the settings for the various text elements in the current course to the text element settings that had been previously saved from another course.

Exiting Build

1. To exit Build for any reason click **File > Exit >Yes**.



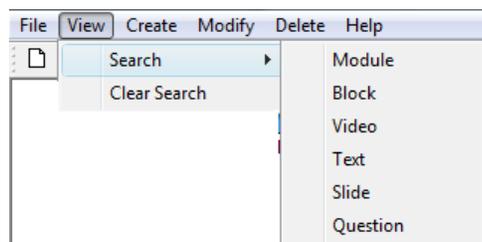
The "Exit Build" dialog box will appear.



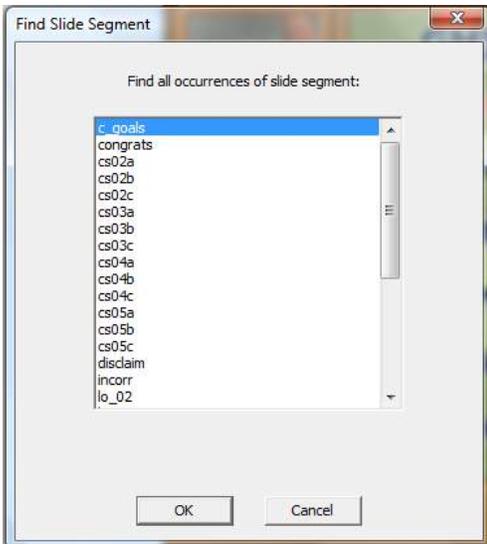
Search a Course

Build gives the author the option to search a course for a module, block or segment.

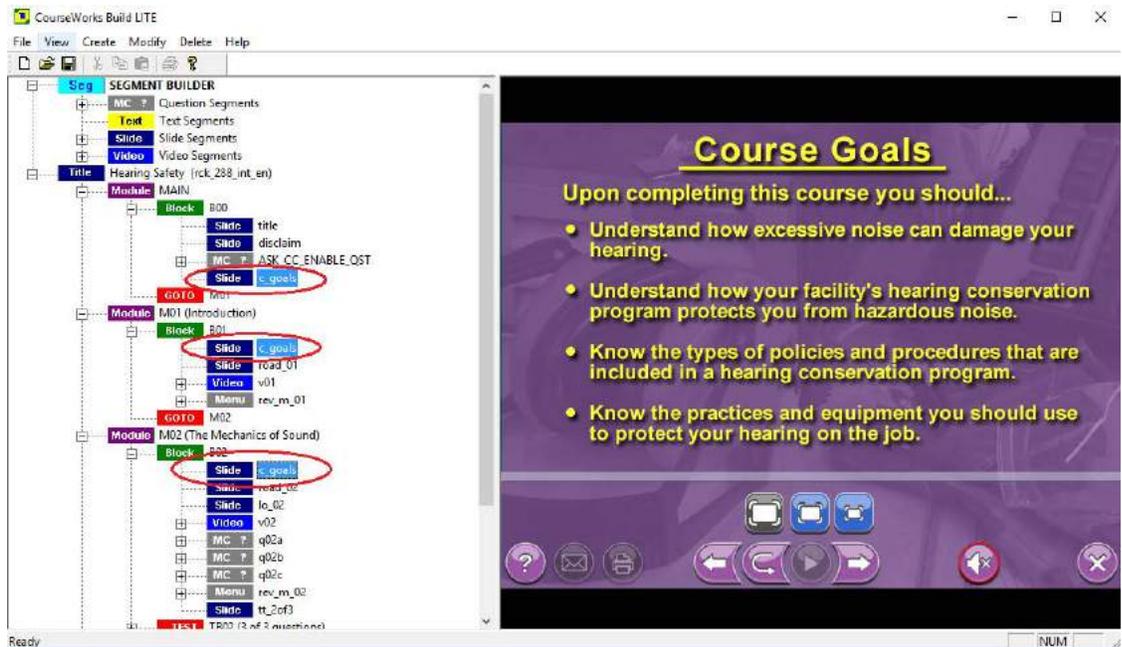
1. To use this function, click **View > Search**.



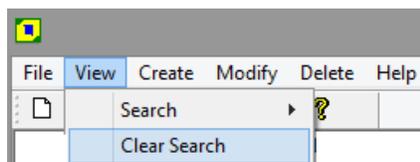
This displays the "Find Slide Segment" dialog box, listing all of the ID values for the selected element type (module, block, video, text, slide or question):



- When an element ID is selected, all occurrences of that requested element type will be highlighted in the course logic tree.



- To clear a search, click **View > Clear Search**.



- This menu option removes all previous search results from the course logic tree by un-highlighting all tree nodes.

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20 Creek Parkway
Upper Chichester, PA 19061
800/654-2448 or 610/859-8989
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