

Virtual Learning Center (VLC) User's Guide

**Revision 4.1
(VLC Version 7.0)**

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1 Introduction

This manual is the User's Guide for Teknimedia's Virtual Learning Center (VLC) version 6.x.

2 Overview

Teknimedia's Virtual Learning Center provides an integrated management system for all of Teknimedia's Computer Literacy Series courses. It is a Client Server model which enables multiple students to take CLS and other Teknimedia courses. Additionally, it enables Administrators to manage the students and courses, and view comprehensive reports of student activity.

The Network version of VLC maintains student records on a file server. A student may log into VLC from a client workstation and access any course that is installed in VLC. Courses can reside either on the server, or be provided on CDs to be used on individual client workstations. Administrators can manage the students and courses from the comfort of their own workstations.

The Standalone version of VLC maintains student records on the computer's hard disk. Courses can reside either on the hard disk or be provided on CDs to be used on individual client workstations.

3 What's New in Version 7

VLC Version 7 introduces the support of pre and post assessments.

4 VLC Structure

VLC comprises these 3 components:

- **VLC Server** – This component is installed on a network server (or the hard disk of a standalone computer), and contains all the management databases and user files. Depending on the configuration, it may contain the course files as well.
- **VLC Client** – This contains all the files needed to communicate with the VLC Server's database, as well as files that will deliver course contents to the user. In the case of Network installations, the VLC Client can either be installed once on the Server and shared among all the workstations, or installed on each Workstation.
- **VLC Courses** – VLC Courses are installed from within VLC. Depending on the options selected, the course contents may reside on the server's hard drive, or be available on individual CDs that will be used on each client's computers.

In a Standalone installation, both the VLC Server and VLC Client software reside on the workstation's hard drive.

5 Installation

Before using VLC and/or taking a VLC course, each of the VLC components must be installed. Please refer to VLC Installation Guide for more information for installing the VLC Server and Client. The installation of courses is described in section 12.8.1 [Adding or Installing a Course](#).

6 Software Activation

After installation and testing of VLC and all of its courses, VLC software needs to be activated. The following sections describe the activation process and answer some of the common questions regarding how it works.

6.1 *What is Software Activation*

Product registration and activation is a technological implementation to ensure that your software is used in accordance with Teknimedia's software license agreement. Product activation is simple and quick. It can be done over the Internet with a few mouse clicks, or with a phone call to Teknimedia.

Once activated, your software is tied to the current installation and cannot be reactivated*. Because of this fact, you should test your software installation before proceeding with the activation.

Product registration and activation involves the transmission of your contact information, the Serial Numbers of your software, and a randomly generated code that ties your software to the installation. This information is sent to Teknimedia, either via the Internet to our web site at www.e-learning.com, or via a phone call to our Technical Support department. Once activated, an activation code is sent back which enables full functionality of your software.

* Note - Under certain conditions, Teknimedia allows your software to be reactivated. Please contact Teknimedia at 1-800-366-4614 if you need to reactivate your software.

6.2 *Testing Your Software Prior to Activation*

Testing your software prior to activation is as simple as accessing one of the sections of each course to make sure it is installed properly. To allow testing of the courses, the first 3 sections of each course are accessible to all VLC users prior to activation.

To test your software, please make sure you log into the workstation(s), and to VLC the same way your students will log in. This ensures that you are accessing the system's resources with the same access rights as your students would have. For information about how to create student user ids and assigning courses for testing purposes, refer to Section 8.7.

If you have a Standalone version of the software, you simply need to access one section of each installed course once. If you have a network version of the software, it is best to log in to at least 2 workstations as students, and attempt to access a section from both computers at the same time. In each case, successfully accessing a section of each course ensures that the courses are installed properly, and that all network access rights are properly configured.

6.3 Your Privacy

Your privacy is of outmost importance to us. Please note that:

a) Any information that you provide will be used only by Teknimedia and to send you software update and license renewal reminders. It will not be provided to any third parties for marketing purposes.

b) VLC does not transmit any personally identifiable information about your setup. It does not monitor any activities on your computer such as what Web sites you visit, or any information about how you use any other software that exists on your computers.

c) VLC does not communicate with any web sites behind the scene. The only times that it needs to communicate with Teknimedia are for software activation, and when it cannot verify the software's license duration. Regardless, any communication that takes place is only with your permission and is initiated by you.

d) Verification of the license duration and activation is required rarely, and only when certain changes are performed on your workstations. For example if the date on one or more of your workstations is changed, it will result in the need to verify the license duration.

7 User Types

VLC users can be one of four different user types which give them certain rights or capabilities in using VLC. The user types are:

- VLC Administrator
- Course Administrator
- Instructor
- Student

The following sections describe the user types in detail.

7.1 VLC Administrator

The VLC Administrator user type enjoys the highest level of privileges. This includes:

- Managing logins.
- Activating the software.

- Setting VLC parameters such as Open VLC Registration
- Adding, editing, or deleting any user, with the ability to designate or change their user types*.
- Adding, editing, or deleting any course.
- Viewing and printing any user's records.
- Being designated as the instructor for any course, and enjoy all privileges listed for an Instructor below.
- Taking any course regardless of whether s/he is specifically enrolled by the course instructor.

* Note: During the VLC Server installation, the system creates a special VLC Administrator with the user id "Admin". This user can never be deleted, nor can its user type be changed.

7.2 Course Administrator

The Course Administrator user type enjoys most of the privileges available in VLC. This includes:

- Adding users with Student user type.
- Editing and/or deleting users s/he has created.
- Adding any course.
- Editing, and/or deleting any course s/he has added.
- Being designated as the instructor for any course, and enjoy all privileges listed for an Instructor below.

7.3 Instructor

An Instructor enjoys privileges pertaining to courses, but does not have any of the User privileges that VLC or Course Administrators have. The Instructor's privileges include:

- Available to be designated as the Instructor for any course (only VLC or Course Administrators can designate the Instructor for this purpose).
- Viewing and printing the records of any user who has taken the courses he or she is instructing.
- Enjoy a student's privilege for taking courses as listed below.

7.4 Student

Students can take any course they are allowed to take (including all "Open" registration courses they are not prohibited from plus any "Closed" registration course for which they are enrolled by the administrators or instructors). They can also view and print their own records.

7.5 Summary of User Privileges

The following table specifies each user type's privileges:

Table 7-1 Summary of User Privileges

Privilege	VLC Admin	Course Admin	Instructor	Student
Manage logins	X			
Activating the software	X			
Set VLC parameters, such as "Open" registration	X			
Add/Edit/Delete any user and user type	X*			
Add Student users	X	X		
Add/Edit Groups	X	X		
Edit/Delete users s/he has added	X	X		
Edit his/her own settings (name & password)	X	X	X	X
Add Courses	X	X	X	
Edit/Delete any course	X			
Edit/Delete any course s/he has added	X	X	X	
Be assigned as a course's instructor	X	X	X	
Assign another user as a course instructor	X			
Assign any user to any course	X			
Assign users to a course s/he is the instructor for	X	X	X	
Reset Assessment results for all courses	X			
Reset Assessment results for courses s/he is the instructor for	X	X	X	
View all users' records	X			
View user records for courses s/he is the instructor for	X	X	X	
View his/her own records	X	X	X	X

* Please see note about [the special "Admin" user](#) in section 7.1 "VLC Administrator"

7.6 Guidelines for Assigning User Types

When choosing a user's type, VLC Administrators may want to consider the following guidelines:

- If the new user should have all privileges available in VLC, assign the new user as a "VLC Administrator". Note that a VLC Administrator enjoys full User Administration privileges, including adding, editing, and deleting other users, even if those users are VLC administrators themselves and/or were added by other administrators.
- If the new user should have full Course Administration privileges (including being a course instructor and viewing his/her student records), but limited User Administration privileges (where s/he can only add Student user types), assign the new user as Course Administrator.
- If the new user should be a course instructor and view his/her student's records, but not be able to add or edit VLC users, then assign the user as an Instructor.

- If the new user is desired to be able to just take courses, assign the user as a Student.

Note that all users may take courses, just as Students would. However, VLC Administrators enjoy the privilege of being able to take any course, even if they are listed in the prohibited list.

8 Logins and License Management

VLC keeps track of all users who log into the system. VLC Administrators can view the list of current users and manage them.

If you have purchased a VLC license with a pre-defined number of simultaneous users, VLC automatically monitors the number of logged in users, and limits logins to match your license. After a user is done with his or her session, that user should log out of VLC either by pressing “Logout” from the “Choose an Activity” page, or by pressing the “Quit” button. This will ensure that a user license is not tied up when it is not needed. However, if the user forgets to take one of these actions, or if the VLC program is not properly exited (e.g. a computer is turned off in a middle of a user session,) that user will stay logged in until one of the following events take place:

- a) Another user logs in from the same computer.
- b) The same user logs in from the same or another computer.
- c) A VLC Administrator logs that user out of the system via the “Manage Logins” screen.

9 Courses

The VLC application manages VLC Courses and tracks students’ course progress.

Each course has a set of parameters which control which courses are available to which students and control the details of courses’ operations. These parameters include:

- Course Location – specifies where the course contents reside
- Course Registration – specifies whether course registration is “Open” meaning all students can take the course, or “Closed” meaning only students who are assigned to the course can take the course
- Hide Course from Prohibited Users – specifies whether the course should be hidden from the student when not in the list of courses that is assigned to the student
- Randomize Quiz Questions – specifies whether the order in which Quiz/Test questions and answers are presented will be randomized.

10 Assessments

The VLC application manages pre and post-assessment tests for each of its courses when available. This includes recording the users’ assessment activities and displaying the results in the Records screens.

Each assessment module has a set of parameters which control how assessment modules work. These parameters include:

- Performance-Based Instant Feedback Mode
- Custom Path for Untested Sections (Pre-Assessment only)
- Pre and Post Assessment Default Setting
- Assessment Time Parameter
- Assessment Retry Count
- Assessment Pass/Fail Threshold(s)

These parameters are set to their default values when an assessment is added to the VLC application. They can be edited using the “Course Administration” screen (please see section 12.8.6 [Editing the Pre and Post Assessment Settings](#)).

The following sections explain the assessment parameters.

10.1.1.1 Performance-Based Instant Feedback Mode

This parameter controls what the software does once a user completes a performance-based step.

When the Performance-Based Instant Feedback Mode is on, the software will immediately inform the user whether the step was completed correctly or incorrectly. This is the default setting.

When the Performance-Based Instant Feedback Mode off, the software will provide a “Submit, Retry” dialog box each time the user completes a performance based step regardless of whether the user has performed the step correctly or not. The “Retry” option will be presented only if the user has not exhausted the allowed number of retries available.

10.1.1.2 Custom Path for Untested Sections (Pre-Assessment only)

When a user completes a Pre-Assessment portion of a course, the software automatically creates a custom path for the user. The custom path will include the list of all sections that the user needs to review based on the pre-assessment results. The pre-assessment test may not test all sections of the main course. For example, the Introduction and End sections of the course may not have a performance-based or knowledge-based question in the assessment, and so they will be marked as “untested” by the assessment engine.

The Custom Path for Untested Sections parameter controls whether the custom path will include the untested sections

Note: Once a user completes the Pre-Assessment portion of the course, a Custom Path checkbox will appear on the left hand column of the main course screen. Turning this checkbox “on” will enable the use of the custom path created for that user. This means that the user will only view custom path sections during his/her course activity. Similarly,

turning the Custom Path checkbox off will disable the use of the custom path, and hence the user will be able to view all of the course sections.

10.1.1.3 Pre and Post Assessment Default Setting

The pre and post-assessment default setting parameter controls how and when a user will take the assessment portion of a course.

The pre-assessment default parameter can be any the following:

- Disabled – User cannot take the course’s pre-assessment
- Optional – User can start pre-assessment, skip it, and re-enter pre-assessment at will (this is the default setting)
- Required- User has to take pre-assessment and complete it before he or she is allowed to take the learning module of a course

The post-assessment default parameter can be any of the following:

- Disabled – User cannot take the course’s post-assessment (this is the default setting)
- Available – User can take post-assessment whenever s/he is ready for it
- Automatic- Post-Assessment becomes available to the user once the user completes the main course

Important note: The pre and post-assessment default settings of a course apply to users who have not started either of the pre or post-assessment modules. Administrators have the ability to customize a user’s pre or post-assessment setting to behave differently from the default settings. Once a user’s pre or post-assessment setting is customized for a particular course, or once the user starts the pre or post-assessment of that course, the user’s assessment settings do not follow the course’s default assessment settings.

10.1.1.4 Assessment Time Parameter

The Pre and Post-Assessment Time parameter controls whether the time duration of each assessment section is limited, and if so, controls the duration allowed. If timed, the administrator can specify on average how much time is allowed per performance-based and per knowledge-based question. The default setting for this parameter is “Timed”, 30 seconds for knowledge-based question, and 45 seconds for performance-based question.

10.1.1.5 Assessment Retry Count

The Pre and Post-Assessment Retry Count parameter specifies the number of retries a user is allowed to complete a performance-based question correctly. The default value for this parameter is 6 retries.

10.1.1.6 Assessment Pass/Fail Threshold(s)

The Pre and Post-Assessment Pass/Fail Threshold value specifies the percent threshold below which the software will mark an assessment section as “failed.” The default value for this parameter is 70%.

The assessments module for some courses has a typing speed section. If so, there is a separate parameter labeled “Typing Speed Assessment Pass/Fail Threshold”. The default value for this parameter is 35 words per minute.

11 Records

12 VLC Operation

This section describes in detail VLC’s operation.

12.1 Starting VLC

To start the VLC application, double click on its icon on the Desktop. If the icon can’t be located, click on the “Start” button, move your mouse pointer over Programs and then VLC, and then click on the VLC icon.

If none of the icons listed above exist, then most probably VLC has not been installed on that workstation. Please refer to VLC’s Installation Guide for instructions on installing the VLC Client on that workstation.

12.2 Login

Once the VLC application is started, the “Login” screen will ask the user to enter their User ID and password.

The VLC installer may login using the “Admin” user ID, and the password entered during installation.

If VLC is set for Open Registration, the “New User” button on the “Login” screen will be available for any new user to click on, and register him or herself. Please see section 12.6.4 [Open VLC Registration](#) for more information.

Once logged in, VLC will display the “Choose an Activity” screen, where the following buttons will be available depending on the logged-in user’s type:

- “Edit VLC Settings” for VLC Administrators.
- “User Administration” for VLC and Course Administrators.
- “Course Administration” for VLC Administrators, Course Administrators, and Instructors.
- “Records”, “Course”, “Edit Personal Info”, and “VLC Credits” for all users.

12.3 Editing Personal Information

The “Edit Personal Info...” button is available for all users on the “Choose an Activity” screen (Note: Students can be prevented from editing their personal information, including their passwords. Please see section 12.6.5 [Allow Students to Edit their Personal Info](#))

Pressing this button will take the user to the “Edit User” screen, where the logged-in user may change his name (including First, Middle Initial, and Last names), and or her password.

12.4 Logout

The “Logout” button is available for all users on the “Choose an Activity” screen. Pressing this button logs out the user from VLC.

In systems whose license limits the maximum number of simultaneous users, it is best if each user logs out of VLC once s/he is done with the session. This can be done either by pressing the “Logout” button, as described above, or by pressing the “Quit” button. Following one of these procedures will ensure that a user license is not tied up unnecessarily.

Please refer to section 8-Logins and License Management for more information about managing logins.

12.5 VLC Credits and Version Information

The “VLC Credits” button is available for all users on the “Choose an Activity” screen. It is located on the upper right of the screen, and clicking on it will take the user to the “VLC Credits” screen. This screen displays the credits and VLC version information.

12.6 System Administration

The “System Administration” button is available only for VLC Administrators. This button is located on the “Choose an Activity” screen.

Clicking on the System Administration button will take the user to the “System Administration” screen, where the following information and functions will be available:

12.6.1 Logins

The System Administration screen has a section labeled “Logins” which contains the number of users currently logged into the system, as well as a button labeled “Manage Logins”.

12.6.1.1 Manage Logins

Pressing System Administration's "Manage Logins" button opens up the "Manage Logins" screen.

This screen lists the following information about all the users who are currently logged in into VLC:

- User ID.
- Computer name from which the user is logged in, as defined in the Windows OS.
- Login date and time.
- Course currently taken, if any.
- Date and time of last activity of the user.

This screen also contains the following buttons:

- "Refresh", which refreshes the information displayed about the users logged in.
- Logout User, which allows the VLC Administrator to force logout of a particular user. This may be necessary when the user is not using VLC any more (as might be indicated via the last activity date and time), but has forgotten to log out of VLC, or if the VLC program on that computer was terminated without pressing the "Quit" button.

(Note: If the "ThinClient: yes" parameter is detected in the stubini file, a message is displayed at the bottom of the screen that the software is operating in Thin Client mode. Please see the Installation Guide for more information about this topic.)

12.6.2 VLC Settings

The System Administration screen has a section labeled "VLC Settings" which contains the information about the following:

- The VLC Serial Number
- The VLC Registration setting
- Allow Students to Edit their Personal Info
- Allow Students to Export their Records

This section also contains a button labeled "Edit Settings" that allows you edit these settings. The following sections provide more information regarding these settings.

12.6.3 VLC Serial Number

The VLC Serial number contains the serial number that was initially input during the installation of the VLC Server.

If Teknimedia provides you with a new serial number, change the Serial Number on this screen and press OK.

12.6.4 VLC Registration

The VLC Registration drop down list allows the VLC Administrators to set the VLC Registration to “Open” or “Closed.”

The following sections describe these settings in more detail.

12.6.4.1 Open VLC Registration

Open VLC Registration is appropriate for network setups where administrators are not concerned about unauthorized users gaining access to VLC and its courses. In these cases, VLC and Course Administrators do not have to be bothered by having to register every potential VLC Student.

Setting the VLC Registration to “Open” will allow users to self-register as a Student by enabling the “New User” button on the “Login” screen.

12.6.4.2 Closed VLC Registration

Closed VLC Registration is appropriate for network setups where VLC and Course Administrators do not want unauthorized users to gain access to VLC and its courses. In these cases, VLC and/or Course Administrators must manually register all the Students.

Setting the VLC Registration to “Closed” will prevent users from self-registering by disabling the “New User” button on the “Login” screen.

12.6.5 Allow Students to Edit their Personal Info

The Allow Students to Edit their Personal Info checkbox controls the students’ ability to edit their personal information such as their name and password. When this checkbox is selected, students are able to change their personal information. If this checkbox is not selected, students do not have the ability to change their personal information.

12.6.6 Allow Students to Export their Records

The Allow Students to Export their Records checkbox controls the students’ ability to export their records. When this checkbox is selected, students are able to export their records. If this checkbox is not selected, students do not have the ability to export their records.

12.6.7 Software Activation

The System Administration screen has a section labeled “Software Activation” which indicates whether VLC and its courses have been activated. For more information about Software Activation, please refer to section 6.1- What is Software Activation.

If Software Activation indicates that the software needs to be activated, the “Activate Software” button is enabled.

If Software Activation indicates that your software is activated, then the “Activate Software” is disabled, as no further action is required regarding activating your software.

If Software Activation indicates that your software needs reactivation, then the “Reactivate Software” button appears. This happens if VLC detects a problem with previous activation of the software.

12.6.7.1 Activate Software

You may start the activation of your software by pressing the “Activate Software” button from the System Administration screen.

It is best to first add all the courses to VLC and test your installation before proceeding with activation. Please see section 6.2-Testing Your Software Prior to Activation for more information about testing your software.

Activate Software’s first screen asks you whether you have added all your courses and tested them. If you are ready to proceed, press the “Yes” button. If not, please press the “No” button, and then add and test all your courses before coming back to this screen.

Once you indicate you are ready to proceed, the next screen gives you a choice for activating your software via the Internet, or via the telephone. Activating your software via Internet is fast and easy and avoids the mistakes associated with telephone activation.

In order to activate your software via the Internet, you need to have an Internet connection from at least one of your client computers for Network installations, and an Internet connection from each of your computers for Standalone installations.

To activate via the Internet, click on the “Internet” button. If you don’t have access to the Internet, or if you prefer to perform the activation via the telephone, click on the “Telephone” button.

12.6.7.1.1 Activate Software via the Internet

Once you click on the “Internet” button, you are taken to the “Activation via Internet” screen. If you have any concerns regarding your privacy and the information you provide on this screen, please see section 6.3-Your Privacy.

Please input your contact information, along with your Account ID to proceed. Your Account ID is provided to you on the same sheet that contains your Serial Numbers and, for your own protection, will not be stored by the software.

Once you have provided the above information, press on the “Activate” key. VLC will then transmit the above information to Teknimedia’s e-learning web site at <http://www.e-learning.com> and receive an activation code back which activates each component of your software.

If you have any problems with this operation, please make sure you have an active Internet connection. In addition, if you have a firewall, please make sure it does not block

access to <http://www.e-learning.com>. Should you need any help, please don't hesitate to call us at 1-800-366-4614 for assistance.

12.6.7.1.2 *Activate Software via the Telephone*

If you click on the “Telephone” button, you are given instructions regarding the number to call to proceed. Once you place the call and get a technician on the phone, press “Next” to proceed.

On the next screen, VLC will start the activation of each of its components by listing its Serial Number along with a “Request Code”. Please provide your Account ID and your contact information along with the above information to the technician. Your Account ID is provided to you on the same sheet that contains your Serial Numbers, and for your own protection, will not be stored by the software.

Upon successful retrieval of your information, the technician will provide you with the following information, which you will need to input into VLC:

- Start Date
- End Date
- License Count
- Activation Code

Please input this information exactly as read to you by the technician. Be particularly careful about the zeros, do not replace them with letter “o” or omit them. Once you have input the information, click on the “Next” button. VLC will proceed with the activation of VLC itself as well as each of the installed courses.

12.6.7.2 Reactivate Software

Once activated, your software is tied to the current installation. VLC verifies your installation against the activation code every time a user attempts to use it. Under certain circumstances, VLC may detect a problem when it attempts to perform the above procedure. An example when this would take place is when the installed VLC files have moved onto another server. If VLC detects this condition, it enables the “Reactivate Software” button on the “System Administration” screen. When you press this button, VLC asks you to call Teknimedia and work with a technician to try to determine the reason for the need to reactivate. Please follow the instructions provided to you by the technician in order to reactivate your software.

12.6.8 VLC License Information

The System Administration screen has a section labeled “VLC License Information”, which contains information about your VLC license. This information includes:

- License Type – which indicates the type of license you have (e.g. Annual, Perpetual, or Per Use) along with the number of users if applicable.

- Start Date – which indicates the date your license started. This is typically the date you activated your software.
- End Date - which indicates the date your license will end, if applicable

12.6.8.1 Verify License

The “Verify License” button is activated if you have an Annual license and VLC detects a problem with verifying the End Date of your software. This may happen if VLC detects that a computer’s built in clock has been rolled back.

Press this button to allow VLC verify your license. Just as with Software Activation, the Verify License screen gives you a choice between using the Internet or a telephone to perform this operation. Please follow the instructions provided to you and VLC will verify the end date of your license.

To avoid having to perform this operation, please make sure your computer(s) clocks are in working order and that they are not rolled back in time.

12.7 User Administration

The “User Administration” button is available for all VLC and Course Administrators. This button is located on the “Choose an Activity” screen.

Clicking on the User Administration button will take the user to the “User Administration” screen, where the following functions will be available:

- Adding New Users
- Assigning Courses to Users
- Editing Users
- Resetting Assessment Results of Users
- Adding New Groups
- Assigning Courses to Groups
- Editing Groups
- Importing Users
- Exporting List of Users

Note: A VLC Administrator will be able to edit, delete, or assign courses to any of users. A Course Administrator, on the other hand, will only be able to edit or delete users s/he has registered.

12.7.1 Adding New Users

The “User Administration” screen enables VLC and Course Administrators to add new users, and assign the desired User Type to them.

Clicking on the “New User” button will take the logged-in user to the “Register New User” screen. The following fields need to be entered:

- First, Middle, and Last Name
- User ID
- Password
- User Type

The User ID as well as the combination of First, Middle, and Last names must be unique within VLC.

The Password entered will be a temporary one assigned to the new user for his/her first login. Once logged in, the user will be asked to change the password.

The User Type is set to Student as a default. Course Administrators will not be able to change this field, and can register new users as Students only. VLC Administrators, on the other hand, may assign any User Type to the new user.

Once the OK button is pressed, VLC will provide an alert if any of the fields were not acceptable.

12.7.2 Assigning Courses to a User

The user portion of the “User Administration” screen provides an “Assign Courses” button. Clicking on this button will open the “Assign Courses to Student” screen, where courses may be assigned to the selected student.

On this screen, VLC will display two lists:

- The list of “Prohibited Courses” which the user *is not* allowed to take.
- The list of “Allowed Courses” which the user *is* allowed to take.

The Administrator may then highlight a specific course in either list and click on the “Allow” or “Prohibit” buttons to move the course from one list to the other.

Note: In the case of Closed Registration courses (see section 12.8.2.4 "Course Registration"), a student will be able to take a course if the course is assigned to the student individually or is assigned to one of the groups that the student belongs to. Similarly, in the case of Open Registration courses a student will be able to take the course *unless* the student is specifically prohibited to take the course individually or if one of the groups the student belongs to is prohibited from taking the course.

12.7.3 Managing a User’s Pre or Post Assessment Settings and Results

Administrators can manage and reset the assessment results of students. VLC Administrators can perform these functions for all courses which have an assessment and all the users. Course Administrators and Instructors can perform these functions for those users who are taking the courses they are instructors for.

To manage a user's assessment result, highlight the user's name in the "User Administration" screen and then click on the "Manage Assess" button. The "Manage Assessment" screen will appear, listing the appropriate courses which the user has taken an assessment for.

To change a user's Pre-Assessment or Post-Assessment settings or results for a particular course, highlight the desired course in the "Manage Assessment" screen and click on the "Edit Pre-Assess" or the "Edit Post-Assess" button. The "Edit User Pre-Assessment" or "Edit User Post-Assessment" screen will appear, listing the current pre or post assessment's status, setting, and all the assessment modules for that course.

12.7.3.1 User's Assessment Status for a Course

A user's pre or post assessment status is automatically reported by the software and can be one of the following values:

- Not Started – User's pre or post assessment for the course has not started
- In Progress – User's pre or post assessment has started and is in progress
- Skipped – (pre-assessment only) User's pre-assessment had started but student decided to skip pre-assessment
- Completed – User's pre or post assessment has completed

The pre or post assessment status cannot be directly edited. However, once pre or post assessment starts, an administrator can reset the results of one or more of the assessment modules, and thereby reset the status to "Not Started."

Note: If a user's pre assessment setting for a course is set to "Optional", the user has the ability to skip pre-assessment. In this case, the pre-assessment status changes to "Skipped". If the user re-enters pre-assessment at a later time, the pre-assessment status will change back to "In Progress."

12.7.3.2 Editing a User's Pre-Assessment Setting for a Course

A user's pre-assessment setting for a course can be one of the following:

- Disabled – User cannot take the course's pre-assessment
- Optional – User can enter pre-assessment, skip it, and re-enter pre-assessment at will
- Required- User has to take pre-assessment and complete it before the user can take the learning module of a course

Initially, this setting is set to the default pre-assessment setting for the course. Please see section 10.1.1.3 [Pre and Post Assessment Default Setting](#) for information on how to set the default pre-assessment setting for a course. Administrators can customize a user's pre-assessment setting and change it from the default setting.

Important note: Once a user's pre or post-assessment setting is customized for a particular course, or the user starts either pre or post assessment of that course, the user's

pre and post settings do not follow the course's default pre-assessment or post-assessment setting.

To customize a user's pre-assessment setting, go to the user's Edit Pre-Assessment screen (see section 12.7.3 [Managing a User's Pre or Post Assessment Settings and Results](#)) and click on the "Change" button. The "Change User Pre-Assessment Setting" screen will be displayed. Click on the desired radio button to change the current pre-assessment setting and then click on the "OK" button.

12.7.3.3 Editing a User's Post-Assessment Setting for a Course

A user's post-assessment setting for a course can be one of the following:

- Disabled – User cannot take the course's post-assessment
- Available – User can take post-assessment whenever s/he is ready for it
- Automatic- Post-Assessment becomes available to the user once the user completes the main course

Initially, this setting is set to the default post-assessment setting for the course. Please see section 10.1.1.3 [Pre and Post Assessment Default Setting](#) for information on how to set the default post-assessment setting for a course. Administrators can customize a user's post-assessment setting and change it from the default setting.

Important note: Once a user's pre or post-assessment setting is customized for a particular course, or the user starts either pre or post assessment of that course, the user's pre and post settings do not follow the course's default pre-assessment or post-assessment setting.

To customize a user's post-assessment setting, go to the user's Edit Post-Assessment screen (see section 12.7.3 [Managing a User's Pre or Post Assessment Settings and Results](#)) and click on the "Change" button. The "Change User Post-Assessment Setting" screen will be displayed. Click on the desired radio button to change the current setting for that user and course and then click on the "OK" button.

12.7.3.4 Resetting a User's Assessment Results for a Course

A user's assessment results can be reset from the "Edit User Pre-Assessment" or "Edit User Post-Assessment" screens (see section 12.7.3 [Managing a User's Pre or Post Assessment Settings and Results](#)).

You may reset the results of a particular assessment module by first selecting it and then clicking on the "Reset Module" button. Click on "Yes" if you are sure you want to reset the module's result. If the user had previously completed the pre or post assessment of that course, the assessment result will change to "In Progress" to reflect the fact that one of the assessment modules needs to be taken again.

You may reset the user's entire pre or post assessment results for a particular course by clicking on the "Reset All" button. Click on "Yes" if you are sure you want to reset the

user's entire pre or post assessment results of the selected course. After you perform this function, the assessment status of the course will change to "Not Started".

12.7.4 Editing a User

The "User Administration" screen enables administrators edit and/or manage users (see note about [which users can be edited by administrators on the "User Administration" screen](#) in section 12.7).

To edit a user, highlight the user's name and then click on the "Edit User" button. The "Edit User" screen will appear. The following fields may be edited:

- First, Middle, and Last Name
- Password
- User Type

In addition, the "Delete User" button will also be available to delete the user selected (see section 12.7.5 [Deleting a User](#) below).

If any part of the name is changed, the combination of First, Middle, and Last names have to be unique within VLC.

If the Password is changed, the one entered will be a temporary one assigned to the user for his/her next login. Once logged in, the user will be asked to change the password.

The User Type field may be changed by VLC Administrators to any of the available user types. Course Administrators will not be able to change this field.

Once the "OK" button is pressed, VLC will provide an alert if any of the fields were not acceptable.

12.7.5 Deleting a User

The "User Administration" screen enables VLC and Course Administrators to delete users displayed on the "User Administration" screen (see note about [users displayed on the "User Administration" screen](#) in section 12.6).

To delete a user, highlight the user's name and then click on the "Delete User" button. This function will delete the user and all of the user's records from VLC's database.

Note: The special VLC Administrator "[Admin](#)" cannot be deleted.

12.7.6 Adding a New Group

The "User Administration" screen enables VLC and Course Administrators to define a new group, and assign users to that group. A particular user can be part of more than one group.

Clicking on the “New Group” button will take the logged-in user to the “Add Group” screen, where a unique group name needs to be entered. In addition, VLC displays two lists:

- The list of students who are part of the Group (initially empty).
- The list of students who are not part of the Group (initially all of the students).

The Administrator may then highlight a specific student in either list and click on the “Add” or “Remove” buttons to move the student from one list to the other.

Clicking on the "OK" button will save the Group's name and list of students in the VLC database.

12.7.7 Assigning Courses to a Group

The “User Administration” screen provides an “Assign Courses” button in the Group portion of the User Administration screen. Clicking on this button will open the “Assign Courses to Group” screen, where courses may be assigned to the selected group.

On this screen, VLC will display two lists:

- The list of “Prohibited Courses” which the students in the group *are not* allowed to take.
- The list of “Allowed Courses” which the students in the group *are* allowed to take.

The Administrator may then highlight a specific course in either list and click on the “Allow” or “Prohibit” buttons to move the course from one list to the other.

Note: Please see the note at the end of section 12.7.2 Assigning Courses to a User to see how course assignments to students and groups affect the ability of a student to take a course.

12.7.8 Editing a Group

The “User Administration” screen enables VLC and Course Administrators to edit groups displayed on the “User Administration” screen.

To edit a group, highlight the group’s name and then click on the “Edit Group” button. The “Edit Group” screen will appear. The following fields may be edited:

- Group's name
- The list of students who are part of the group
- The list of students who are not part of the group

In addition, the “Delete Group” button will also be available to delete the group selected (see section 12.7.9 Deleting a Group below).

Once the “OK” button is pressed, VLC will provide an alert if any of the fields were not acceptable.

12.7.9 Deleting a Group

A group may be deleted from VLC by pressing the “Delete Group” button available on the “User Administration” screen. Pressing this button will delete the group from VLC’s database.

Note: Deleting a group does *not* delete the students that were part of the group.

12.7.10 Importing Users

VLC can import list of users from a standard CSV file. In order to import users, you need to have the users’ information in a CSV file. The first line of the file should contain the following header:

Last Name, First Name, Middle Initial, User ID, Password, Group
(note: Group is optional and can be omitted.)

Each subsequent line should have the information for a new user to be imported in the same format and order as the header line. Please make sure you do not duplicate any User IDs.

You may use MS Excel® or any other spreadsheet program to put together the list of students. Once you have the CSV file ready, click on the “Import” button available on the “User Administration” screen and follow the on screen instructions for locating the CSV file, specifying an output file for the results, and importing the users.

12.7.11 Exporting Users

VLC can export the list of users to a standard CSV file. To export the list of users, click on the “Export” button available on the “User Administration” screen and follow the on screen instructions for specifying the location of the output file and exporting the list of all VLC users.

12.8 Course Administration

The “Course Administration” button is available for all VLC Administrators, Course Administrators, and Instructors. This button is located on the “Choose an Activity” screen.

Clicking on the “Course Administration” button will take the user to the “Course Administration” screen, where the following functions will be available:

- Adding New Courses
- Assigning Students to Courses
- Assigning Groups to Courses
- Editing Courses

Note: A VLC Administrator will be able to view a list of all courses, and may edit, delete, or assign students to any of them. A Course Administrator or an Instructor, on the other hand, may view, edit or delete only those courses s/he has added or is instructing.

12.8.1 Adding (Installing) a Course

The “Course Administration” screen enables VLC Administrators, Course Administrators, and Instructors to add new courses to VLC and assign students to them.

To add a new course using an installation CD, the course’s CD-ROM should first be put in either the workstation the Administrator or Instructor is logged in, or in a CD-ROM Server. To add a new course using download instructions, you should first download the installation file and follow the download instructions to unzip the files.

Clicking on the “Add Course” button from the “Course Administration” screen will take the user to the “Add Course” screen. The following fields need to be entered:

- Course Serial Number
- Course Info File
- Course Location
- Course Registration
- Pre-Course Exam
- Hide Course From Prohibited Users

12.8.2 Adding (Installing) an Assessment

If a course has an assessment module, the course’s assessment will be installed at the same time as when the course itself is installed. Please see section 12.8.1 [Adding \(Installing\) a Course](#) for information on how to add (install) a course.

To add an assessment to a pre-installed course, follow the same procedure as adding a course, except leave the serial number blank. The software will automatically detect that the main course module is already installed, and will install the assessment module, and will set the location of assessment’s content to the same location as the main course. If a pre-installed course has a perpetual license, you will need a Perpetual License Assessment Code provided by Teknimedia in order to add the assessment.

Important Note Regarding Assessment Parameters: Initially when an assessment is installed, its parameters are set to the default settings. It is highly recommended that administrators edit these parameters immediately after a course is installed.

12.8.2.1 Course Serial Number

The Course Serial Number is provided on the CD’s jewel case, and must be entered exactly as printed, including matching lower and upper case letters.

12.8.2.2 Course Info File

Course Info File requires the path to the course's CI file, which is in the form of course's name plus the letters ".ci" (e.g. for PC100 it will be "pc100.ci").

This file is located in one of the following locations:

- a) If you received an Installation CD containing VLC software, or downloaded such software, the file is located in the Courses directory in the appropriate course subfolder (e.g. for PC100-win7, the file "pc100-win7.ci" will be located at "Courses\PC100-win7v01n\PC100-win7.ci")
- b) If you downloaded software containing VLC Update software, or downloaded such software, the file is located in the Update Courses directory (e.g. for PC100-win7, the file "pc100-win7.ci" will be located at "Update Courses\PC100-win7v01n\PC100-win7.ci")
- c) If you obtained a course CD which does not contain VLC software, or downloaded such software, then this file is in the appropriate course's subfolder off the CD ROM's root directory or at the root of the unzipped downloaded files.

To point to it, the user must click on the "Browse" button, navigate to where the course contents are per the above instructions, and select the appropriate CI file. If you are using a CD, navigate to the contents of the CD-ROM. If you are using a download, point to where the unzipped download files are located.

Note: For those courses that have an assessment module, you may either point to the assessment CI file, or the main course's CI file. The software will automatically add both the main course as well as the assessment.

12.8.2.3 Course Location

Course Location can be selected from the drop down list and can be one of these choices:

- Client CD-ROM Drive – When this option is selected, the course's content will reside on CDs. A student taking the course must insert a copy of the course's CD in his or her CD-ROM drive. Please note that you will need as many copies of the course CDs as workstations using this option.
- Server CD-ROM Drive – When this option is selected, the course's content will be on a CD that resides on a Server CD-ROM drive. Note that the use of this option should only be used in setups where the number of simultaneous users accessing that particular course is very small, preferably just one. This is due to the poor performance of CD-ROM drives in multi-user environments.
- Server Hard Disk - When this option is selected, the course's content will be copied to the VLC Server's directory, and will reside on the server's hard drive.

Note: For those courses that have an assessment module, the assessment's course location will be set to the same location as the main course module's location.

12.8.2.4 Course Registration

Course Registration can be selected from the drop down list and can be one of these choices:

- Open - When this option is selected, any registered VLC user can take the course without having to be assigned to the course by an Administrator or the course Instructor. Administrators and Instructors may still prohibit certain users from taking the course while leaving the course “Open”. To prohibit specific users from taking the course, but leaving the course as “Open” for the rest, choose Open Registration option, and then specifically prohibit selected users from taking the course (see section 12.7.2 [Assigning Courses to a User](#) or 12.8.3 [Assigning Students to a Course](#)).
- Closed - When this option is selected, registered VLC users have to specifically be “allowed” to take the course. To allow specific users to take the course, see section 12.7.2 [Assigning Courses to a User](#) or 12.8.3 [Assigning Students to a Course](#).

Note: Please see the note at the end of section 12.7.2 [Assigning Courses to a User](#) to see how course assignments to students and groups affect the ability of a student to take a course.

12.8.2.5 Hide Course from Prohibited Users

If this check box is selected, users who are not allowed to take the course will not be able see its name on the “Select Course” screen (see section 12.10 [Taking a Course](#)). Otherwise, all users will be able see the course name while on the “Select Course” screen. Those who are not allowed to take the course and attempt to do so will be notified that they should contact the course’s Instructor.

12.8.2.6 Randomize Quiz Questions

If this check box is selected, the order in which Quiz/Test questions and answers are presented will be randomized.

12.8.2.7 Perpetual License Assessment Code

If the course has a perpetual license and you are provided with a Perpetual License Assessment Code, enter the code in this field. Otherwise leave this field blank.

12.8.3 Assigning Students to a Course

The “Course Administration” screen provides the “Assign Students” button. Clicking this button will open the “Assign Students” screen, where students may be assigned to the selected course.

On this screen, VLC displays two lists:

- The list of Prohibited Students who not allowed to take the selected course.
- The list of Allowed Students who are allowed to take the selected course.

The Administrator may then highlight a specific student in either list and click on the “Allow” or “Prohibit” button to move the student from one list to the other.

Note: Please see the note at the end of section 12.7.2 [Assigning Courses to a User](#) to see how course assignments to students and groups affect the ability of a student to take a course.

12.8.4 Assigning Groups to a Course

The “Course Administration” screen provides the “Assign Groups” button. Clicking this button will open the “Assign Groups” screen, where groups may be assigned to the selected course.

On this screen, VLC displays two lists:

- The list of Prohibited Groups who are not allowed to take the selected course.
- The list of Allowed Groups who are allowed to take the selected course.

The Administrator may then highlight a specific group in either list and click on the “Allow” or “Prohibit” button to move the group from one list to the other.

Note: Please see the note at the end of section 12.7.2 [Assigning Courses to a User](#) to see how course assignments to students and groups affect the ability of a student to take a course.

12.8.5 Editing a Course

The “Course Administration” screen enables VLC Administrators, Course Administrators, and Instructors to edit courses displayed on the “Course Administration” screen (see note about [courses displayed on the “Course Administration” screen](#) in section 12.8).

To edit a course, highlight it on the “Course Administration” screen and then click on the “Edit Course” button. The “Edit Course” screen will appear. The following fields may be edited:

- Course Serial Number
- Course Info File
- Course Location
- Course Registration
- Hide Course From Prohibited Users

Please refer to sections 12.8.2.1 through 12.8.2.5 for more information on these fields.

In addition, the “Delete Course” button will also be available in order to delete the course selected (see section 12.8.5.2 [Deleting or Uninstalling a Course](#) below).

12.8.5.1 Changing the Course Location

When Course Location is changed from “Server Hard Disk” to another selection, the VLC will, with your permission, delete the copy of the course’s contents from the Server.

When Course Location is changed from “Client CD-ROM” or “Server CD-ROM” to “Hard Disk Drive”, VLC will ask you to put a copy of the course’s CD-ROM in the CD-ROM drive, and will then copy the course’s contents to the VLC Server’s directory on the server.

If you just need to change the Course Location from one Server CD-ROM drive location to another Server CD-ROM, you will need to first change Course Location to “Client CD-ROM” and press OK. Then re-select “Server CD-ROM” and set the location to the new Server CD-ROM drive location.

12.8.5.2 Deleting (Uninstalling) a Course

A course may be deleted (or uninstalled) from VLC by pressing the “Delete Course” button available on the “Edit Course” screen (see section 12.8.4 [Editing a Course](#)).

Pressing this button will delete all records belonging to that course from VLC’s database. In addition, if the Course Location is “Hard Disk Drive”, the copy of the course’s contents, and, if applicable, its assessment contents, will also be deleted from the network server.

If you have already activated your course, please do not delete your course or else you will not be able to reactivate it later on.

12.8.6 Editing the Pre and Post Assessment Settings

If a course has an assessment module installed, the “Edit Pre-Assess” and “Edit Post-Assess” buttons are active and allow an administrator to edit the Pre and Post-Assessment settings. Clicking on the “Edit Pre-Assess” button will take the user to the “Edit Pre-Assessment” screen for the highlighted course. Similarly, clicking on the “Edit Post-Assess” screen will take the user to the “Edit Post-Assessment” screen.

The Pre and Post-Assessment screens control the following settings:

- Assessment Performance-Based Instant Feedback Mode
- Custom Path for Untested Sections (Pre-Assessment only)
- Assessment Default Setting
- Assessment Time Parameter
- Assessment Retry Count
- Assessment Pass/Fail Threshold(s)

Please see section 10 [Assessments](#) for more detail about these parameters.

12.9 Viewing Records

Users can view their own records on the Records screen.

Additionally, VLC Administrators may view all student and all course records. Similarly Course Administrators and Instructors may view the records of courses they are instructing and the users who have taken them.

The following record screens are available:

- Section Records
- Course Records
- Student Records

Each of these screens can display both the course's main records, as well as its assessment records. The "View Records" radio button switches between the assessment records and learning module records.

12.9.1 Section Records

On this screen, a course or assessment summary as well as detail section records pertaining to a particular student and course/assessment are displayed. The "View Records" radio buttons control whether the assessment or main course's records are displayed.

The "Section Records" screen contains three drop down lists along with the List By radio button to allow the logged-in user select the Student and the Course for which Section Records will be displayed.

The Group drop down list acts as a filter and controls which students will be available in the Student's drop down list. If "All Groups" is selected, the group filtering is off. Otherwise, the list of student's will be filtered so only student's that belong to the selected group will be included in the Student's drop down list.

In addition to the logged-in user and all the courses that s/he has taken, the drop down lists will contain the names of all or some users and courses. The following two tables describe what additional entries will be in the lists based on the state of the "List By" radio button and the logged-in user's type:

Table 12-1 Contents of Student And Course Lists When "List By Student" is Selected

Logged in User's Type	Student List	Course List
VLC Administrator	All students, filtered by Group selection	Any course the selected student has taken
Course Administrator or Instructor	Any student who has taken any of the courses the logged-in user is instructing, filtered by Group selection	Any course the logged-in user is instructing and the selected user has taken

Table 12-2 Contents of Student And Course Lists When “List By Course” is Selected

Logged in User’s Type	Course List	Student List
VLC Administrator	All courses	Any user who has taken the selected course, filtered by Group selection
Course Administrator or Instructor	Any course the logged-in user is instructing	

To view the section records for pre and post assessments, click on the “Assessment” radio button. Similarly, to view the section records for the main course, click on the “Course” radio button.

12.9.1.1 Section Records - Assessment

On this screen, a course’s assessment summary as well as the detail section records pertaining to a particular student and assessment is displayed.

The Assessment Summary includes the following:

- Student's Name
- Course
- Pre and post assessment start date if assessment is started
- Pre and post assessment end date if completed
- Pre and post assessment time spent
- Pre and post assessment score
- Pre and post assessment completion percentage

The detail Assessment Section Record includes the following for each module both for pre and post assessments:

- Num – Indicates the section’s number
- Module – Indicates the module’s title
- Type – Indicates whether the module is a Performance-Based or Knowledge-Based
- Date – Indicates the date when the module is taken for both pre and post assessments
- Time Spent – Indicates the time spent by the student on that module in pre or post assessment
- Score – Indicates the module’s score
- Pass? – Indicates whether the assessment’s module score was above the pass threshold (see section 10.1.1.6 [Assessment Pass/Fail Threshold\(s\)](#))

12.9.1.2 Section Records – Main Course

On this screen, a course summary as well as detail section records pertaining to a particular student and course are displayed.

The Course Summary includes the following:

- Student's Name
- Course
- Date of student's first visit to the course
- Date of student's last visit to the course
- Total number of student's visit to the course
- Total time spent by the student in the course
- Student's first score, determined by using the student's scores the first time he or she has taken each quiz or test.
- Student's last score, determined by using the student's scores the last time he or she has taken each quiz or test.
- Percentage of the course completed by the student

The detail section record includes the following:

- Num – Indicates the section’s number
- Section – Indicates the section’s title
- Type – Indicates whether the section is a Lesson, an Exercise, or a Quiz/Test
- Visits – Indicates how many times the selected student has visited that section
- Time Spent – Indicates the total time spent by the student on that section
- First Score – Indicates the student’s quiz/test score the first time he or she has taken the quiz or test. This score will not get overwritten when the student retakes the quiz or exam.
- Last Score – Indicates the student’s quiz/test score the last time he or she has taken the quiz or test. This score will get overwritten each time the student retakes the quiz or exam.

12.9.2 Student Records

This screen will display a student’s records.

The “Student Records” screen contains two drop down lists to allow the logged-in user select the Group and Student for which records are displayed.

The Group drop down list acts as a filter and controls which students will be available in the Student's drop down list. If "All Groups" is selected, the group filtering is off. Otherwise, the list of student's will be filtered so only student's that belong to the selected group will be included in the Student's drop down list.

In addition to the logged-in user himself, the student drop down list may contain other users. The following table describes which users will be included in the drop down list, and which courses will be displayed for the selected user:

Table 12-3 List of Students and Courses Displayed in the “Student Records” Screen

Logged in User’s Type	Student Drop Down List	Courses Displayed
VLC Administrator	All students, filtered by Group	Any course the selected student has

	selection	taken
Course Administrator or Instructor	Any student who has taken any of the courses the logged-in user is instructing, filtered by Group selection	Any course the logged-in user is instructing and the selected student has taken

To view the student records for pre and post assessments, click on the “Assessment” radio button. Similarly, to view the student records for the main course, click on the “Course” radio button.

12.9.2.1 Student Records – Main Course

This screen will display a student’s main course records. This includes:

- Course – Contains the names of all courses the student has taken.
- Time Spent – Indicates the total time spent by the student on a course.
- %Complete – Indicates the percent of sections visited within a course.
- Score – Contains the student’s final score for a particular course. Will be blank unless the student has taken all quizzes/tests for that course. The score is calculated by averaging the quiz/test scores taking into account the weight of each quiz/test.

12.9.2.2 Student Records – Assessment

This screen will display a student’s assessment records for each course the student has taken.

The Assessment Student Record includes the following for each course the student has taken both for pre and post assessments:

- Course – Contains the names of all courses the student has taken a pre or post assessment for.
- Started – Indicates the date the pre or post assessment was started
- Ended – Indicates the date the pre or post assessment ended (completed)
- Time Spent-Indicates the total time the student has spent taking the pre or post-assessment
- %Compl-Contains the pre or post-assessment completion
- Score-Contains the overall pre or post-assessment score
- Pass? - Indicates whether the pre or post-assessment’s overall score was above the pass threshold (see section 10.1.1.6 [Assessment Pass/Fail Threshold\(s\)](#))

12.9.3 Course Records

This screen will display the records of students who have taken a particular course.

The “Course Records” screen contains two drop down lists to allow the logged-in user select the Course for which records will be displayed, and optionally filter which students will be included in the report.

The Group drop down list acts as a filter and controls which students will be displayed in the report. If "All Groups" is selected, the group filtering is off. Otherwise, the list of students in the report will be filtered so only students who belong to the selected group may be included in the report.

In addition to the courses that the logged-in user has taken himself, the drop down list may contain other courses. The following table describes the other courses that will be included in the drop down list, and which users will be displayed for the selected course:

Table 12-4 List of Courses and Students Displayed in the “Course Records” Screen

Logged in User’s Type	Course Drop Down List	Students Displayed
VLC Administrator	All courses	Any user who has taken the selected course, filtered by Group selection.
Course Administrator or Instructor	Any course the logged-in user is instructing	

To view the section records for pre and post assessments, click on the “Assessment” radio button. Similarly, to view the section records for the main course, click on the “Course” radio button.

12.9.3.1 Course Records – Main Course

This screen will display the records of students who have taken the main portion of a course. This includes:

- Student – Indicates the name of all students who have taken the course
- User ID-Indicates the user ID of each student
- Time Spent – Indicates the total time spent by the student in the course
- % Complete – Indicates the percent of the sections visited in the course by the selected student
- Score – Contains the student’s final score. Will be blank unless the student has taken all the course’s quizzes/tests. The score is calculated by averaging the quiz/test scores taking into account the weight of each quiz.

12.9.3.2 Course Records - Assessment

This screen will display the assessment records of students who have taken the assessment portion of a course.

The Assessment Course Record includes the following for each student who has taken the course:

- Student – Indicates the name of all students who have taken the pre and or post-assessment portion of the course
- User ID-Indicates the user ID of each student
- Started – Indicates the date the pre or post assessment was started
- Ended – Indicates the date the pre or post assessment ended (completed)
- Time Spent-Indicates the total time the student has spent taking the pre or post-assessment
- %Compl-Contains the pre or post-assessment completion
- Score-Contains the overall pre or post-assessment score
- Pass? - Indicates whether the pre or post-assessment's overall score was above the pass threshold (see section 10.1.1.6 [Assessment Pass/Fail Threshold\(s\)](#))

12.9.4 Printing Records

All record screens may be printed by pressing the “Print” button on the top right of each screen.

12.9.5 Exporting Records

All record screens have an "Export" button, which can be used to export the contents of each report to an external file and saved. Each report will be saved in the CSV (Command Separated Values format, also called Comma Delimited format). These files can then be opened and edited using any standard spreadsheet program, such as Microsoft Excel®. Please see section 12.6.6 [Allow Students to Export their Records](#) for controlling the availability of this function for students.

12.10 Taking a Course

To take a course, the logged-in user needs to first click on the “Course” button. This button is located on the “Choose An Activity” screen. The “Select Course” screen will be displayed, listing available courses.

12.10.1 List of Available Courses

The list of available courses will include all courses the user is allowed to take plus any unhidden courses the user is not allowed to take. For more information, please see sections 12.8.2.4 [Course Registration](#) and 12.8.2.5 [Hide Course from Prohibited Users](#).

Please note that VLC Administrators may take any VLC course, and that Course Administrators and Instructors may take any course they are instructing themselves.

From the “Select Course” screen, the user can select the desired course and click on OK to start the course.

VLC will check the course's license to make sure the course usage has not exceeded its limit and will then allow the user to enter the course.

12.10.2 Course Navigation

Once a course is started, the user may easily navigate through the desired sections, view frequently asked questions, and take/review quizzes and tests.

All courses share a common course shell interface. This shell provides the following functionality through buttons on the top of the “Course” screen:

- Table of Contents – Provides the course’s table of contents.
- Index – Provides an index of every topic that is covered in the course.
- Settings – Provides a dialogue box through which the user can control the lessons’ playback speed. The user can also turn on or off the display of the text of narration in this dialog box. VLC remembers these settings for each user and course, so the next time the user visits a particular course the same settings will apply.
- Guide - Provides an on-line and easy to use Guide for the courses.
- Course Info – Provides credit and version information about the course.

In addition, each lesson provides a set of buttons to pause, fast forward, or rewind the lesson in order to facilitate the review of lesson’s contents. Most lessons also provide a list of Frequently Asked Questions and answers related to the lesson being viewed.

The online guide mentioned in this section provides more detailed information about the course operation.

12.10.3 Exiting the Course

A user may exit a course at any time by pressing the “Exit Course” button located on the top left of the “Course” screen. Aside from keeping a complete record of each user’s activity while taking a course, VLC remembers the last section each user has visited. This way, the next time a user enters a course s/he can continue where s/he had left off.

12.11 Other VLC Functions

VLC offers two other functions to be easily performed, namely Adjusting the Volume, and Quitting VLC.

The following sections provide more information about these functions.

12.11.1 Adjusting the Volume

The sound volume may easily be controlled via the volume button on the lower right hand side of the VLC program’s window.

Once clicked, a small window displays the current sound volume setting. It also provides a bar that can be dragged to increase or decrease the volume. Clicking anywhere else on the course shell will close the volume window.

12.11.2 Quitting VLC

A user may quit the VLC application program at any time by clicking on the Quit button on the lower left hand side of the main VLC program window. Once clicked, VLC will log out the user from VLC and exit the application.

In systems whose license limits the maximum number of simultaneous users, it is best if each user logs out of VLC once she is done with her session. This can be done either by pressing the “Quit” button, as described above, or by pressing the “Logout” button. Following one of these procedures will ensure that a user license is not tied up unnecessarily.

Please refer to section 8-Logins and License Management for more information about managing logins.