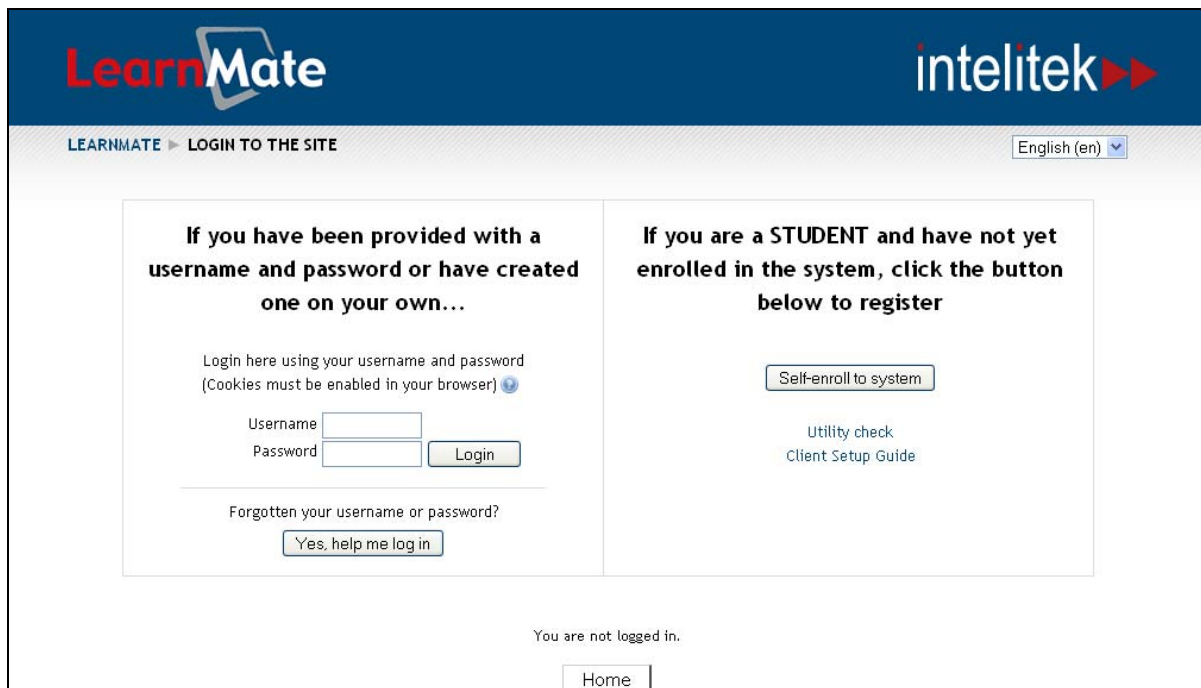


LearnMate 5



The screenshot shows the LearnMate 5 login page. At the top, there is a blue header with the LearnMate and intelitek logos. Below the header, the page is divided into two main sections. The left section is for users who have a username and password, featuring a login form with fields for Username and Password, a Login button, and a link for 'Forgotten your username or password?'. The right section is for students who have not yet enrolled, featuring a 'Self-enroll to system' button and links for 'Utility check' and 'Client Setup Guide'. At the bottom of the page, there is a 'Home' button and a status message 'You are not logged in.'.

Administrator's Getting Started Guide

Cat # 200048 Rev. C

March 2012

Copyright © 2012 intelitek Inc.

LearnMate 5 Administrator's Getting Started Guide

March 2012

Every effort has been made to make this guide complete and as accurate as possible. However, no warranty of suitability, purpose or fitness is made or implied. Intelitek Inc. is not liable or responsible to any person or entity for loss or damage in connection with or stemming from the use of the software, equipment and/or the information contained in this publication.

Intelitek Inc. bears no responsibility for errors which may appear in this publication and retains the right to make changes to the software, equipment and manual without prior notice.

intelitek Inc.

444 East Industrial Park Drive

Manchester, NH 03109-5317

USA

Tel: (603) 625-8600

Fax: (603) 625-2137

website: <http://www.intelitek.com>

email: info@intelitek.com

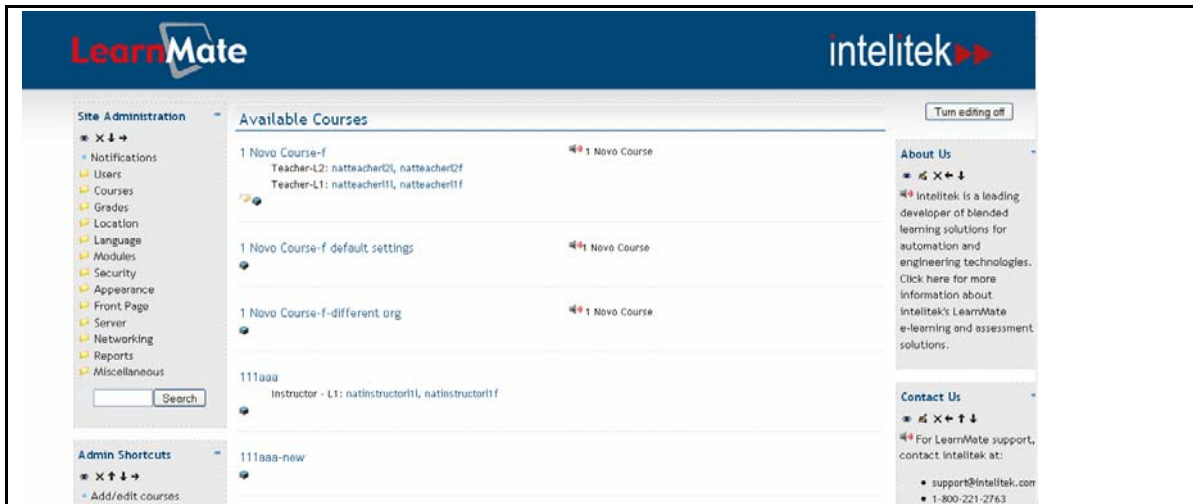
Table of Contents

1. LOGGING IN TO LEARNMATE.....	2
2. MANAGING ORGANIZATIONS.....	3
2.1 CREATING AN ORGANIZATION.....	3
2.2 MODIFYING AN ORGANIZATION'S SETTINGS	5
3. MANAGING USERS	6
3.1 ADDING NEW USERS TO LEARNMATE.....	6
3.1.1 <i>Create a Self-enrollment Key</i>	6
3.1.2 <i>Adding Users Individually</i>	7
3.1.3 <i>Adding Users by File Upload</i>	8
3.2 SEARCHING FOR EXISTING USERS	11
3.2.1 <i>Searching for Users on the Browse List of Users Page</i>	11
3.2.2 <i>Quickfind List Block</i>	13
3.3 DELETING USERS.....	13
3.4 MANAGING USERS' SYSTEM AND ORGANIZATION AND COURSE ROLES	14
3.4.1 <i>Assigning System Roles</i>	14
3.4.2 <i>Assigning Organization Roles</i>	15
4. MANAGING COURSES	17
4.1 CREATING NEW COURSES	17
4.2 BACKING-UP A COURSE.....	19
4.3 RESTORING A COURSE.....	21
4.4 ASSIGN ROLES IN A COURSE.....	24
4.5 COURSE LICENSING	27
5. CUSTOMIZING THE LEARNMATE FRONT PAGE.....	29
5.1 UNDERSTANDING THE BLOCKS.....	30
5.2 ADDING BLOCKS TO THE FRONT PAGE.....	31
5.3 MODIFYING THE DISPLAY OF BLOCKS ON THE FRONT PAGE	31
6. REPORTS	32
6.1 ASSESSMENT ANALYSIS REPORT.....	33
6.2 ASSESSMENT GRADES REPORT.....	35
6.3 CERTIFICATES ISSUED REPORT	35
6.4 ITEM ANALYSIS REPORT	36
6.5 LICENSING REPORT	36
6.6 LIVE LOGS REPORT	37
6.7 LOGS REPORT	38
6.8 STUDENT REPORT.....	39
6.9 LIVE LESSON REPORT.....	41
6.10 OUTCOME MAPPINGS REPORT.....	42
6.11 STUDENT OUTCOMES REPORT	43

1. Logging in to LearnMate

To begin work on LearnMate, you must first log in using the administrator level username and password that were defined when your LearnMate server was installed.

After logging in to LearnMate, the LearnMate front page will be displayed, as shown below.



The front page consists of two main elements:

- The Available Courses list: This lists all courses that exist in your LearnMate system.
- Blocks: Located on either side of the Available courses area, blocks provide access to a range of LearnMate functions. As an administrator, you will primarily be using the functions accessed from the Site Administration block.

To log in to the LearnMate system:

1. Launch your Web browser.
2. In the URL field enter the address of your school's LearnMate server.
3. Enter your username and password in the appropriate fields.



4. Click **Login**.

2. Managing Organizations

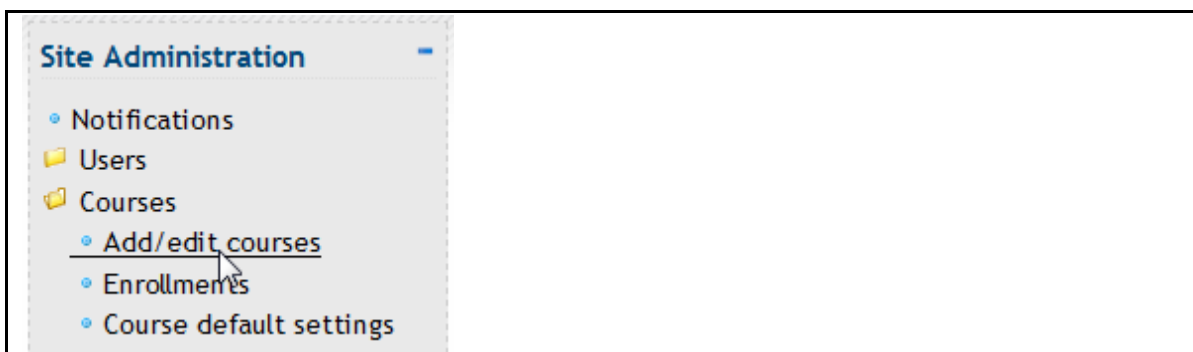
This chapter provides instructions on how to:

- Create organizations. See 2.1. Creating an Organization on page 3.
- Set or modify an organization's settings. See 2.2. Modifying an Organization's Settings on page 5.

2.1 Creating an Organization

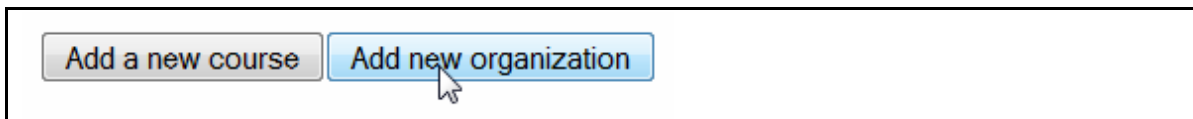
To create an Organization:

1. Click **Add/edit courses** in the Courses menu of the Site Administration block.



The Organization page is displayed.

2. Scroll to the bottom of the page and click **Add new organization**.



The Add new organization page is displayed.

Add new organization

Parent organization Forest Hills School District

Organization name*

Maximum # of users

Allow version check
for students

Description ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x² | [Icons]

Path: ?

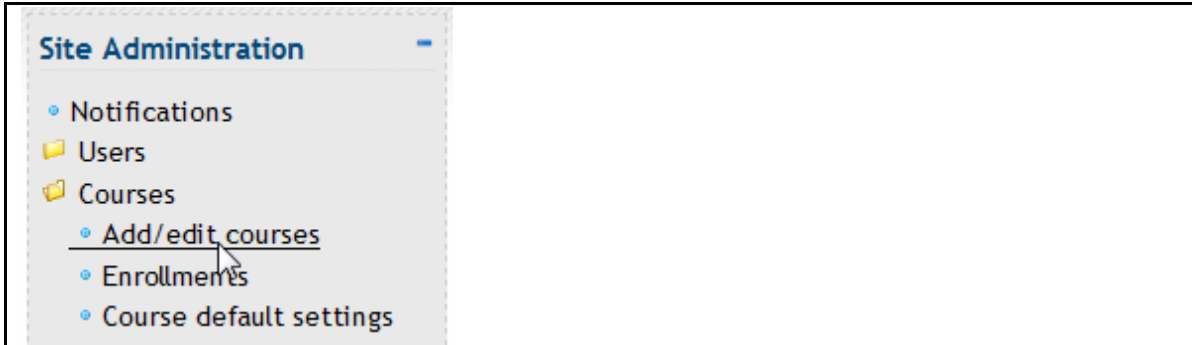
Create organization Cancel

3. If you want to create a:
 - Top-level organization, set the Parent drop-down list to Top.
 - Sub-organization, select the required parent organization from the Parent drop-down list.
 4. Specify your new organization's name in the Organization name field.
 5. Enter the remaining fields as relevant.
 6. Click **Create organization**.
- The Organizations page is redisplayed and your new organization will be listed.


2.2 Modifying an Organization's Settings

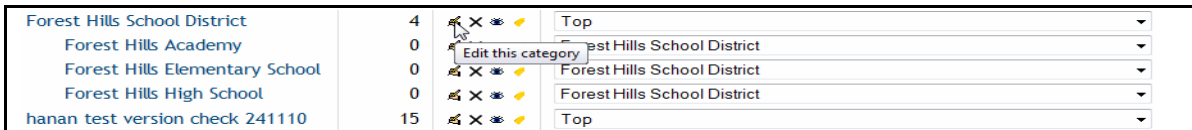
To modify an organization's settings:















1. Click **Add/edit courses** in the Courses menu of the Site Administration block.



The Organizations page is displayed.

2. Locate the organization whose settings you want to change. Click the Edit  icon beside it.

A screenshot of the 'Organizations' page showing a table of organizations. The table has columns for organization name, a count, and action icons. A tooltip 'Edit this category' is visible over the edit icon of the first row.

Forest Hills School District	4	  	Top
Forest Hills Academy	0	  	Forest Hills School District
Forest Hills Elementary School	0	  	Forest Hills School District
Forest Hills High School	0	  	Forest Hills School District
hanan test version check 241110	15	  	Top

The Edit organization settings page is displayed.

3. Make the the required changes to your organization's settings.
4. Save changes.

The Organizations page is displayed.

3. Managing Users

To manage users you must know how to:

- Add new users to the system. See 3.1. Adding New Users on page 6.
- Find existing users in the system so that you can manage them once they are already enrolled. See 3.2. Searching for Existing Users on page 11.
- Remove users from the system. See 3.3. Deleting Users on page 13.
- Change users' system roles so as to control which permissions they have. See 3.4. Managing Users' System and Organization and Course on page 14.

3.1 Adding New Users to LearnMate

There are three ways in which you can add new users to LearnMate:

- Create a self-enrollment key with which students can self-register. See 3.1.1. Create a Self-enrollment Key on page 6.
- Add users individually by entering their details into the system and assigning them usernames and passwords. See 3.1.2 Adding Users Individually on page 7.
- Add users in bulk by specifying all users details in a spreadsheet file and uploading that file to LearnMate. See 3.1.3 Adding Users by File Upload on page 8.

3.1.1 Create a Self-enrollment Key

To specify a self-enrollment key in a course:

1. Open the course page of the course for which you want to define a self-enrollment key.

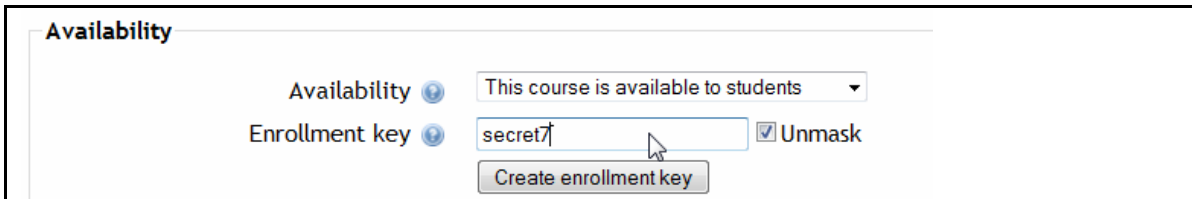
To do so:

- a. Click Add/edit courses in the Courses menu of the Site Administration block. The Organizations page is displayed.
- b. Click on the organization in which the course is located. A page listing that organization's sub-organizations and courses is displayed.
- c. Click on the relevant course to open its course page.

2. On the Administration block, click Settings.



3. In the Availability area, select Unmask.
4. Either type an enrollment key into the Enrollment Key field, or click the Create enrollment key button to have one entered automatically. Select Unmask to reveal the Enrollment key.



5. Click Save Changes at the bottom of the screen.



The enrollment key is saved in the system and the course page is redisplayed.

3.1.2 Adding Users Individually

To add a user to the system:

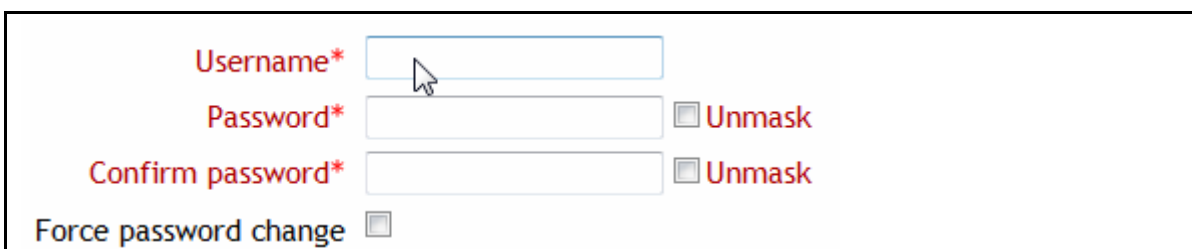
1. In the Site Administration block, click Users, then Admin, and then Add a new user.



The New User page is displayed.

2. Complete the New User form. The red fields with an asterisk are required fields, the rest are optional.

Note: Passwords must be at least 5 characters long.

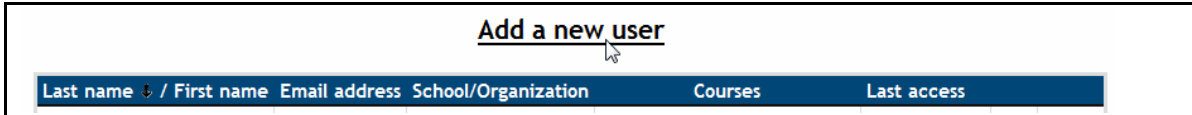


- Once you have completed the form, click [Add a New User](#).



The Users page is displayed.

- To add another new user, click [Add a new user](#).



3.1.3 Adding Users by File Upload

To add users to LearnMate by uploading a file you have to:

- Save your users' information in a CSV file. See 3.1.3.1. Creating a CSV User Data File on page 8.
- Upload the CSV file to LearnMate. See 3.1.3.2 Uploading a User Data CSV File to LearnMate on page 10.

3.1.3.1 Creating a CSV User Data File

CSV files can be created using many different computer programs. Instructions are provided here for two of the most commonly used:

- Microsoft Excel. See the section Creating a CSV User Data File using Microsoft Excel below.
- Windows Notepad. See the section Creating a CSV User Data File using Windows Notepad below.

Creating a CSV User Data File using Microsoft Excel

The easiest way to build a CSV file with user data for upload to LearnMate is to use a spreadsheet program such as Microsoft Excel.

To create a user data CSV file in Microsoft Excel:

- Open a new spreadsheet in Microsoft Excel.
- In the first row, enter the following column headings: username, password, firstname, lastname, email

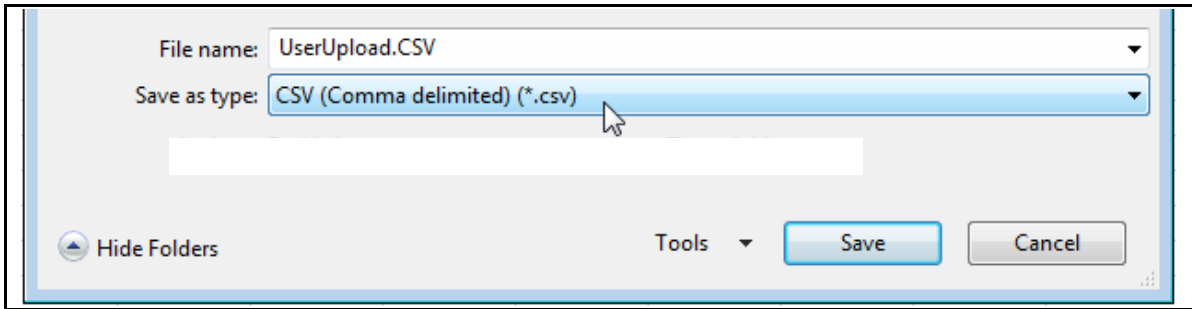
	A	B	C	D	E
1	username	password	firstname	lastname	email

- Enter the appropriate details for all users that you want to add to LearnMate.

	A	B	C	D	E
1	username	password	firstname	lastname	email
2	PAdams	letmein	Patrick	Adams	PAdamd@email.com
3	JPartridge	PW123	John	Partridge	JPartridge@email.com
4	JaneDoe	987654	Jane	Doe	JDoe@email.com
5	RGreen	Greenboy	Robert	Green	RGreen@email.com

- Click [File](#) and [Save As](#) to save the file.

5. Make sure that in the Save as type: drop-down, CSV (comma delimited) is selected.

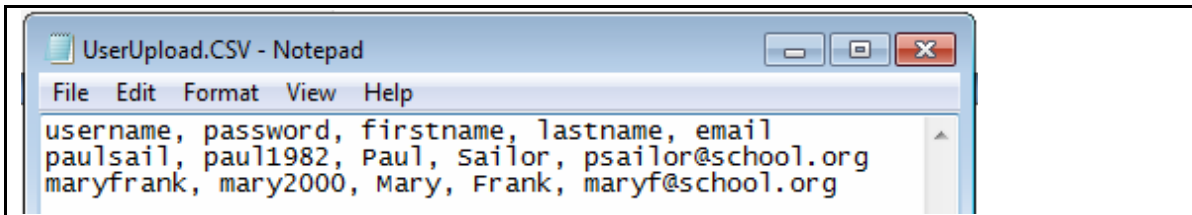


6. Click **Save**.

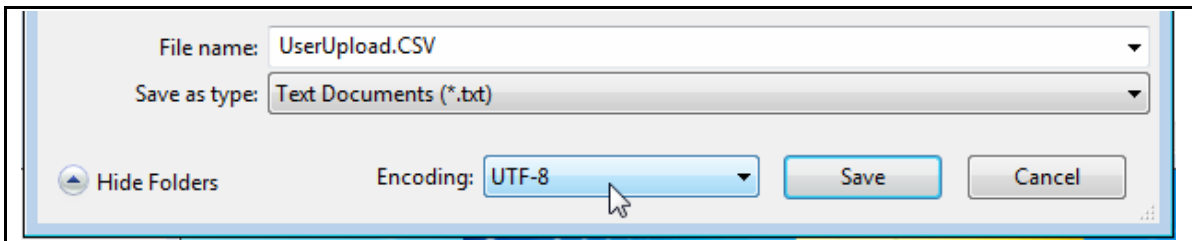
Creating a CSV User Data File using Windows Notepad

To create a user data CSV file in Microsoft Excel:

1. Open Notepad.
2. Paste the following as the first line:
`username, password, firstname, lastname, email`
3. In the each row, enter one student's details, with each field separated by a comma, as shown below.



4. Click **File** and **Save as**.
5. Ensure that the following requirements are met:
 - The file must have a CSV extension.
 - The save as type must be txt.
 - The file encoding must be set to UTF-8.

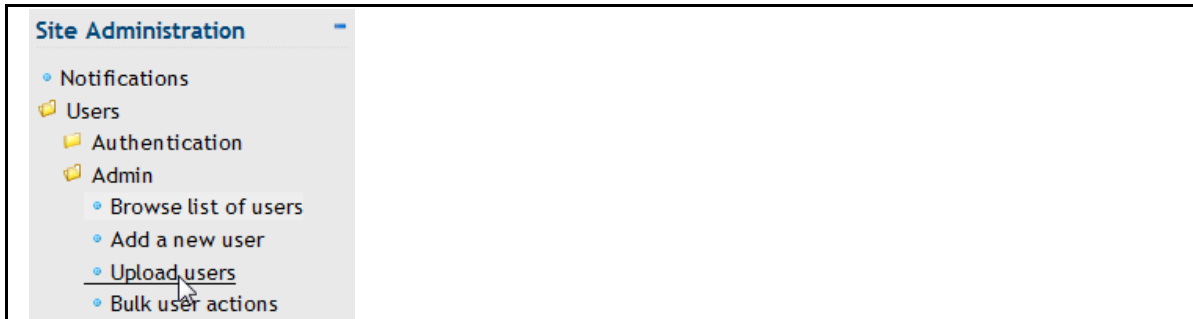


6. Click **Save**.

3.1.3.2 Uploading a User Data CSV File to LearnMate

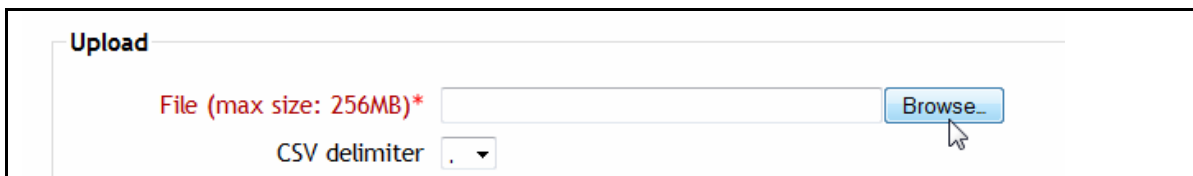
To upload the user data CSV file to LearnMate:

1. In the Site Administration block, click **Admin** and then **Upload Users**.

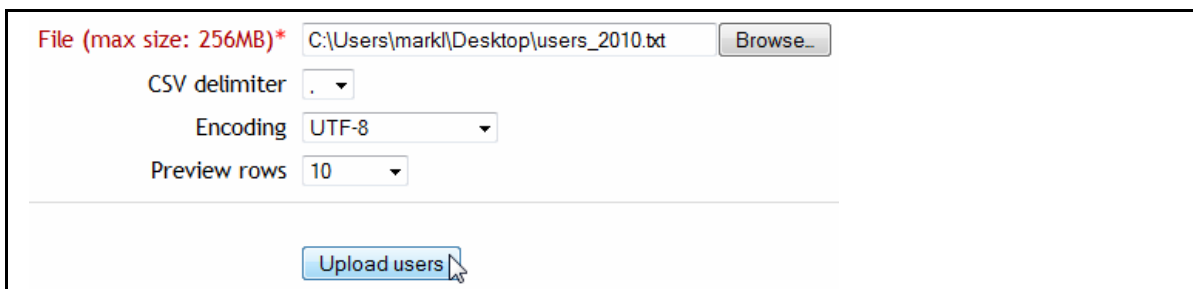


The Upload users page is displayed.

2. Click **Browse** and select the CSV file you prepared.

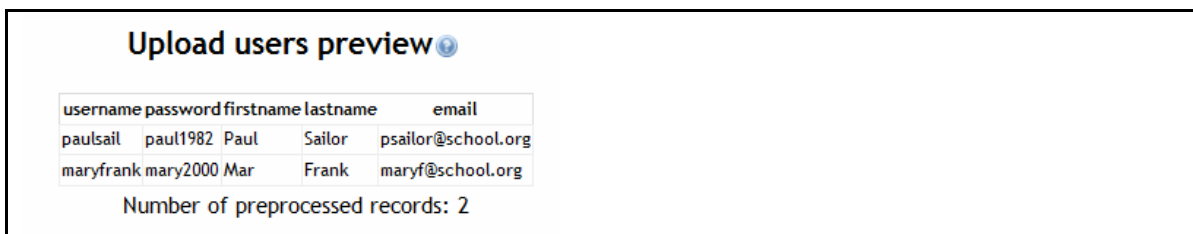


3. Select a number of preview rows larger than the number of users that you are uploading from the Preview rows drop-down list.
4. Click **Upload users**.



The Upload users preview page is displayed.

5. Check that the preview of the user details, shown at the top of the page, is correct.



6. You are advised not to change any of the default settings in the page. Any settings applied in the User demographic area will be applied to all users being uploaded.
7. Click **Upload users**.



The Upload users results page is displayed.

8. Click [Continue](#).

Upload users results

Status	CSV line ID	Username	First name	Last name	Email address	Password	Authentication	Enrollments	Delete
New user	2	381 paulsail	Paul	Sailor	psailor@school.org	paul1982			
New user	3	382 maryfrank	Mar	Frank	maryf@school.org	mary2000			

Users created: 2
Users having a weak password: 0
Errors: 0

[Continue](#)

The users are added to the system and the Upload users page is redisplayed.

3.2 Searching for Existing Users

You can search for users in two ways:

- Using the Browse list of users page, which enables you to find all users that match specified parameters. See 3.2.1. Searching for Users on the Browse List of Users Page on page 11.
- Using the Quickfind List block. See 3.2.2. Quickfind List Block on page 13.

3.2.1 Searching for Users on the Browse List of Users Page

To search for users using the Browse list of users page:

1. In the Site Administration block, click [Users](#), [Admin](#) and then [Browse list of users](#).

Site Administration

- Notifications
- 📁 Users
 - 📁 Authentication
 - 📁 Admin
 - Browse list of users
 - Add a new user

2. Add filters to specify which user(s) you are searching for. For example, to search for a specific user, you can add a filter with the user's full name. To search for all of the users in a specific school, add a School/organization filter.

To add a filter:

- a. For the filter you want to add, select the type (as shown below).

New filter

Full name	contains	<input type="text"/>
Last name	contains	<input type="text"/>
First name	doesn't contain	<input type="text"/>
Username	is equal to	<input type="text"/>
Email address	starts with	<input type="text"/>
School/organization	ends with	<input type="text"/>
	is empty	<input type="text"/>
	contains	<input type="text"/>

- b. Enter the filter text in the field.

Full name ⓘ contains

- c. Click .

The list of all users that match your search criteria is shown. You are able to edit or delete any of the users listed.

Last name / First name	Email address	School/Organization	Courses	Last access	Edit	Delete
Adams, Patrick	PAdams@email.com	Forest Hills School District	Introduction to Economics	23 mins 4 secs	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Note: You can also search for Users using the Quickfind User List Block. See 3.2.2 Quickfind List Block, on page 13.

3.2.2 Quickfind List Block

Users can be found by using the Quickfind User List block, which is a block that can be added to your front page. To learn how to add this block to your front page if it is not already there, and on how to move it, see 5. Customizing the LearnMate Front Page on page 29.



To search for users using the Quickfind List block:

1. Begin typing part of the user's name in the text field of the Quickfind List block.
As you type, the list of users' whose names contain the typed text will be displayed below the text field.
2. Click on the required student's name. The student's profile page is displayed.



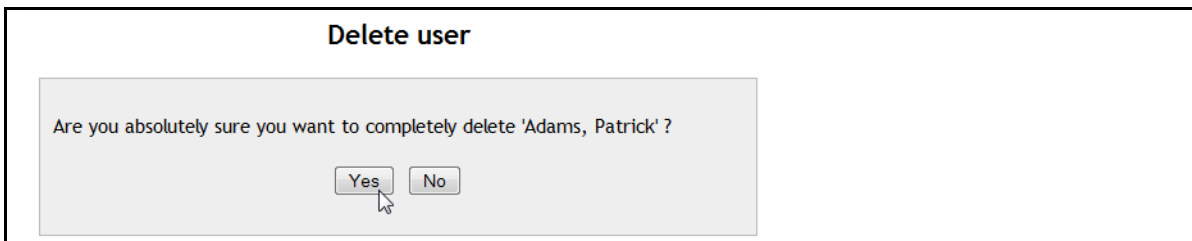
3.3 Deleting Users

To delete a user:

1. Search for the user that you want to delete. For instructions on how to do so, see 3.2. Searching for Existing Users on page 11.
2. Click **Delete** to delete a user.

Last name / First name	Email address	School/Organization	Courses	Last access		
Adams, Patrick	PAdams@email.com	Forest Hills School District	Introduction to Economics	33 mins 20 secs	Edit	Delete

3. When prompted, click **Yes** to confirm that you wish to delete the User.



3.4 Managing Users' System and Organization and Course Roles

The role assigned to a user defines which LearnMate functions and screens the user can access.

LearnMate roles can be assigned at three different levels:

- System roles define the permissions the user has at the system level. See 3.4.1. Assigning System Role on page 14.
- Organization roles define the permissions the user has within his or her organization. See 3.4.2. Assigning Organization Roles on page 15.
- Course roles define the permissions the user has within each course in which he or she is a participant. See 4.4. Assign Roles in a Course on page 24.

It is recommended that each user be assigned a role at the lowest required level.

3.4.1 Assigning System Roles

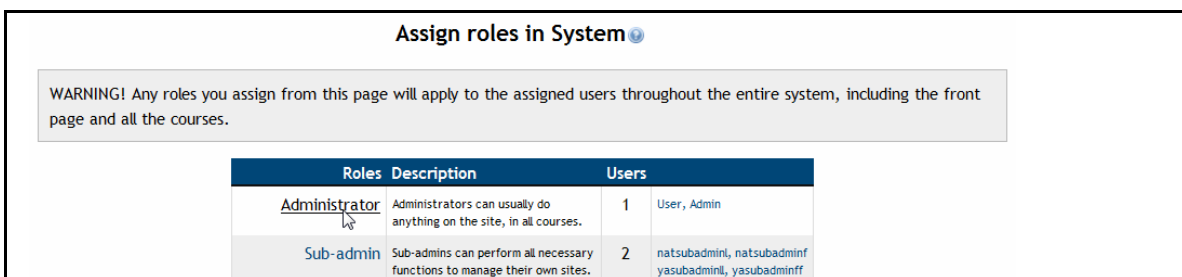
To assign a system role:

1. In the Site Administration block, click [Users](#), [Permissions](#) and [Assign system roles](#).

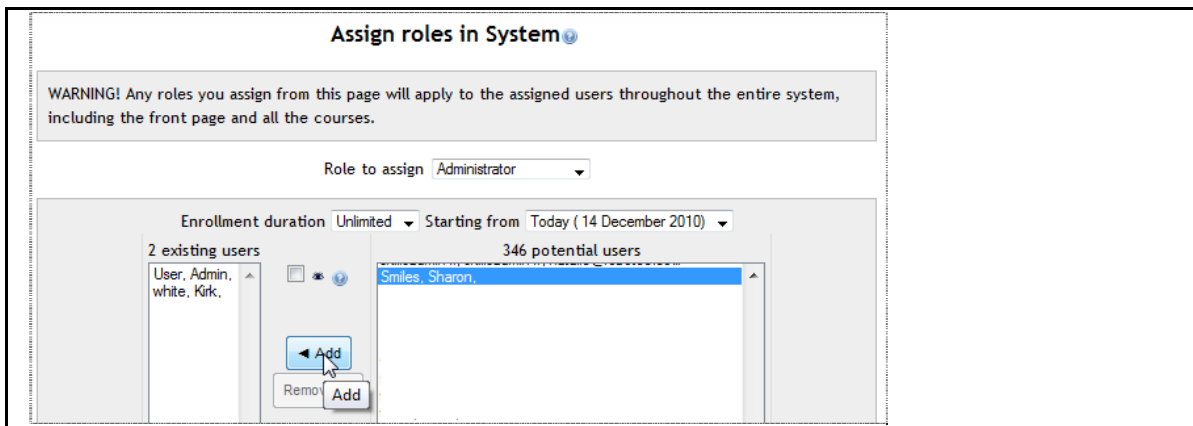


The Assign roles in system page is displayed. Detailed definitions are provided for all roles.

2. Click the role that you want to assign.



3. Select the users to whom you want to assign the role to and click **Add**.



4. Click **Assign roles in System** to save your role assignments.



The Assign roles in system page is redisplayed.

3.4.2 Assigning Organization Roles

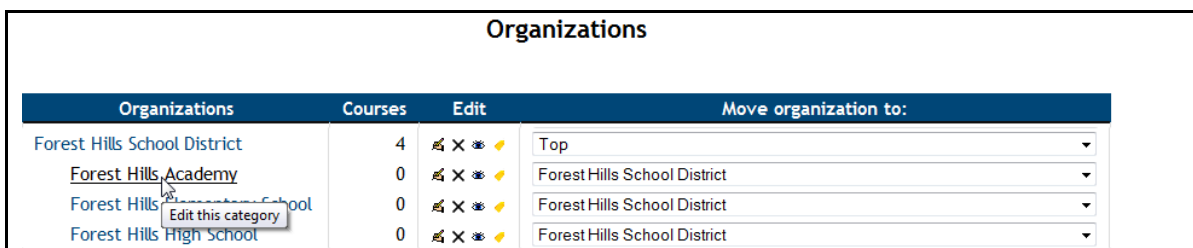
To assign an organization role:

1. In the Site Administration block, click **Courses** and **Add/edit courses**.



The Organizations page is displayed.

2. Click on the organization in which you want to assign organization roles.



3. Click **Assign roles**.



The Assign roles in organization page is displayed. Detailed definitions are provided for all roles.

4. Click the role that you want to assign.

Assign roles in Organization: Forest Hills Academy

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Sub-admin	Sub-admins can perform all necessary functions to manage their own sites.	0

5. Select the users to whom you want to assign the role to and click **Add**.

Assign roles in Organization: Forest Hills Academy

Role to assign: Administrator

Organization: Forest Hills Academy

Enrollment duration: Unlimited Starting from: Today (14 December 2010)

1 existing users: Smith, Tom.

347 potential users:

- Smith, Graham.
- student1, student1.
- Studenta, Studenta.
- teacher123, teacher123.
- test1f, test1f.
- test2f, test2f.
- test3f, test3f.
- test4f, test4f.

Buttons: Add, Remove, Add

6. Click **Assign roles in organization** to save your role assignments.



The Assign roles in organization page is redisplayed.

4. Managing Courses

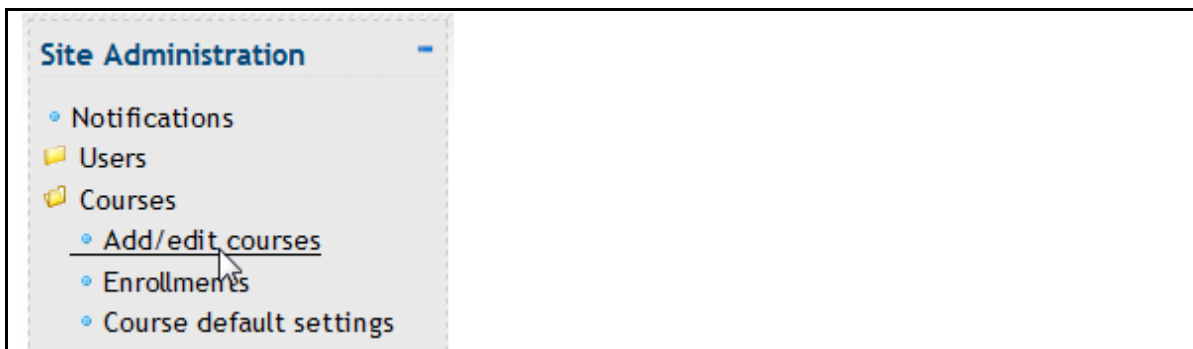
As an administrator, you will be required to:

- Install master courses supplied by Intelitek. See the LearnMate 5 Server Installation Guide.
- Create new, blank semester courses for your school's teachers. See 4.1. Creating New Courses on page 17.
- Back-up courses as downloadable zips. See Backing-up a Course on page 19.
- Restore courses. See Restoring a Course on page 21.
- Assign users roles within a course, for example, to specify which user is a teacher in a course, and which users are to be students in the course. See 4.4. Assign Roles in a Course on page 24.
- Limit the number of participants allowed in a particular course, and limit the time period during which a course is permitted to function. See 4.5. Course Licensing on page 27.

4.1 Creating New Courses

To create a new course:

1. Click **Add/edit courses** in the Courses menu of the Site Administration block.



The Organizations page is displayed.

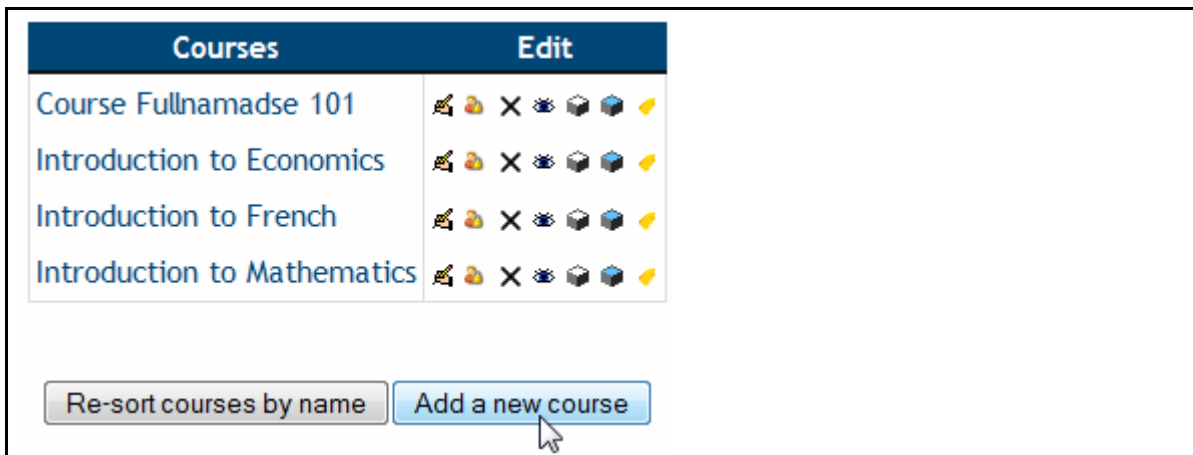
2. Click the Organization or Sub-organization to which you want to add the course.



The screenshot shows the 'Organizations' page. It features a table with columns for 'Organizations', 'Courses', and 'Edit'. The table lists three organizations: 'Forest Hills School District' (3 courses), 'Forest Hills Academy' (0 courses), and 'Forest Hills Elementary School' (0 courses). Each row has a set of icons for editing and deleting. A 'Top' button is visible next to the first row.

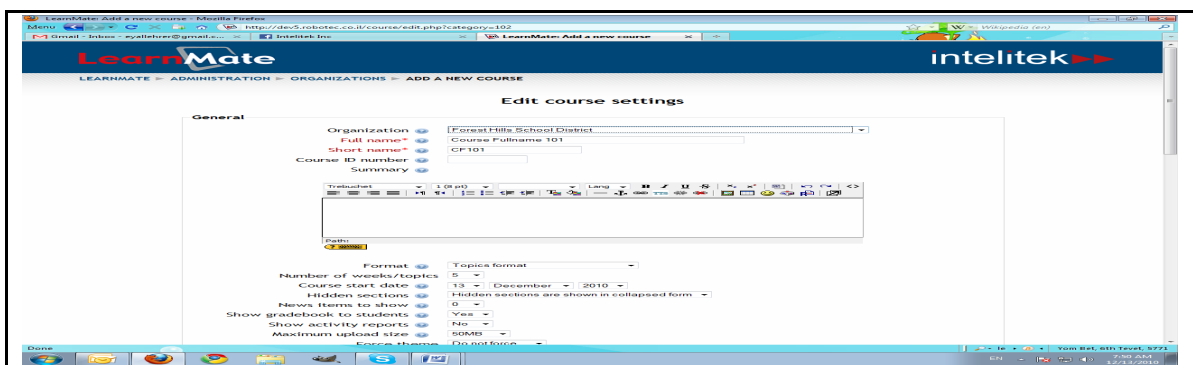
Organizations	Courses	Edit
Forest Hills School District	3	
Forest Hills Academy	0	
Forest Hills Elementary School	0	

3. Click [Add a new course](#).



The Edit course settings page is displayed.

4. Enter the course's full name and short name in the fields provided.



5. Configure any of the other settings as required. The teacher of the course will be able to change these settings later if necessary.
6. Click **Save changes**.

The Assign roles page is displayed. At this point you can either:

- Assign roles. See 4.4. Assign Roles in a Course on page 24.
- Return to the LearnMate front page by clicking LearnMate in the breadcrumbs.

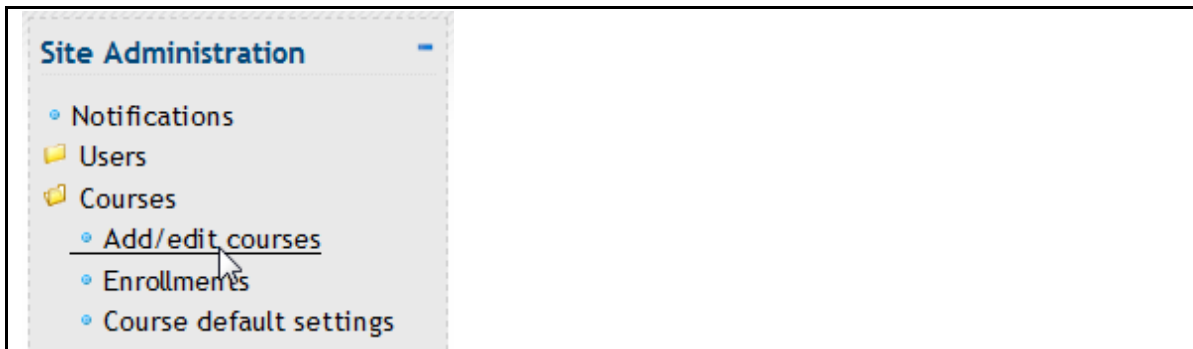


4.2 Backing-up a Course

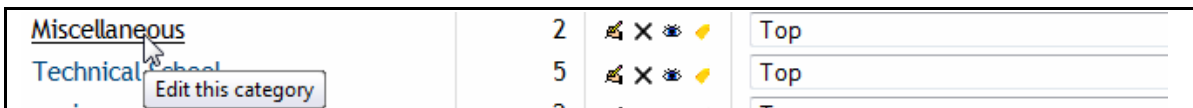
Courses may be backed-up, and the backup zip may be downloaded to a local computer. The backup zip can later be restored in one or several organizations.

To back-up a course:

1. Locate the course that you want to back-up. To do so, either click on the relevant course in the Available Courses list on the front page, or
 - a. Click **Add/edit courses** in the Courses menu of the Site Administration block.



- b. Click the name of the organization in which the course is located.

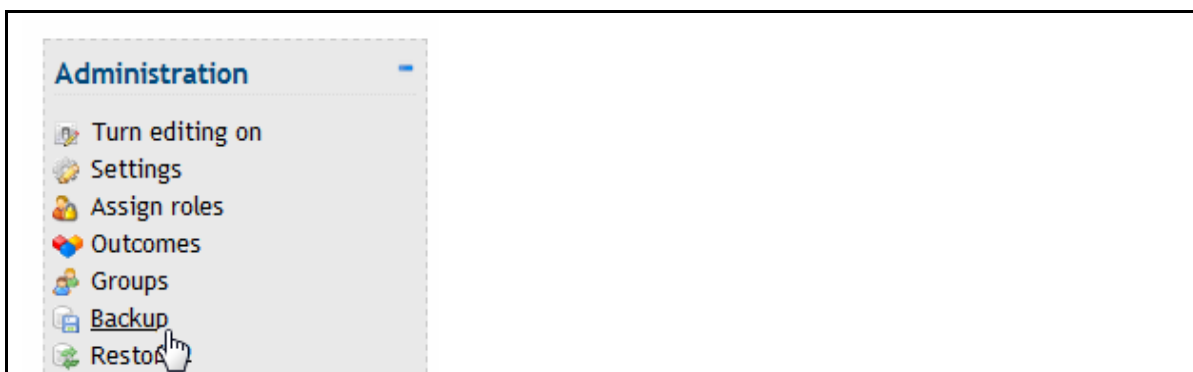


- c. Click the course that you want to restore.



The course's course page is displayed.

2. Click **Backup** in the Administration Block.



3. Select the content that you want to back-up and click **Continue**. By default, user data is not selected for back-up, although it must be selected for Glossaries or the glossary data will not be backed-up.

Course backup: Biology: Biodiversity (Biology: Biodiversity)

Include [All/None](#)
[All/None](#)

<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Project: Chemical Solutions <input type="checkbox"/> User Data	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Chats <input checked="" type="checkbox"/> Chat <input type="checkbox"/> User Data	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums <input checked="" type="checkbox"/> Forum: Project <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Forum: Class <input type="checkbox"/> User Data	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Glossaries <input checked="" type="checkbox"/> Glossary: Solutions <input checked="" type="checkbox"/> User Data	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Assessments <input checked="" type="checkbox"/> Review Test 1 <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Review Test 2 <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Review Test 3 <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Review Test 4 <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Review Test 5 <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Post-test <input type="checkbox"/> User Data	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Resources <input checked="" type="checkbox"/> Lesson Guides <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Chemistry Experiments <input type="checkbox"/> User Data <input checked="" type="checkbox"/> Experiment - Saltwater Conductivity <input type="checkbox"/> User Data	<input type="checkbox"/> User Data

The Backup Details page is displayed.

4. Optionally define a new for the backup zip. By default, the name includes the course details and the date.
5. Click **Continue** to perform the back-up.

If the back-up is completed successfully, a Backup completed successfully message is displayed.



6. Click **Continue**. The backup zip is displayed in the course's file list.



For information regarding restoring course backups, see Restoring a Course, below.

4.3 Restoring a Course

Master courses that are purchased from Intelitek can be inserted, or "restored," into a teacher's semester course. Multiple master courses can be restored into one semester course. By default, only LearnMate administrators have access to the master courses and thus the administrator is required to restore master courses to teachers' semester courses.

For a more detailed explanation of master and semester courses, see 4. Managing Courses on page 17.

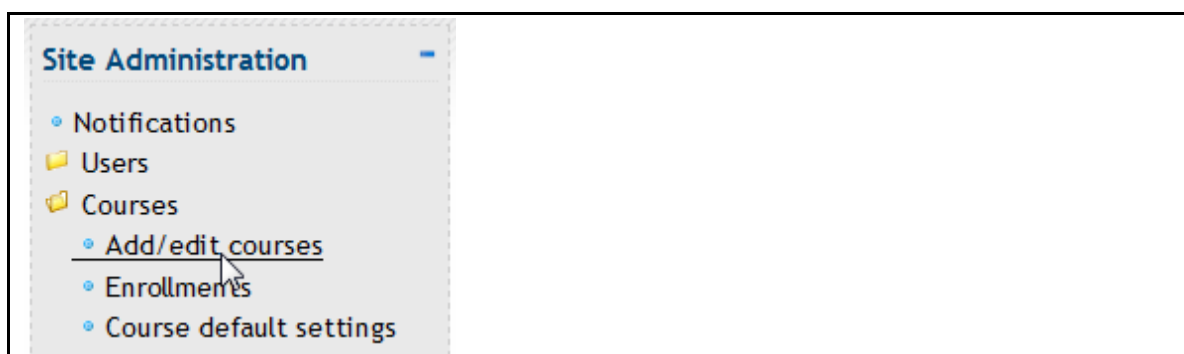
The process of installing courses purchased from Intelitek is described in the LearnMate 5 Server Installation Guide.

To restore a master course to a semester course:

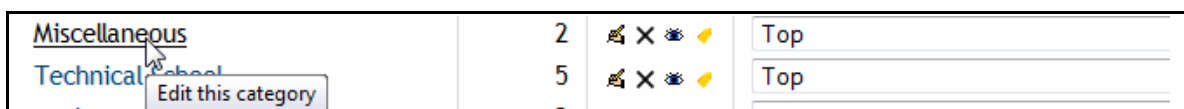
If you are restoring to an empty semester course, continue to step 1. If you are restoring to a semester course that already contains content, you should first enter the course page of that semester course and note the number of the first empty topic. Later in this process you will have to specify to which topic the master course should be restored.

To view the semester course page:

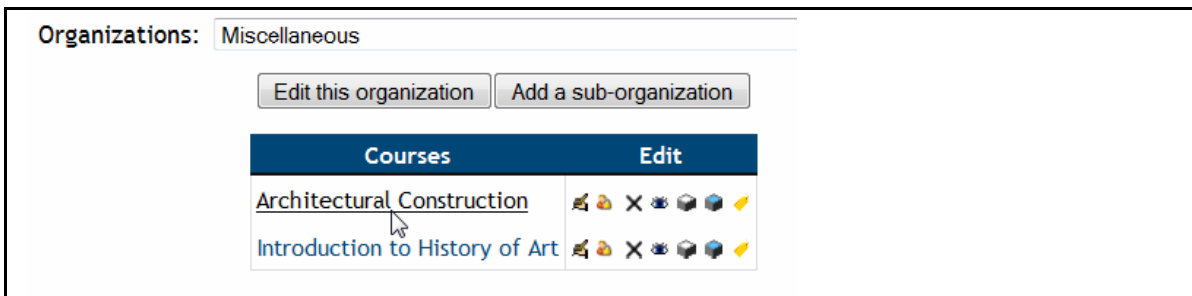
- a. Click **Add/edit courses** in the Courses menu of the Site Administration block. The Organizations page is displayed.
 - b. Click on the organization in which the semester course is located. A page listing that organization's sub-organizations and courses is displayed.
 - c. Click on the relevant semester course. The course page is displayed.
 - d. Take note of the number of the first empty topic.
1. Locate the master course that you want to restore. To do so, either click on the relevant master course in the Available Courses list on the front page, or:
 - a. Click **Add/edit courses** in the Courses menu of the Site Administration block.



- b. Click the name of the organization in which the master course is located. .

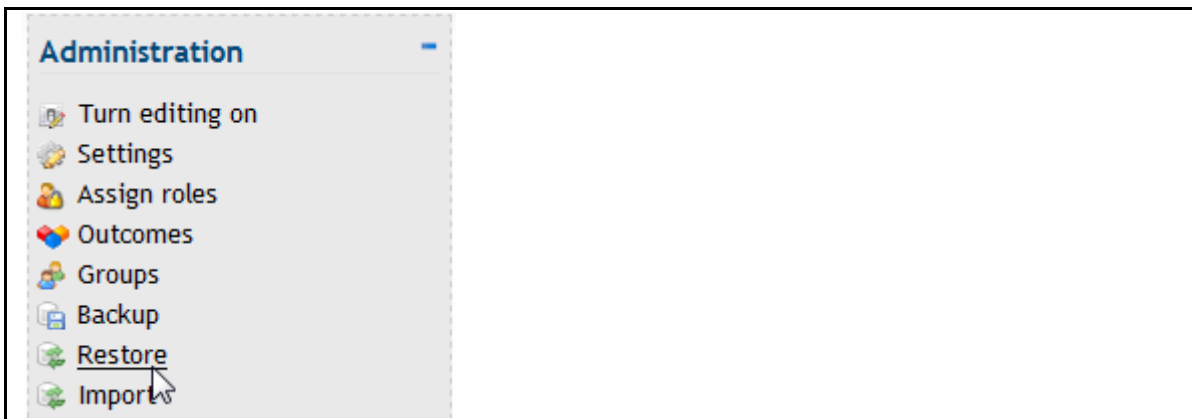


- c. Click the master course that you want to restore.



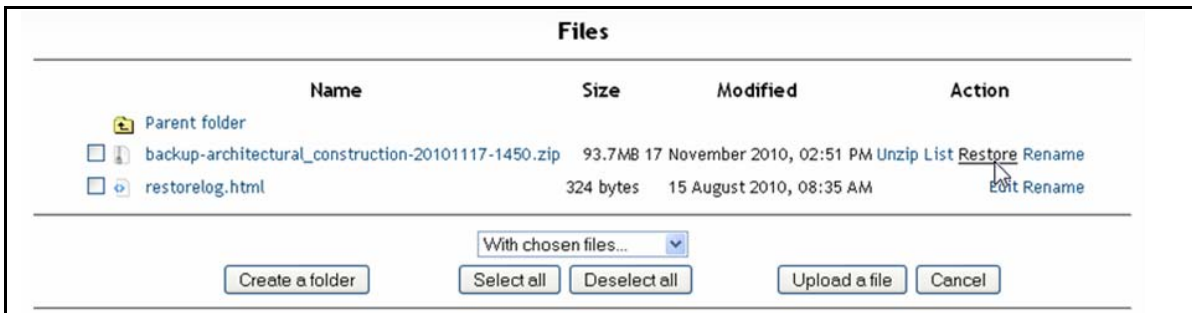
The master course's course page is displayed.

2. Click **Restore** in the Administration Block.

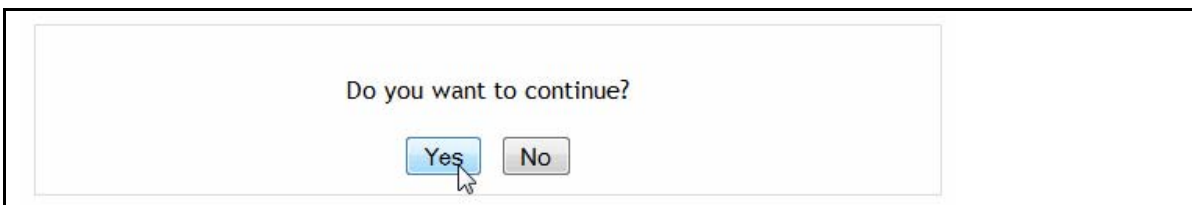


The Files page is displayed. It lists all backup files made of the master course.

3. Click **Restore** next to the backup you want to restore. (Usually there will only be one backup file. If there are multiple backup files, select the newest unless you have reason to do otherwise.)



4. Click **Yes** when prompted to confirm that you want to restore the Course.



5. A page will appear summarizing the content that will be restored. Click **Continue**.

Outcomes:	Yes
Tags:	Yes
<input type="button" value="Continue"/>	

6. From the Restore to field, select *Existing course, adding data to it*.

Restore to	Existing course, adding data to it
Organization	Current course, deleting it first
Short name	Current course, adding data to it
	New course
	Existing course, deleting it first
	Existing course, adding data to it

7. From the Organization field, select the organization in which the semester course to which you want to restore the master course is located.

Restore to	Existing course, adding data to it
Organization	Forest Hills School District

8. Do not configure any of the other settings. Simply click **Continue** at the bottom of the screen.

Role mappings	
Source role	Target role
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

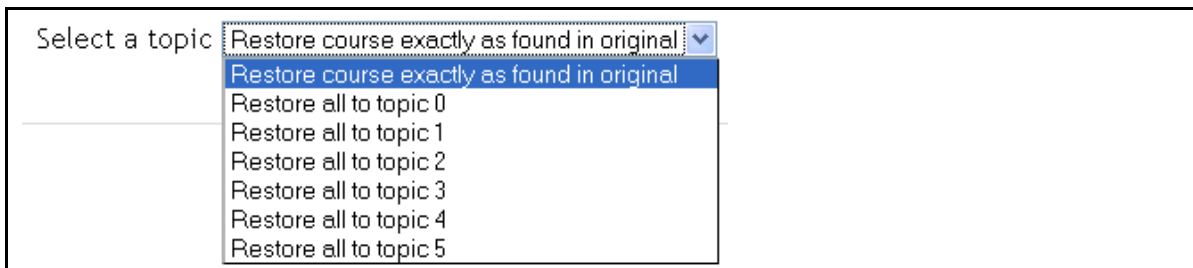
A list of all courses in the selected organization is shown.

9. Select the semester course to which you want to restore the master course from the list of available courses.

Choose a course	
<hr/>	
Course Fullnamadse 101 (CF101asd)	
Introduction to Economics (EC101)	
Introduction to French (FR101)	
Introduction to Mathematics (CF101)	

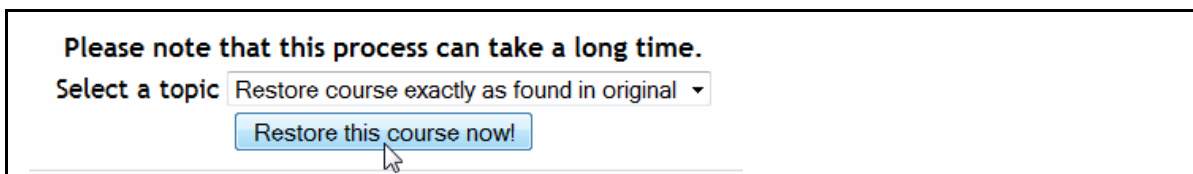
10. By default the course is restored exactly as in the master course (i.e. to topic 1 of the semester course). You can specify to which topic the master course should be restored by selecting from the Select a topic drop-down list.

It is highly recommended that each master course be restored to a separate topic in the semester course. Thus, if the semester course to which you are restoring is not empty, it is advisable to first enter the semester course and identify an empty topic to restore the master course to.



A screenshot of a web interface showing a dropdown menu. The label "Select a topic" is on the left. The dropdown menu is open, showing the following options: "Restore course exactly as found in original" (highlighted in blue), "Restore all to topic 0", "Restore all to topic 1", "Restore all to topic 2", "Restore all to topic 3", "Restore all to topic 4", and "Restore all to topic 5".

11. Click **Restore this course now**.



A screenshot of a web interface showing a dropdown menu with the label "Select a topic" and the option "Restore course exactly as found in original" selected. Below the dropdown menu is a blue button labeled "Restore this course now!". A mouse cursor is pointing at the button.

If the restore is completed successfully, a Restore completed successfully message is displayed.



A screenshot of a web interface showing a message box with the text "Restore completed successfully". Below the message box is a button labeled "Continue". A mouse cursor is pointing at the button.

12. Click **Continue**. The selected semester course is displayed with the restored master course in the selected topic.

4.4 Assign Roles in a Course

There are different roles that can be assigned to users within a course, the most common being teacher and student. The role that is assigned to each user defines:

- The level of permissions that the user has in the course.
For example, a student user is not able to edit activities in a course, whereas a teacher user is permitted to edit all course activities.
- The actions that the user is able to perform in the course.
For example, only student users are able to upload and submit assignment files for grading. Only teacher users are able to grade submitted assignments.


Course roles are specified in the Assign roles in course page. Role assignments can be changed at any time, by either the administrator or the course teacher.

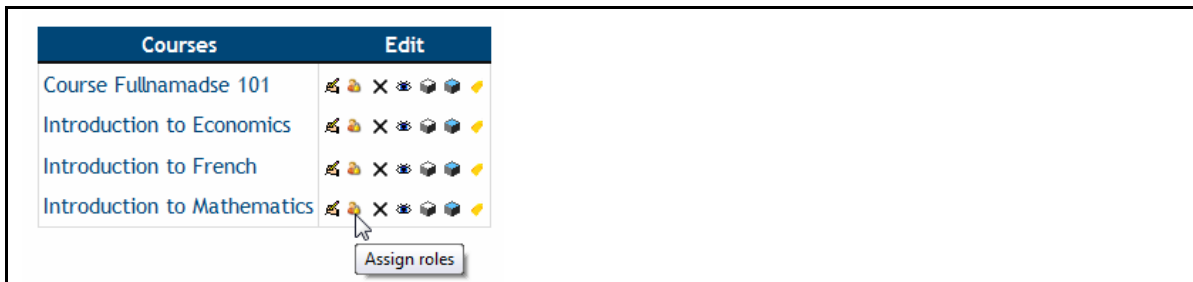
To assign course roles:

1. If you are:

- Already in the course page of the course in which you want to assign roles, click Assign roles in the Administration block.



- Elsewhere in the system:
 - a. Click Add/edit courses in the Courses menu of the Site Administration block. The Organizations page is displayed.
 - b. Click on the organization in which the semester course is located. A page listing that organization's sub-organizations and courses is displayed.
 - c. Click on the Assign roles icon  next to the relevant course.



The Assign roles in course page is displayed. This page lists all available roles. Once roles have been assigned, the number of users assigned to each role, together with the names of those users, are displayed in the Users column.

Assign roles in Course: EC101

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Sub-admin	Sub-admins can perform all necessary functions to manage their own sites.	0
Org-admin	Org admins can run aggregated reports on their organization and sub-organizations.	0
Teacher-L2	Teacher-L2s can teach in courses and grade students.	0
Teacher-L1	Teacher-L1s can teach in courses and grade students, but may not alter activities.	0
Instructor - L2	Instructor-L2s can teach in courses and grade students.	0
Instructor - L1	Instructor-L1s can teach in courses and grade students, but may not alter activities.	0
File Organizer	File organizers can create new courses for instructors to use.	0
Assessment teacher	Assessment teachers can view grades, run reports, and view and print certificates for assessment courses.	0
Student	Students generally have fewer privileges within a course.	0

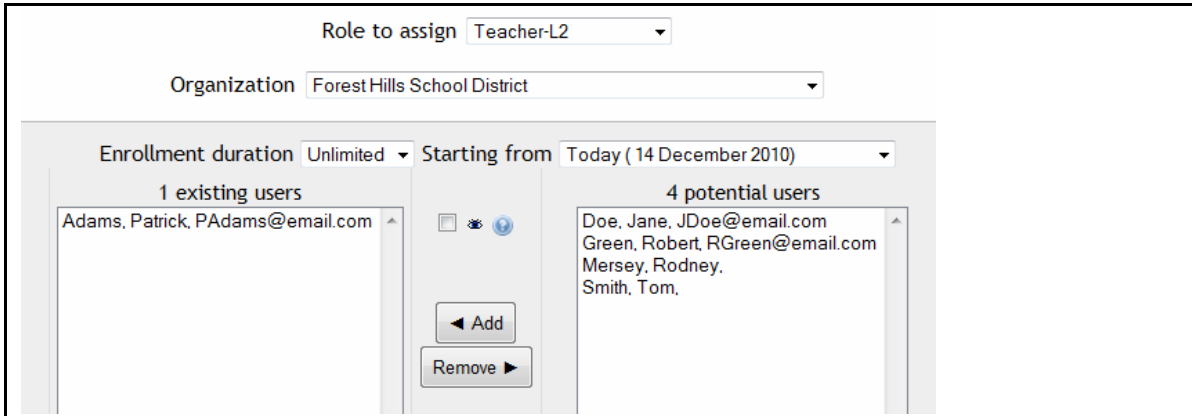
[Click here to enter your course](#)

You are logged in as User, Admin (Logout)

2. Click the Role that you want to assign.

Teacher-L2	Teacher-L2s can teach in courses and grade students.	0
Teacher-L1	Teacher-L1s can teach in courses and grade students, but may not alter activities.	0

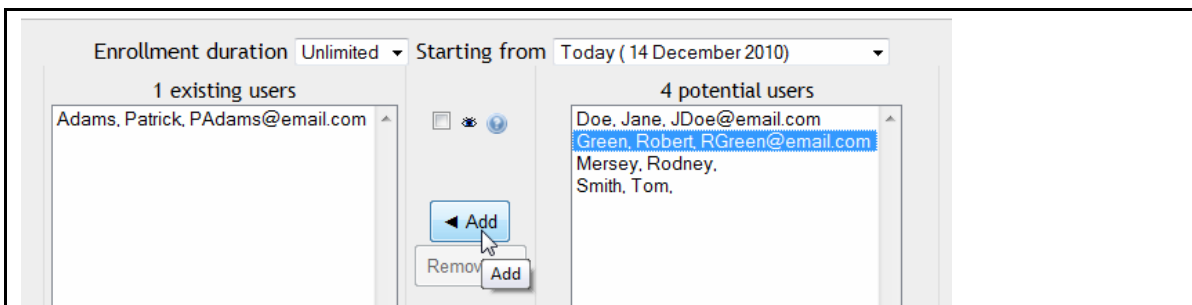
The page redisplay as shown below.



This page contains the following areas, buttons and fields:

- Role to assign: Select which role you want to assign.
- Organization: Select the organization in which the users to whom you want to assign the role are registered.
- Enrollment duration and Starting from: Use these fields to specify for how long the roles are to be valid. By default, Enrollment duration is set to unlimited.
- Potential users area: Lists all users in the selected organization.
- Existing users area: Lists all users currently assigned the selected role in the course.
- Add button: Moves users selected in the Potential users area to the Existing users area, thus assigning them the selected role.
- Remove button: Moves users selected in the Existing users area to the Potential users area, thus removing them from the selected role.

3. Select the users to which you want to assign the role and click **Add**.



4. Once you have added all of the users to whom you want to assign the selected role, you can select another role from the Role drop-down list and assign other users to that role.

5. Once you have assigned all necessary roles, click **Assign roles in Course**.



The Assign roles table is redisplayed.

Assign roles in Course: EC101		
Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Sub-admin	Sub-admins can perform all necessary functions to manage their own sites.	0
Org-admin	Org admins can run aggregated reports on their organization and sub-organizations.	0
Teacher-L2	Teacher-L2s can teach in courses and grade students.	1 Adams, Patrick
Teacher-L1	Teacher-L1s can teach in courses and grade students, but may not alter activities.	0
Instructor - L2	Instructor-L2s can teach in courses and grade students.	0
Instructor - L1	Instructor-L1s can teach in courses and grade students, but may not alter activities.	0
File Organizer	File organizers can create new courses for instructors to use.	0
Assessment teacher	Assessment teachers can view grades, run reports, and view and print certificates for assessment courses.	0
Student	Students generally have fewer privileges within a course.	4 Doe, Jane Green, Robert Mersey, Rodney Smith, Tom

6. Verify that the roles were correctly assigned by examining the Users column.

4.5 Course Licensing

To set a course's license limitations:

1. In the Site Administration block, click [Courses](#) and [Add/edit courses](#).



The Organizations page is displayed.

2. Click on the organization in which the course you want to license is located.

Organizations			
Organizations	Courses	Edit	Move organization to:
Forest Hills School District	4	🔍 ✕ 🔄	Top
<u>Forest Hills Academy</u>	0	🔍 ✕ 🔄	Forest Hills School District
Forest Hills <small>Edit this category</small>	0	🔍 ✕ 🔄	Forest Hills School District
Forest Hills High School	0	🔍 ✕ 🔄	Forest Hills School District

3. Click on the course to be licensed.



The course page is displayed.

4. At the top right of the page, click **Turn editing on**.

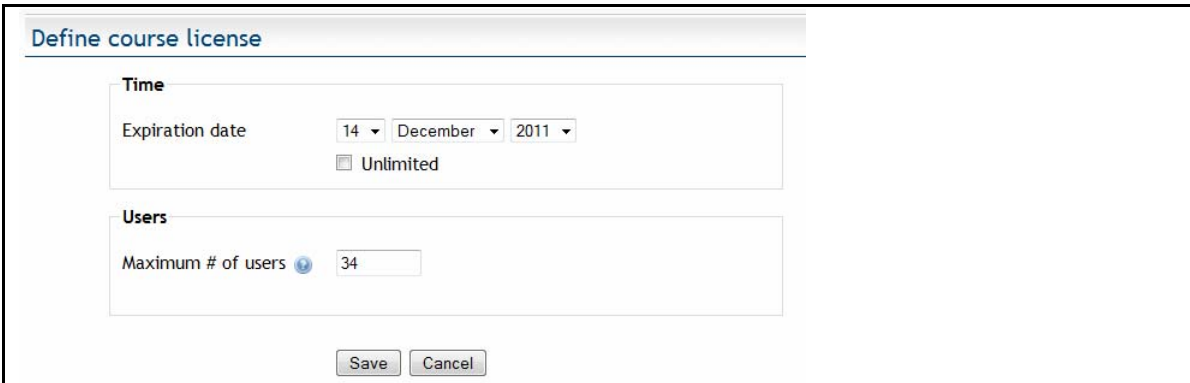


5. From the Blocks block, select "Course License".
6. In the Course license block, click "Define course license".



The Define course license page is displayed.

7. Enter the expiration date (or choose Unlimited) and/or enter the maximum number of users permitted to enroll in the course.

A screenshot of the 'Define course license' form. It has a title bar 'Define course license'. Under the 'Time' section, there is an 'Expiration date' field with three dropdown menus showing '14', 'December', and '2011'. Below it is a checkbox labeled 'Unlimited'. Under the 'Users' section, there is a 'Maximum # of users' field with a blue up/down arrow icon and the number '34'. At the bottom, there are 'Save' and 'Cancel' buttons.

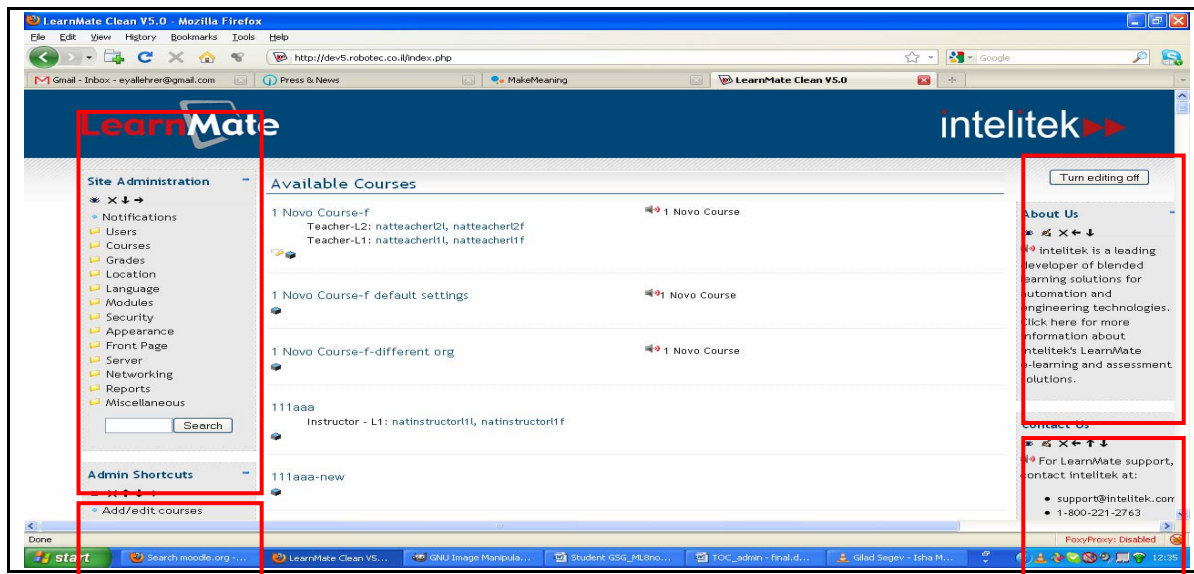
8. Click **Save**.

The course page is redisplayed.

5. Customizing the LearnMate Front Page

As the site administrator, you can control the layout of the front page as seen by other users in your organization. Primarily, layout customization involves selecting which blocks are to be displayed, and where they are to be located.

Blocks are gray areas which contain links to a wide range of LearnMate functions. These functions are accessed by clicking on the links located in those blocks.



In order to arrange the display of blocks on the front page, you need to know:

- What each block does. See 5.1. Understanding the Blocks on page 30.
- How to add additional blocks to the front page. See 5.2 Adding Blocks to the Front Page on page 31.
- How to modify how the blocks are displayed, for example how to hide blocks from users other than yourself, how to position blocks on the page, etc. See 5.3. Modifying the Display of Blocks on the Front Page on page 31.

5.1 Understanding the Blocks

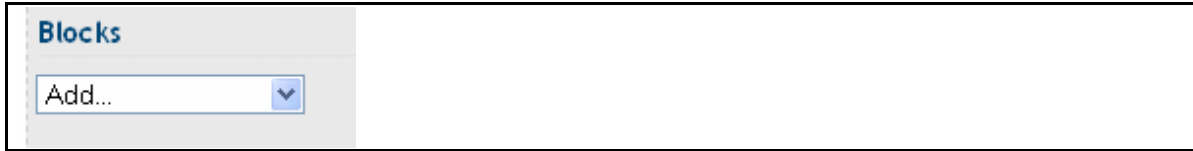
The table below lists and summarizes the function of each available block. Note that although you, as the administrator, can select which blocks to display, LearnMate automatically modifies the display of blocks depending on the permission level of each user, ensuring that no user is given access to functions to which they should not have access.

Block Name	Function
Site Administration	Provides links to all administration-related pages throughout the system.
Admin Shortcuts	Contains quick links to commonly used administrator pages.
Calendar	Displays all events for the selected month and provides a link to a view in which all users can schedule their own events.
Upcoming Events	Displays a list of upcoming events and contains a quick link to the Calendar and to create a new event.
Global Search	Contains a search box for a textual search of all files in the entire LearnMate system.
Site Reports	Contains quick links to various site reports.
About Us	A static text box to which a description of your organization can be added.
Contact Us	A static text box to which contact details for your organization can be added.
Quickfind List: All Users List	Contains a search box for searching for users in the system. As text is typed, the list is dynamically filtered to the typed text.
Course Enrollment	Students can self-enroll in courses by entering their enrollment keys in the field in this block.
Tags	Contains a list of tags. When a tag is clicked, all of the course content components with that tag are displayed.
Latest News	A static text box to which news releases can be added, with a link to create a new news topic.
LearnMate Help Resources	Contains various help files, instructional videos and system resources.
HTML	Empty block in which content can be built using HTML.

5.2 Adding Blocks to the Front Page

To add a block to the Front Page:

1. Click **Turn editing on** on the top right of the Front Page.
2. From the Blocks block, select the block that you want to add.







5.3 Modifying the Display of Blocks on the Front Page

The display and position of each block is controlled using the icons located underneath each block's title.

Note: *These controls are only displayed after clicking Turn editing on.*

The table below lists the controls available on each block.

	Hide; Show Click to toggle between showing and hiding the block. When hidden, you will see only the block title. Other users will not see the block at all.
	Configuration Click to configure the Block settings. This control does not apply to all blocks.
	Delete Click to delete the Block. Neither you nor any other user will see this block.
	Move up; Move down; Move left; Move right Click these buttons to move the Block to the desired location.

6. Reports

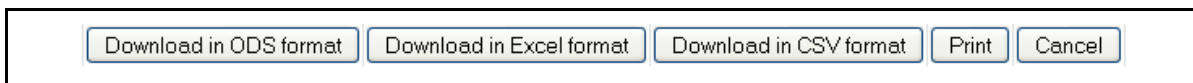
In addition to the reports that are available at both site and course level, the following site-wide reports are available for administrators:

You can access the various course reports from the *Course report* block in the course home page.



Some reports generate immediately, while for others you are required to select what data to include by choosing from the menus shown.

All course reports can be downloaded once they are displayed. You can download the reports in ODS, Excel or CSV formats. Reports can also be printed. Buttons for these actions are displayed below all reports except for the Logs Report, as shown below.



The Logs Report can be downloaded by selecting the desired output for download before clicking [Get these logs](#).



This chapter describes the use of the following reports. Additional help is provided in the online help windows.

Report Name	Description	See Section
Assessment Analysis Report	Shows statistics concerning a particular course.	6.1 on page 33
Assessment Grades Report	Shows the number of total submissions and average grade for the assessments in the selected organization.	6.2 on page 35
Certificates Issued Report	Shows the number of students enrolled in the course and the number of certificates awarded.	6.3 on page 35
Item Analysis Report	Analyzes the performance of each question in the context of a particular assessment.	6.4 on page 36
Licensing Report	Shows the maximum number of users allowed in the organization, number of licenses assigned and number of enrolled users in the course, in the selected organization.	6.5 on page 36
Live Logs Report	Shows all the users actions in the site in the last hour.	6.6 on page 37
Logs Report	Shows logs of users actions based on selection of time, participants, dates, activities and action.	6.7 on page 38
Student Report	Shows the list of users in the entire system or for a specific course. The system list can be filtered by student activity and organization/course.	6.8 on page 39
Live Lesson Report	Shows information concerning LearnMate Live lessons, including teacher information, length of lessons, and student feedback.	6.9 on page 41
Outcome Mappings Report	Shows the course, activities and questions for which the selected outcome is mapped to.	6.8 on page 39
Student Outcomes Report	Shows the selected outcome's average grade, name of mapped course, name of mapped activity and activity grade for one or more students.	6.11 on page 43

6.1 Assessment Analysis Report

The Assessment Analysis Report provides statistics for the selected assessment, according to demographic. Amongst others, the statistics include highest, lowest, median and mean scores, and median time in assessment.

To generate the report, after selecting the report from the *Reports* block, select the organization and assessment for which you want to generate the report, and click [Generate Report](#).

Assessment Analysis (Aggregated) report

Select an organization

Select an organization ▼

Select an assessment

Select an assessment ▼

An example report is shown below.

Assessment Analysis (Aggregated) report

Organizations:

Assessment: Post-test: Fundamentals of Robotics for SCORBOT-ER4u

Assessment Name	Demographic	# of scored Items	# of Students	High Score	Low Score	Median Score	Mean Score	Standard Deviation	Reliability	Standard Error	Mean Difficulty	Mean Discrimination	Mean Time in Assessment	Median Time in Assessment
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	All	6	6	77.08	0.00	69.79	58.02	26.55	-2.56	50.09	0.38	0.37	8 hours 9 mins	23 mins 31 secs
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Gender: Prefer not to answer	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0	0
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Gender: Female	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0	0
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Gender: Male	6	6	77.08	0.00	69.79	58.02	26.55	-2.56	50.09	0.38	0.37	8 hours 9 mins	23 mins 31 secs
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Age: Prefer not to answer	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0	0
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Age: 17 or younger	6	6	77.08	0.00	69.79	58.02	26.55	-2.56	50.09	0.38	0.37	8 hours 9 mins	23 mins 31 secs
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	Age: 18 to 22	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0	0

6.2 Assessment Grades Report

The Assessment Grades Report displays the number of times the selected assessment has been attempted and the average grade of all attempts.

To generate the report, after selecting the report from the *Reports* block, select the organization and assessment for which you want to generate the report, and click [Generate Report](#).

Assessment Grades (Aggregated) report

Select an organization
Select an organization

Select an assessment
All assessments
Post-test: Advanced Robotic Programming with SCORBOT-ER 4u
Post-test: BA01A: Mathematics for Technicians I
Post-test: BA01B: Mathematics for Technicians II
Post-test: BA02: Mechanical Blueprint Reading
Post-test: BA03: Lubrication for Technicians
Post-test: BA04: Mechanical Fasteners
Post-test: BA05: Hand Tools
Post-test: BA06: Power Tools
Post-test: CAD with spectraCAD Engraver

Generate report Back

An example report is shown below.

Assessment Grades (Aggregated) report

Organization:

Assessment: Post-test: Fundamentals of Robotics for SCORBOT-ER4u

Assessment	Total Submissions	Average Grade
Post-test: Fundamentals of Robotics for SCORBOT-ER4u	5	69.62%

6.3 Certificates Issued Report

The Certificates Issued Report provides information about the number of students in the selected organization, and the number who received certificates for a defined achievement.

To generate the report, after selecting the report from the *Reports* block, select the organization and certificate for which you want to generate the report, and click [Generate Report](#).

Certificates Issued (Aggregated) report

Select an organization
JUL

Select a certificate
All certificates
Robotics

Generate report Back

An example report is shown below.

Certificates Issued (Aggregated) report		
Certificate	# Students in Course(s) Containing Certificate	Total Certificates Awarded
Robotics	5	5

[Download in ODS format](#) [Download in Excel format](#) [Download in CSV format](#) [Print](#) [Back](#)

6.4 Item Analysis Report

Item Analysis (Aggregated) report	
Select an organization	JUL
Select an assessment	Robotics
Generate report Back	

6.5 Licensing Report

The Licensing Report provides information about the maximum number of users allowed, number of course licenses assigned, and number of enrolled users for a selected organization.

To generate the report, after selecting the report from the Reports block, select the organization and certificate for which you want to generate the report, and click [Generate Report](#).

Licensing report	
Select an organization	Select an organization

An example report is shown below.

Licensing report

Select an organization

Note: Bolded text indicates aggregated data. Note that a user is counted each time he or she is assigned to a course.

Licensing report

Organization/Course	Maximum # of users allowed	# of course licenses assigned	Enrolled users
None	Unlimited	n/a	60
Agnes Price Senior HS	Unlimited	n/a	0
Agnes Price High School	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
Collaborative Academy	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
South High High School	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
Millbrook High School	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
Veranda High School	Unlimited	n/a	98
Northwood Campus	Unlimited	n/a	0
Northwood Senior HS	Unlimited	n/a	0
Northwood High School	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
Northwood Learning Center	Unlimited	n/a	0
Northwood Campus	Unlimited	n/a	0
Veranda Middle High School	Unlimited	n/a	0

6.6 Live Logs Report

The Live Logs Report displays information concerning recent activity on the server, including the student's name and IP address, the action and course, and the time that the action occurred. The report is updated every 60 seconds.

To generate the report, select the report from the Reports block.

Live Logs report

Displaying 10 records

Course	Time	IP Address	Full name	Action	Information
None	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	user logout	12
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	assessment view	130
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	assessment close attempt	130
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	assessment continue attempt	130
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	assessment attempt	130
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	assessment view	130
Agnes Price	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	course view	15
None	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	course view	9
None	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	course view	1
None	Sun 25 March 2012, 11:42 AM	172.16.12.101	Students, Students	user login	12

6.7 Logs Report

The Logs Report offers the same information about server activity as the Live Logs Report, but it allows you to view stored activity logs, and not just “live” recent activity. In addition, the report can be filtered by organization or course, students, date, activity, and action.

To generate the report, after selecting the report from the Reports block, select the organization or course for which you want to view the logs, and click [Get these logs](#).

Logs report

Choose which logs you want to see:

CAM Milling with spectraCAM Milling (M) All participants Today, 25 March 2012 All activities All actions Display on page

[Get these logs](#) [Back](#)

An example report is shown below.

Logs report

CAM Milling with spectraCAM Milling (M): All participants, Thursday, 22 March 2012 (UTC+2)

CAM Milling with spectraCAM Milling (M) All participants Thursday, 22 March 2012 All activities All actions Display on page

[Get these logs](#) [Back](#)

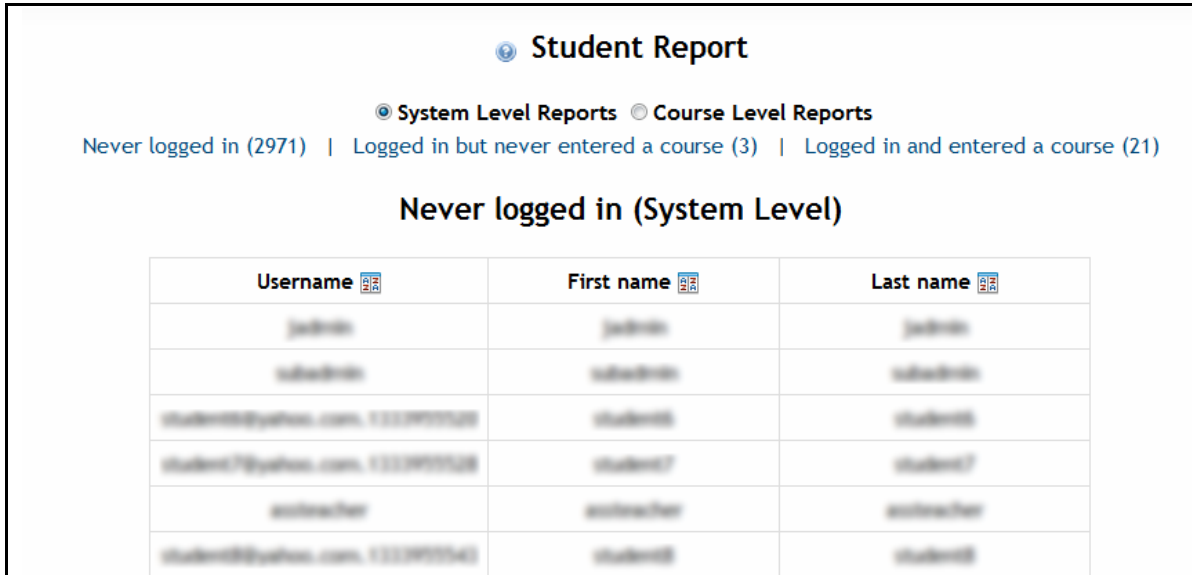
Displaying 24 records

Time	IP Address	Full name	Action	Information
Thu 22 March 2012, 02:58 PM	193.16.12.77	student2, student2	assessment view	71
Thu 22 March 2012, 02:58 PM	193.16.12.77	student2, student2	course view	10
Thu 22 March 2012, 02:56 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:56 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:56 PM	193.16.12.77	student2, student2	assessment attempt	71
Thu 22 March 2012, 02:56 PM	193.16.12.77	student2, student2	assessment view	71
Thu 22 March 2012, 02:56 PM	193.16.12.77	student2, student2	course view	10
Thu 22 March 2012, 02:55 PM	193.16.12.77	student2, student2	assessment view	71
Thu 22 March 2012, 02:55 PM	193.16.12.77	student2, student2	assessment attempt	71
Thu 22 March 2012, 02:54 PM	193.16.12.77	student2, student2	assessment view	71
Thu 22 March 2012, 02:54 PM	193.16.12.77	student2, student2	course view	10
Thu 22 March 2012, 02:54 PM	193.16.12.48	student2, student2	assessment view	63
Thu 22 March 2012, 02:53 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:53 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:53 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:53 PM	193.16.12.48	student2, student2	course view	10
Thu 22 March 2012, 02:53 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:53 PM	193.16.12.77	student2, student2	assessment continue attempt	71
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	assessment attempt	71
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	assessment view	71
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	course view	10
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	lm author view	60
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	lm author pre-view	60
Thu 22 March 2012, 02:52 PM	193.16.12.77	student2, student2	course view	10

6.8 Student Report

The Student Report allows you to filter the list of all of the users that are enrolled in the system on two levels:

System Level



The screenshot shows the 'Student Report' interface. At the top, there are two radio buttons: 'System Level Reports' (selected) and 'Course Level Reports'. Below these, there are three filter options: 'Never logged in (2971)', 'Logged in but never entered a course (3)', and 'Logged in and entered a course (21)'. The main heading is 'Never logged in (System Level)'. Below this is a table with three columns: 'Username', 'First name', and 'Last name'. The table contains several rows of user data, including usernames like 'johndoe', 'johndoe1', and 'johndoe2', and first/last names like 'John', 'John D.', and 'John D.'. Each cell in the table has a small icon in the top right corner.

Username	First name	Last name
johndoe	John	John
johndoe1	John	John
student@system.com, 1111111111	Student	Student
student7@system.com, 1111111111	Student7	Student7
instructor	Instructor	Instructor
student@system.com, 1111111111	Student	Student

System level reports provide information on users in the entire system.

To generate a system level student report:

1. Click the System Level Reports radio button. (This is the default report.)
2. Select one of the following filters:
 - **Never logged in**
Displays a list of all of the users that are enrolled in the system that have never logged in.
 - **Logged in but never entered a course**
Displays a list of all of the users that are enrolled in the system that have logged in, but have never entered a course.
 - **Logged in and entered a course**
Displays a list of all of the users that are enrolled in the system that have logged in and have entered a course.

Course Level

Student Report

System Level Reports Course Level Reports

Organization

Course

French Revolution - Course Entry Analysis

Percentage of registered students who have not entered the course: 84.62% | Total number of students registered to this course: 13

Username	First name	Last name
student00	student00	student00
student01	student01	student01
student02	student02	student02
student03	student03	student03
student04	student04	student04
student05	student05	student05
student06	student06	student06
student07	student07	student07
student08	student08	student08
student09	student09	student09
instructor00	instructor00	instructor00

[Download in Excel format](#) [Download in CSV format](#) [Print](#)

Course level reports provide information regarding the users enrolled in a specific course.

To generate a course level student report:

1. Click the Course Level Reports radio button.
2. Select the desired organization and course for which to display the enrolled users.

In addition to the list of users, the report also provides the following information:

- Percentage of registered users who have not entered the course
- Total number of students registered to this course

6.9 Live Lesson Report

Administrators are able to monitor the feedback that students give to their instructors following a Live Lesson.

The Live Lessons Report displays a list of teachers who conducted LearnMate Live lessons. The list can be filtered by organization, course, and date.

In addition, for each teacher, the average feedback the students (0-5) gave for the lesson, number of total feedback votes, total broadcasting time of all lessons conducted by the teacher (minutes), and a feedback report showing the distribution of votes is also provided.

Note: Students are only able to provide feedback if the Request student feedback option was set to Yes when the Live Lesson was created.

To generate the report, select the report from the Reports block.

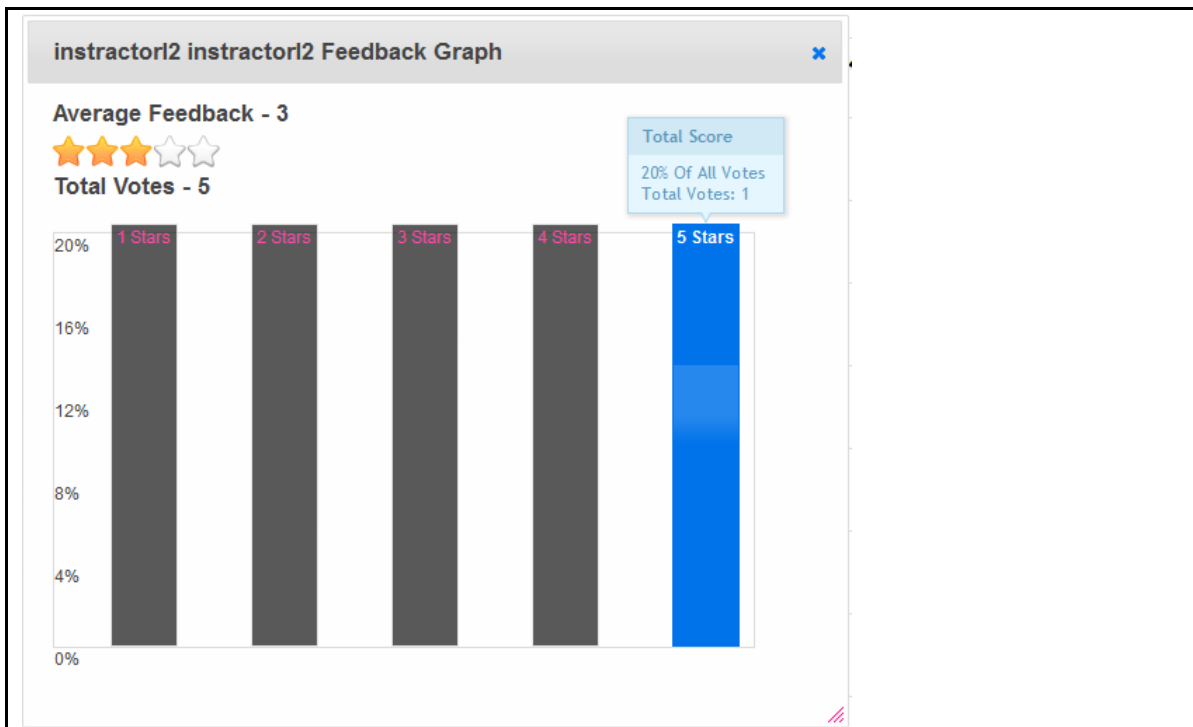
An example report is shown below.

📊 Live Lesson Reports

Organization Course Start Date End Date

First Name	Last Name	Average Feedback	Total Votes	Broadcasting Time (min)	Feedback Report
John	Doe	0	0	104	
John	Doe	0	0	46	
John	Doe	4	1	24	
Teacher 1	Teacher 1	4	2	70	
Teacher 1	Teacher 1	0	0	60	
Teacher 2	Teacher 2	3	3	114	
Instructor 2	Instructor 2	3	5	66	
gteacher2	gteacher2	0	0	164	

An example Feedback Report is shown below. The Feedback Report can be resized and moved.



6.10 Outcome Mappings Report

The Outcome Mappings Report displays the outcome mappings for the activities in one or more selected courses in an organization, for one or more selected standards.

To generate the report, after selecting the report from the Reports block, select the organization, course(s), and Skills Standard for which you want to view the report, and click [Generate Report](#).

Outcome Mappings report

Select an organization
EC

Select a course/s

- All courses
- Engineering Modules (Demo)
- Green Technology (Demo)
- JobMaster Demo
- Robotics Engineering 1 Cortex
- Robotics Engineering PIC

Select a skills standard

- All skills standard/s
- AAAS-Atlas of Science Literacy-Project 2061
- GA-Engineering Foundations
- ITEEA Standards for Technological Literacy
- Manufacturing Skill Standards Council: Production
- National Science Standards
- Principles and Standards for School Mathematics

[Generate report](#) [Back](#)

An example report is shown below.

Outcome Mappings report			
Organization: EC			
Course: Engineering Modules (Demo), Green Technology (Demo), JobMaster Demo, Robotics Engineering 1 Cortex, Robotics Engineering PIC			
Skills Standard: Principles and Standards for School Mathematics			
Outcome	Description	Course	Activity
9-12.A/1	Algebra > Understand patterns, relations, and functions > Generalize patterns using explicitly defined and recursively defined functions	Engineering Modules (Demo)	✔ Post-test: Electrical Systems
9-12.A/10	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering 1 Cortex	✔ Post-test: Unit 2
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering 1 Cortex	✔ Post-test: Unit 5
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering 1 Cortex	📄 Worksheets
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering 1 Cortex	✔ Post-test: Unit 1
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering 1 Cortex	✔ Post-test: Unit 4
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering PIC	✔ Post-test: Unit 4
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering PIC	✔ Post-test: Unit 2
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering PIC	✔ Post-test: Unit 5
	Algebra > Represent and analyze mathematical situations and structures using algebraic symbols > Use a variety of symbolic representations, including recursive and parametric equations, for functions and relations	Robotics Engineering PIC	📄 Project Worksheets

6.11 Student Outcomes Report

The Outcome Mappings Report displays the outcome mappings for the activities completed by one or more selected students, for a selected standard. For each activity in the report, the average grade, course, and activity grade is also displayed.

To generate the report, after selecting the report from the Reports block, select the Skills Standard and student(s) for which you want to view the report, and click [Generate Report](#).

Student Outcomes (Aggregated) report

Select a skills standard

Select a skills standard

Select a student/s

All students

An example report is shown below.

Student Outcomes (Aggregated) report

Skills Standard: Principles and Standards for School Mathematics

Outcome	Description	Average Grade	Course	Activity	Activity Grade
Student Name: [REDACTED]					
9-12.A/15	Algebra > Analyze change in various contexts > Approximate and interpret rates of change from graphical and numerical	100.00%	New Age	✓ new age	100.00%
9-12.A/2	Algebra > Understand patterns > Understand relations and functions and select, convert flexibly among, and use various representations for them	100.00%	New Age	✓ new age	100.00%

[Download in ODS format](#) [Download in EXCEL format](#) [Download in CSV format](#) [Print](#) [Back](#)