

LearnMate 7



Intelitek Professional Development User Guide

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Contents

1. ENTERING LEARNMATE	3
2. JOINING A COURSE.....	5
3. THE LEARNMATE INTERFACE	6
4. NAVIGATING IN LEARNMATE.....	7
5. COURSE ACTIVITIES AND RESOURCES	8
6. COMPLETING YOUR COURSE	10

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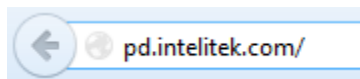
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1. Entering LearnMate

A. Browsing to the Site

In your web browser, enter the internet address you have been given.

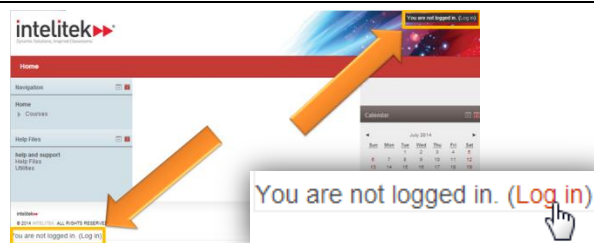


B. Self-Enrolling

If you already have a username and password, continue to section C. Logging In, below.

To self-enroll, you need an enrolment key.

- 1 At the top-right or bottom left corners of the screen, click **Log in**.



- 2 Click **Create new account**.

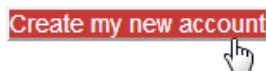


- 3 Complete the form. Remember the username and password you choose.

Note: The username and password are case sensitive.

First name*	<input type="text" value="John"/>
Surname*	<input type="text" value="Steward"/>
City/town	<input type="text" value="Englewood"/>
Country	<input type="text" value="United States"/>

- 4 Click **Create my new account**.



- 5 Click **Continue**.



- 6 Check your email for a message from your LearnMate server.
Click the blue link to confirm.

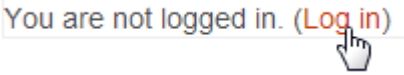


Hi John Steward,
A new account has been requested using your email address.
To confirm your new account, please go to this web address:

- 7 Your account is created. Click **Courses** to enter.

Thanks, John Steward
Your registration has been confirmed
[Courses](#)

C. Logging In

To log in, you require a username and password. Contact Technical Support for a username and password if you do not already have one.

- 1 At the top-right or bottom left corners of the screen, click **Log in**.
A screenshot of a user interface showing a message: "You are not logged in. (Log in)". A mouse cursor is pointing at the "(Log in)" link.
- 2 In the Log in to the Site page, enter your username and password.
Note: The username and password are case sensitive.
A screenshot of a login form. It has two input fields: "Username" containing "jsmith" and "Password" containing "....". Below the password field is a checked checkbox labeled "Remember username". To the right of the password field is a red "Log in" button.
- 3 Click **Log in**.
A close-up screenshot of a red "Log in" button with a mouse cursor pointing at it.

A list of available courses is displayed.

2. Joining a Course

A. Entering a Course

After logging in, a list of available courses and/or course categories is shown.

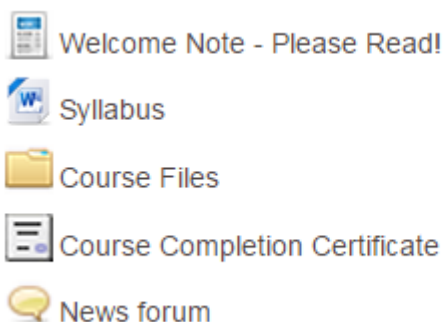
Click the course that you want to join. If course categories are displayed, expand the desired category, and then click the course.



After clicking a course, one of three scenarios occurs. See below.

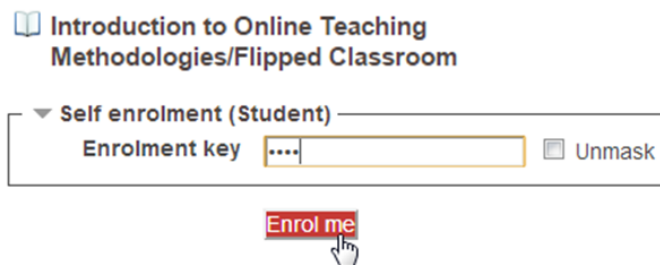
Scenario 1: You see the course page

If you see the course page, you have already been enrolled in the course by your instructor or administrator. Welcome to the course!

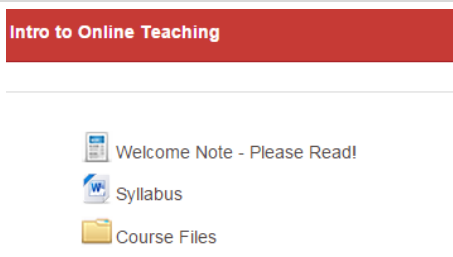


Scenario 2: You are asked for a course enrolment key

Enter the enrolment key supplied and click Enrol me.



You have successfully joined the course.



Scenario 3: You are told you cannot enrol

You cannot join this course. Click **Continue** to return to the list of courses. Contact Technical Support for clarification.

You can not enrol yourself in this course.



3. The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Shown below, you can see two commonly encountered pages, the Home page and a course home page:

The home page lists all available courses.

Home Page

Navigation

Home

- My home
- Site pages
- My profile
- My courses

Administration

- Front page settings
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Backup
 - Restore
 - Question bank
- My profile settings
- Site administration

Professional Development

FLIPPED

Available courses

- 21st Century Classroom**
Learn how to turn your classroom into a productive environment in which students can develop the skills they will require in the workplace and teachers are facilitators of their learning. No one sees more clearly than educators how the technologies we use in our daily lives influence how students learn. Students have changed, educators have changed and learning itself has changed. And learning tools have evolved accordingly. This course will teach you how to engage and not distract with technology. We will introduce you to many cool apps and gadgets, but more importantly, talk about the educator's role in employing that technology to help students create, collaborate and communicate in ways never possible before.
- How to Tweet and Blog for Educational Purposes**

Contact Us

For Technical Support:

Toll Free: 800-221-2763
Phone: 603-625-8600
Email: support@intelitek.com

Contact Instructor: Shannon Richmond
Phone: 603-413-2627
Email: srichmond@intelitek.com

Help Files

help and support
Feedback
Help Files
Utilities

Course pages show the content and schedule of a course.

Course Page

Home > My courses > Miscellaneous > Intro to Online Teaching

Navigation

Home

- My home
- Site pages
- My profile
- Current course
 - Intro to Online Teaching
 - Participants
 - Badges
 - General
 - Introduction to Online Teaching/Flipped Classroom
 - My courses

Administration

- Course administration
 - Turn editing on
 - Edit settings
 - Course completion
 - Users
 - Filters
 - Reports
 - Grades

Breadcrumbs

Your progress

Activities & Resources

- Welcome Note - Please Read!
- Syllabus
- Course Files
- Course Completion Certificate
- News forum

Introduction to Online Teaching/Flipped Classroom

Blocks

After completing this course, you will be able to:

- Explain how the role of teachers in an online class or platform differs from the role of teachers in traditional, face-to-face classes
- Discuss some of the characteristics of exemplary online teachers and online courses
- Identify and explain the three types of instructor presence in an online environment
- Discuss ways to build community in online/blended courses
- Discuss the role of discussion boards in online/blended classroom
- Identify elements of a good discussion question for use in a hybrid or online course
- Apply strategies for using group work in an online environment

Turn editing on

Search forums

Contact Us

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Email: srichmond@intelitek.com

Latest news

Add a new topic...
(No news has been posted yet)

Recent activity

To learn how to navigate LearnMate, see section 4, Navigating in LearnMate. For more information about course activities and resources, see section 5, Course Activities and Resources.

4. Navigating in LearnMate

Navigation between the various pages in LearnMate is designed to be efficient and clear.

Using Breadcrumbs

Home ▶ My courses ▶ Miscellaneous ▶ Intro to Online Teaching

At the top of every LearnMate page you'll find the breadcrumbs. They show you the path between the Home page and your current page. Click any of the pages listed in the breadcrumbs to jump to them.

Clicking Hyperlinks



The Role of Discussion Boards



Discussion Boards: Finding the Right Balance

Throughout the system, many texts are clickable hyperlinks that take you to other pages.

Hyperlinks are found particularly in the Blocks at the side, and in the course pages.

Using the Navigation Block

Navigation

Home

- My home
- ▶ Site pages
- ▶ My profile
- ▶ Current course
- ▶ My courses

The Navigation block provides access to all your personal system places, your profile, and your course pages.

Click the ▶ icons to further expand the list.

5. Course Activities and Resources

Each course page lists all its activities and resources in the order in which your instructor wants you to access them. The activities and resources may be divided by week, or by topic.

A. Accessing Activities and Resources

To open an activity or resource, click the activity or resource hyperlink.




The activity or resource is displayed. Where required, instructions are provided on the page.

Instructions for using the most common activities are provided below. Investigate the others online.

B. Using Activities and Resources

Forums



 **A Vision of Students Today (Discussion Board)**


Read the forum instructions.

Click:

- ▶ **Add a new discussion topic** to add a new forum post topic.
- ▶ **Discuss** and then **Reply** to reply to a forum post
- ▶ **Post to Forum** to post text you have written.

Wikis



 **Characteristics of an Excellent Online Course**


Read the wiki description.

Click:

- ▶ The **View** tab to read the wiki page.
- ▶ The **Edit** tab to edit the wiki page.
- ▶ The **Comment** tab to place a comment on the page.
- ▶ Any other tabs to access other elements of the wiki.

Pages


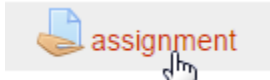

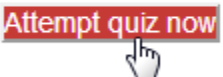


 **Group Work Online: Collaboration Strategies**

Read the page content.

Click:

- ▶ Any hyperlinks to access those links.
- ▶ The breadcrumbs to return to the course page

<p>Assignments </p> <p></p>	<p>Read the assignment instructions.</p> <p>Click:</p> <ul style="list-style-type: none"> ▶ Add Submission to enter a text submission or to upload files. ▶ Edit Submission to edit/change/delete previously uploaded text or files. ▶ Submit Assignment to notify your instructor that your submission is ready for grading. You may or may not have permission to edit your assignment after submitting it.
<p>Quizzes </p> <p>Grading method: Highest grade</p> <p></p>	<p>Read the quiz instructions.</p> <ul style="list-style-type: none"> ▶ Click Attempt quiz now to begin. ▶ Answer the questions as instructed. ▶ Click Next to advance to the next question. ▶ Click any question number in the Quiz Navigation block to jump to a specific question. <div data-bbox="959 1003 1313 1157" style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px;"> <p>Quiz navigation</p> <hr/> <p>1 2</p> <p>Finish attempt ...</p> </div> <ul style="list-style-type: none"> ▶ Click Finish Attempt in the Quiz Navigation block to submit your answers. You are asked for confirmation. You may not change your answers after clicking Finish Attempt.

6. Completing Your Course

Once you have completed all of the items in the course, you are eligible to receive your course completion certificate.

A. Complete Course Items

Every time you complete an item in the course, the checkbox next to that item is checked automatically.



B. Download Your Certificate

Once you have completed all of the course items, you can download your certificate.

- 1 Click the **Course Completion Certificate** link.



- 2 In the page that opens, click **Get Your Certificate**. The certificate downloads automatically.

