KanataLV

Administrator Manual
2.0.0

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Chapter 1: Introduction

Welcome

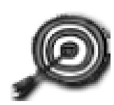
It is our pleasure to welcome you to our new and exciting training delivery system. Our KanataLV software product is an easy-to-use training program that allows users to create, manage and report on courses in order to meet and exceed today's challenging training demands. So, let's create a course and post it online.

About this guide

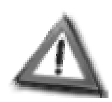
This chapter covers the objectives, benefits, audience, organization, and conventions of this KanataLV Reference Guide (FRG), and how to get a copy of the latest version of this guide.

Icons used in this manual

The Notes icons give you little tidbits to remember.



The Tips icons give you tips on how to reduce time, increase effectiveness and suggest ideas.



The Warning icons flag actions that you don't want to do or critical information you need to know.

Objectives

This guide explains how to:

- Install the KanataLV software.
- Plan, create, manage and successfully launch a training course.
- Use the KanataLV software to deploy your courses.

Benefits

This document allows users to:

- Install and run the KanataLV software.
- Plan, create, edit, manage and successfully launch an online course.
- Provide the KanataLV software to deploy your courses.

Audience

This guide is designed for individuals who are responsible for managing your organization's training initiatives. In particular, individuals such as training managers, content developers and technical support staff who:

- Must plan and develop a training strategy.
- Must plan and develop a course, and test its content.
- Must install and configure the KanataLV software.

KanataLV Reference Guide (FRG) roadmap

Table 1 lists the topics and procedures covered in the FRG.

Table 1 – Topics and procedures covered in the FRG

Chapter	Title	Procedures
1	Introduction.	
2	Hardware/Software requirements to install and run the KanataLV application.	1
3	Login in to the KanataLV software.	
4	KanataLV Task Managers and other tools.	
5	Planning and preparing your course content.	
6	Overview to creating a course.	2
7	Creating questions to post your course online.	3, 4, 5, 6, 7
8	Launching Course Wizard to create a course.	8
9	Launching Course Editor.	9, 10, 11, 12, 13, 14, 15

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Table 1 – continued

10	Managing student, professor and administrator accounts.	16 - 31
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12	Building a test.	38

Additional information

You can access online help using the **Help** menu within the KanataLV Administrator Interface.

An electronic version of this document is available for download at:

http://www.KanataLV.ca/helpguide/

Technical support

For technical assistance, contact the Technical Support Desk using one of the following methods:

Telephone: (613) 564-3222
Fax: (613) 564-7720
Toll Free: (888) 459-6777
Web site: http://www.KanataLV.ca
E-mail: support@ichu.com

Chapter 2: Hardware and software requirements to install and run the KanataLV application

Preamble

This chapter describes the basic hardware and software requirements necessary to install, configure and run the KanataLV software. It is assumed that the reader is familiar with the following products: Windows 2000 Server, Internet Information Services (IIS) 5, and SQL Server 2000.

In this chapter

- Understanding the administrator, professor and student requirements needed to use the KanataLV software.
- Understanding how to successfully install and configure the KanataLV software.

Before you begin

This section contains essential information that the user must know in order to install the KanataLV software.

Before you begin to install KanataLV, you require:

- Administrator access to a Windows 2000 Server or Windows 2000 Advanced Server with IIS 5.
- Database creation privileges in a SQL Server 2000 instance.
- One Windows PC, equipped with Internet Explorer 6 that is capable of accessing a website on the Windows 2000 server.
- One copy of the KanataLV software.

Minimum requirements for KanataLV administrators and professors

KanataLV administrators and professors must have the following minimum requirements:

- Internet Explorer version 6.0.
- Cookies and JavaScript browser settings enabled.
- High-speed connection to the KanataLV server.
- 800 x 600 screen resolution.

Minimum requirements for students

KanataLV students must have the following minimum requirements:

- Internet Explorer version 5.0.
- Cookies and JavaScript browser settings enabled.
- 56K connection transmission rate to the KanataLV server.
- 800 x 600 screen resolution.

Installing the KanataLV software

Procedure 1 describes how to install the KanataLV software.

Procedure 1 – Installing the KanataLV software

Before you begin to install the KanataLV software, you must have:

- Administrator access to a Windows 2000 Server or Windows 2000 Advanced Server with IIS 5 and ASP.NET.
- Database creation privileges in a SQL Server 2000 instance.
- One Windows PC, equipped with Internet Explorer 6 that is capable of accessing a Web site on the Windows 2000 server.
- One copy of the KanataLV software.

Step	Action
1	**Extracting the setup files** a) Insert the KanataLV CD into the CD-ROM drive of the server. b) Open **My Computer** and double-click the CD-ROM drive containing the CD. On the CD, you will find a file called KanataLV.exe. Double-click this file. c) You will be prompted to select a destination directory for the files. Select a location that is published by your Web site. For example, c:\Inetpub\wwwroot. By default, this directory is the root directory of the Default Web Site. **The remaining instructions will assume you used this directory.**
2	**Installing third party components** Using **My Computer,** open c:\Inetpub\wwwroot\KanataLV\components. In this directory, you will find a file called Register.bat. Double-click this file to register all third party components.

This creates a directory called “KANATALV” in c:\Inetpub\wwwroot

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Instructions on how to create a new database from a backup file can be obtained from Microsoft at: http://msdn.microsoft.com/library/en-us/howtosql/ht_7_backpt_9xkp.asp?frame=true

Procedure 1 – continued

3	**Installing the database** a) Using SQL Server Enterprise Manager or Query Analuzer create a new database named KANATALV b) Execute the SQL script KanataLV\components\install.sql against the KANATALV database c) Execute the SQL script KanataLV\components\ dotnetbb_2_4_2_install.sql against the KANATALV database
4	**Configuring IIS** a) Open the IIS console and expand the Web site where you have installed KanataLV. b) Locate the KANATALV directory and mark it as an IIS application. The default application settings are suitable. c) Locate the following sub-directories of KANATALV and mark each as writable: • Content/Uploaded • Content/Courses • Content/Skins/Images • Application/Admin/Synchronize/XML • Application/Admin/Synchronize/XML2 • Application/Question-Builder/Import/Datafiles • Application/Charting/Datafiles

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If you encounter problems or require additional assistance, contact our technical support group at (888) 459-6777 or support@ichu.com.

<table>
<tr><td>5</td><td>Setting Windows file permissions

Certain KanataLV sub-directories must have their security rights altered to grant the Internet Guest Account, or whatever user account the IIS process uses. The permissions are:
Modify
Read and Execute
List Folder Contents
Read
Write
The directories are:
Content/Uploaded
Content/Courses
Content/Skins/Images
Application/Admin/Synchronize/XML
Application/Admin/Synchronize/XML2
Application/Question-Builder/Import/Datafiles
Application/Charting/Datafiles
Grant ASPNET account all permissions to the application root directory.</td></tr>
</table>

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Procedure 1 – continued

6	**Modifying the Global.asa and the Web.config** Use Notepad or a similar text editor to open the global.asa file found in the KANATALV directory. This file must be modified as follows: • The values of **Application("QCon_ConnectionString")** and **Application("Application_ConnectionString")** must be set to a valid connection string for the database you created in Step 1. • The connection string must resemble the following syntax: Provider=SQLOLEDB;User ID=sa;Password=anypassword;Initial Catalog=KANATALV;Data Source=127.0.0.1 • Change "sa" and "anypassword" to match a valid username and password for your SQL Server. • If you created a database with a name other that KANATALV, change KANATALV to match the name of the database you created. • Change 127.0.0.1 to match the Internet Protocol (IP) address of the computer running the SQL Server. • The value of **Application("BaseURL")** must be set to the universal resource locator (URL) of the site (e.g. http://www.KanataLV.ca). Note that there is no trailing slash. • The value of **Application("BaseDir")** must be set to the directory KanataLV was installed to (e.g. KANATALV/). Note that the trailing slash is required. • The value of **Application("MAILSERVER")** must be set to the IP address of an available Simple Mail Transfer Protocol (SMTP) server. •

Procedure 1 – continued

7	**Modifying the Web.config** Use Notepad or a similar text editor to open the Web.cofig file found in the KANATALV directory. This file must be modified as follows: • The value of **siteURL** must be set to the universal resource locator (URL) of the site (e.g. http://www.KanataLV.ca). Note that there is no trailing slash. • The value of **rootPath** must be set to the directory KanataLV was installed to (e.g. KANATALV/). Note that the trailing slash is required. • **boardTitle** is the title of the forum • The **dataStr** value must resemble the following syntax: Provider=SQLOLEDB;User ID=sa;Password=anypassword;Initial Catalog=KANATALV;Data Source=127.0.0.1 • The value of **smtpServer** must be set to the IP address of an available Simple Mail Transfer Protocol (SMTP) server and it must be blank if SMTP server is running on the same server as the application • **siteAdmin** is the name of the forum administrator • **siteAdminMail** is the email address of the forum administrator.
8	**Login to the KanataLV software application** The Web site should now be ready. a) Open a Web browser session and go to the following URL: http://mywebserver/KANATALV/application/login.asp Use the e-mail address admin@KanataLV.ca and password “admin” to login to the site. b) From the **Help** menu, select **System Diagnostic**. KanataLV will run a check to look for any errors in the installation. If it finds any problems, follow the instructions provided on screen to resolve the problem.

Chapter 3: Login to the KanataLV software

In this chapter

- Login into KanataLV.
- Understanding login errors.

Login to KanataLV

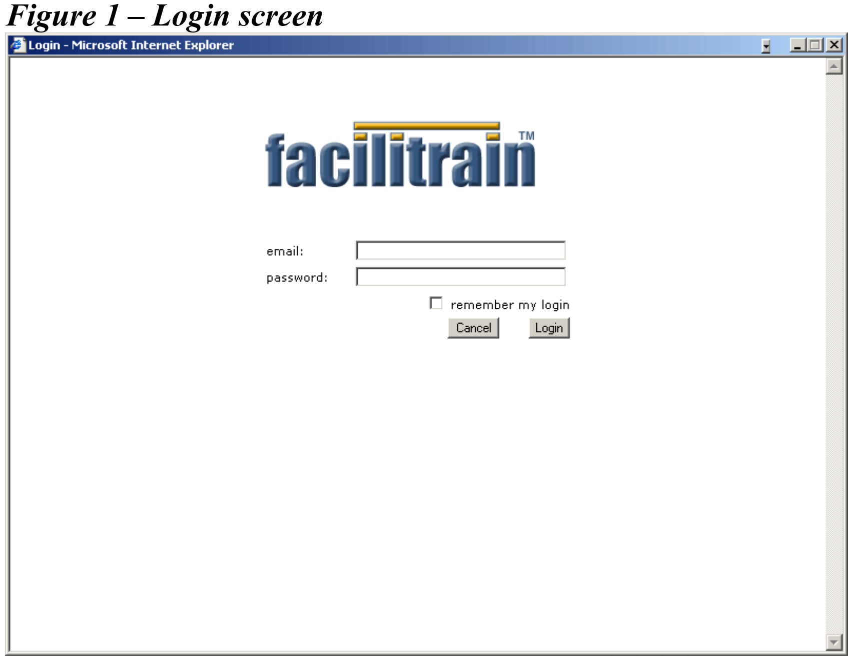
KanataLV is protected by a username and password system. In order for you to gain access to the software, you must first login to the KanataLV system. You must contact the KanataLV administrator to obtain a username or password.

The default administrator account is:

Username: admin@KanataLV.ca
Password: admin

To login to KanataLV, open a browser in Internet Explorer and go to the uniform resource locator (URL) provided by the KanataLV administrator. This action launches the login screen. Figure 1 shows an example of the KanataLV login screen.

Figure 1 – Login screen



Login system responses

To login to the KanataLV system, enter your e-mail address and password. If you want the KanataLV system to remember your login information, select the checkbox **remember my login**. To complete your login, click **Login**. If your login is successful, you gain immediate access to the KanataLV administrator interface. Figure 4 shows how the KanataLV administrator interface appears.

To logout of the KanataLV system, click **File** and select **Logout and Exit**.

When your password is not accepted or you forgot it

If you have entered an incorrect password, KanataLV informs you that your password is invalid. Figure 2 shows an example of a KanataLV login screen with an invalid password message. If your login attempt is unsuccessful, re-enter your password and click **Login**.

If you have forgotten your password, click **Forgot your password?** A new window opens. To retrieve your password, enter your e-mail address and click **Send Password**. The KanataLV system sends your password to you by way of e-mail. In 15-30 minutes, your password will arrive in your inbox.

Figure 2 – Invalid password

When KanataLV is unable to find the e-mail address of a user

If KanataLV cannot find your e-mail address, make sure that your e-mail address was entered correctly. If your login attempt is unsuccessful, re-enter your e-mail address and click **Login**. Figure 3 shows an example when the KanataLV system is unable to find a user's e-mail address.

Figure 3 – Unable to find user's e-mail address

If the e-mail address you entered was correct and your login attempt was unsuccessful, you do not have a KanataLV account. You must contact the KanataLV administrator to create an administrator account for you. If you require a student account, you must create one. To do so, click **To register for a free account click here.**

Chapter 4: KanataLV task managers and other tools

In this chapter

- Understanding the KanataLV interface.
- Using KanataLV tools.

KanataLV administrator interface

This section describes the Administrator Interface. The Administrator Interface allows you to manage student and professor accounts, create course content and tests as well as track and report on student progress.

More information on each KanataLV Manager is provided in this section. Figure 4 shows the major components of the Administrator Interface.

Figure 4 – KanataLV administrator interface

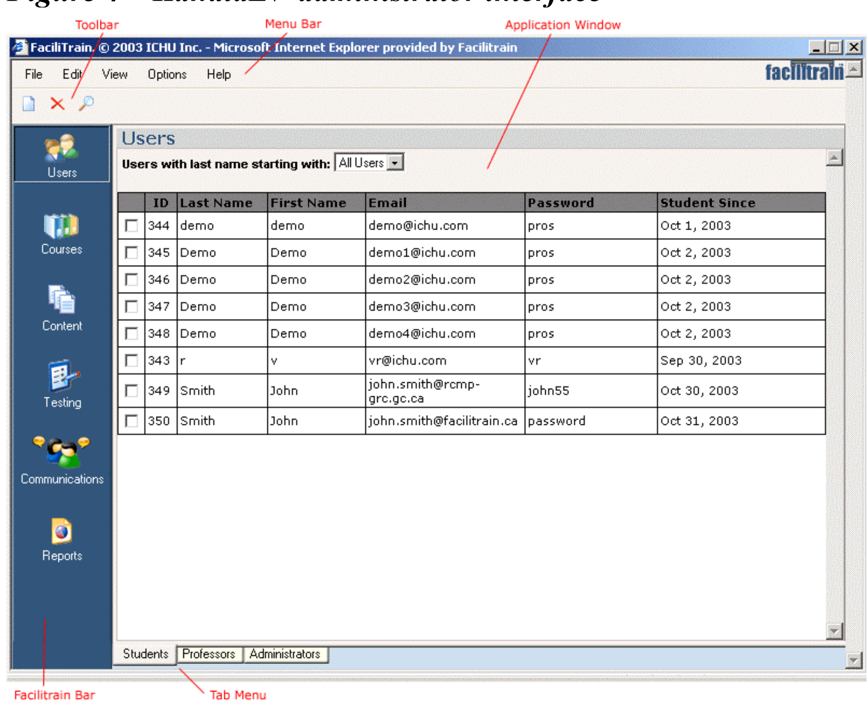


Table 2 lists the major KanataLV interface components and their associated definitions.

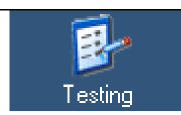
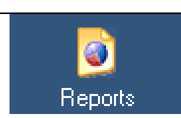
Table 2 - KanataLV interface components and their associated definitions

Component	**Definition**
Toolbar	The Toolbar provides quick access to key functions such as **New**, **Delete**, and **Search**. The Toolbar changes according to the selected KanataLV Manager.
Menu Bar	The Menu Bar provides access to enhanced features, navigation, and KanataLV help files.
Application Window	The Application Window is where you perform your work.
KanataLV Bar	The KanataLV Bar provides direct access to the KanataLV Managers. To activate a Manager, click its respective icon on the KanataLV Bar.
Tab Menu	The Tab Menu provides access to the sub-functions of a KanataLV Manager. In Figure 4, the tab menu gives you access to the sub-functions of the Users Manager.

KanataLV Managers

The administrator interface is comprised of six KanataLV Managers. Each Manager provides different capabilities. Table 3 lists the KanataLV interface commands and their associated tasks.

Table 3 - KanataLV managers and their associated tasks

Use This Command		To Do These Tasks
	Users Manager	Register students and professors to a course. Create, edit, delete and search accounts and profiles for: • Students • Professors • Administrators
	Courses Manager	Create, edit, delete and search: • Courses • Course Templates Create classrooms. Create course Table of Contents. Assign content and tests to a course.
	Content Manager	Create, edit, delete and search: • Course Content Pages • Learning Units Upload content files.
	Testing Manager	Create, edit, delete and search: • Tests • Questions Manage question properties. Import questions from Excel.
	Communications Manager	Communicate with students and professors using: • Bulletin board • Announcements • Chat Rooms Create, edit, delete, search and respond to surveys.
	Reports Manager	Track student progress. Generate reports on: • Students • Courses • Tests • Question Performance Print student certificates.

KanataLV Toolbar

KanataLV's Toolbar contents change depending on which Task Manager is active. Table 4 lists the KanataLV Toolbar commands and their associated tasks.

Table 4 - KanataLV toolbar commands and their associated task

Use This Command	**To Do This task**
	Create a new item.
	Delete selected items.
	Find an item.
	Manage question difficulty and question status.
	Upload or import content.
	Respond to a survey.
	Archive the selected announcements.

Chapter 5: Planning and preparing your course content

In this chapter

- Understanding course design considerations and making key decisions about the course.
- Developing a plan for the design of your course content and tests.
- Understanding how to create a course and identify the critical steps required to create a course.

Course design considerations prior to writing course content

In order to simplify a course author's tasks when posting course content online, the following elements must be considered and evaluated:

1. The typical KanataLV course presentation.
2. The course delivery options (synchronous or asynchronous).
3. The course Table of Contents (TOC).
4. The course learning objectives.
5. The test questions.
6. The help page (minimum of one page).

Typical KanataLV course presentation

All courses in KanataLV are organized into Chapters and Sections. A Chapter contains Sections. Sections contain Content Pages, Learning Units, tests, and Surveys. A course must have at least one Chapter. A Chapter needs at least one Section. The arrangement of Chapters, Sections and Content Items constitutes the Course Structure or the course's Table of Contents. Figure 5 shows an example of a typical KanataLV course.

Figure 5 – Typical KanataLV course

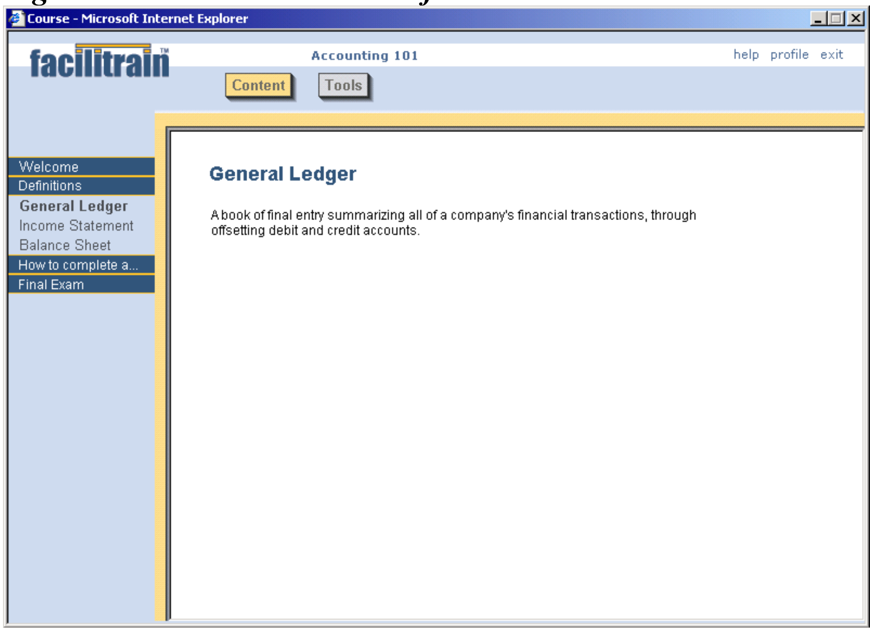
In the sample course shown in Figure 5, there are two Chapters – *Content* and *Tools*. The Active Chapter is the chapter most recently selected by the student. *Content* is the Active Chapter. Notice that *Content* is a different color than the Inactive Chapter *Tools*.

The Sections belonging to *Content* are shown on left hand side. The Sections are *Welcome*, *Definitions*, *How to complete a …*, and *Final Exam*. The Active Section is *Welcome*. When a Section is Active, its Content Items are shown directly below it. In Figure 5, *President's Message* is the Active Content Item, while *About this course* and *Our People* are Inactive Content Items.

In Figure 6, you can see that the Content Items belonging to *Welcome* are hidden and the Content Items of *Definitions* are now listed below it. When a new Section is selected, the first Content Item of that Section is selected. Therefore, that Content Item is displayed to the user. In this case, the Active Content Item is *General Ledger*.

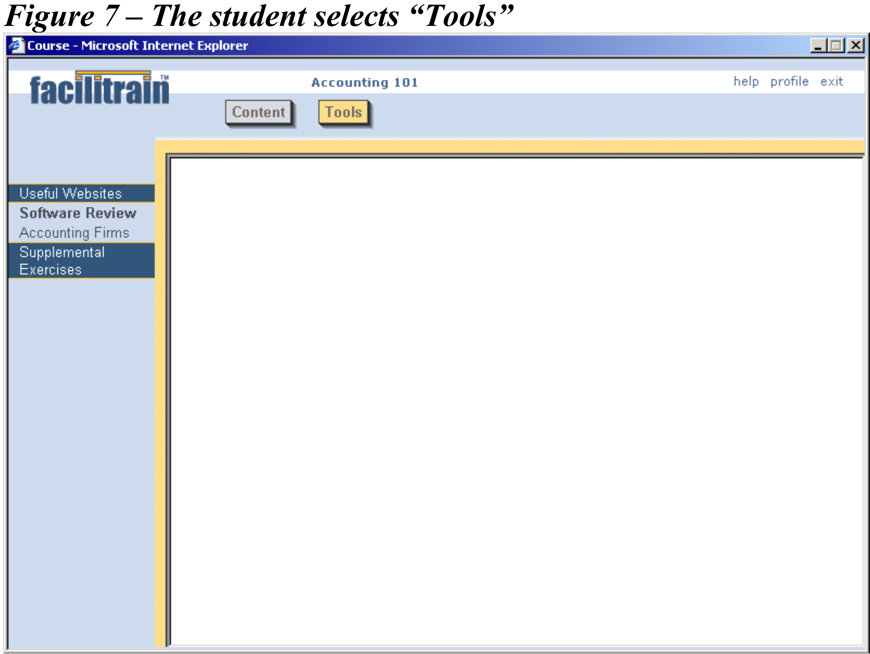
To navigate the student must click a Chapter, Section or Content Item. If a student were to click the *Definitions* Section, the result appears as shown in Figure 6.

Figure 6 – Student selected "Definitions"



A similar transition occurs when the student selects a different Chapter. The Sections of the selected Chapter are displayed on the left, and the first Section of the Chapter is set as active. The active Section's first Content Item is also set as active. The result of the student selecting the *Tools* Chapter is shown in Figure 7.

Figure 7 – The student selects "Tools"



Content types supported by KanataLV

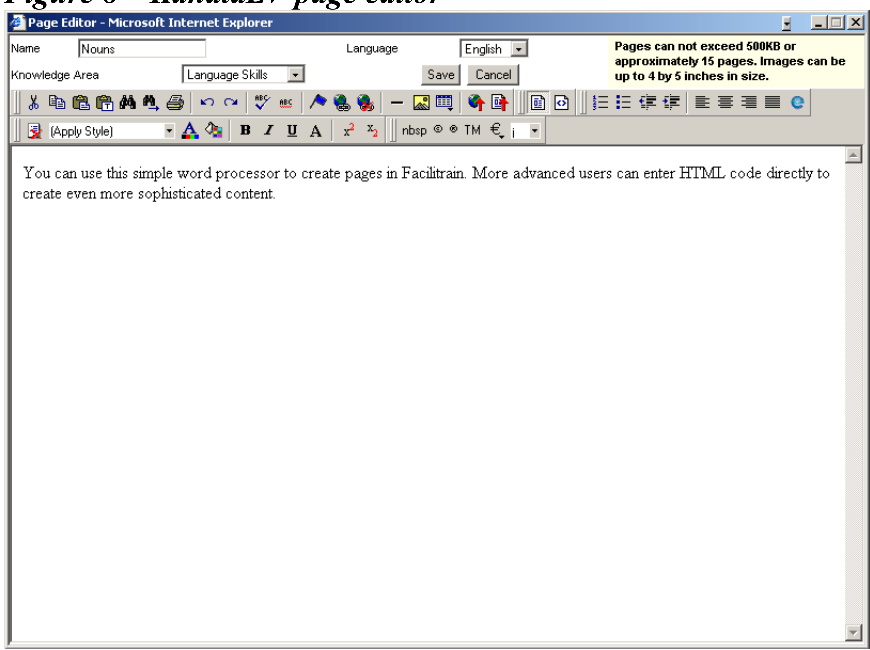
In this section, we will discuss the various types of content that can be created using the KanataLV system. Understanding the various content types is necessary in order to plan and write your course content. This section provides an overview only. Complete details on each content type are provided in Chapter 9.

Pages cannot exceed 500KB or approx. 15 pages. Images can be up to 4-5 inches in size.

Pages

A Page in the KanataLV system is similar to a page in a book. You can put anything you want on the Page. You are limited only by your imagination. The KanataLV system uses a simple word processor interface to create Pages. Figure 8 shows the KanataLV Page Editor.

Figure 8 – KanataLV page editor



The word processor shown in Figure 8 is used throughout the KanataLV system to allow you to create formatted text just like Microsoft Word or Corel WordPerfect.

Questions

Questions are used in tests, Surveys or as examples and exercises for Learning Units. KanataLV currently supports seven types of questions:

- Multiple Choice (single correct answer)

- Multiple Answer (multiple choice with multiple choices required to be correct)
- True / False
- Yes / No
- Fill in the Blank
- Hot Spot (interactive image where the user can select certain areas of an image)
- Essay

Table 5 shows the types of questions available for tests, surveys and exercises.

Table 5 – Question types

Type	Test	Survey	Learning Unit Example or Exercise
Multiple Choice	✓	✓	✓
Multiple Answer	✓	✓	✓
True / False	✓	X	✓
Yes / No	✓	X	✓
Fill in the Blank	✓	X	✓
Hot Spot	✓	X	✓
Essay	✓	X	X

Learning Units
Learning Units are used to collect related concepts, examples and exercises. In an example course on accounting, students have the three following objectives:

1. Learn basic accounting definitions.
2. Learn how to manage a general ledger.
3. Learn how to create a balance sheet.

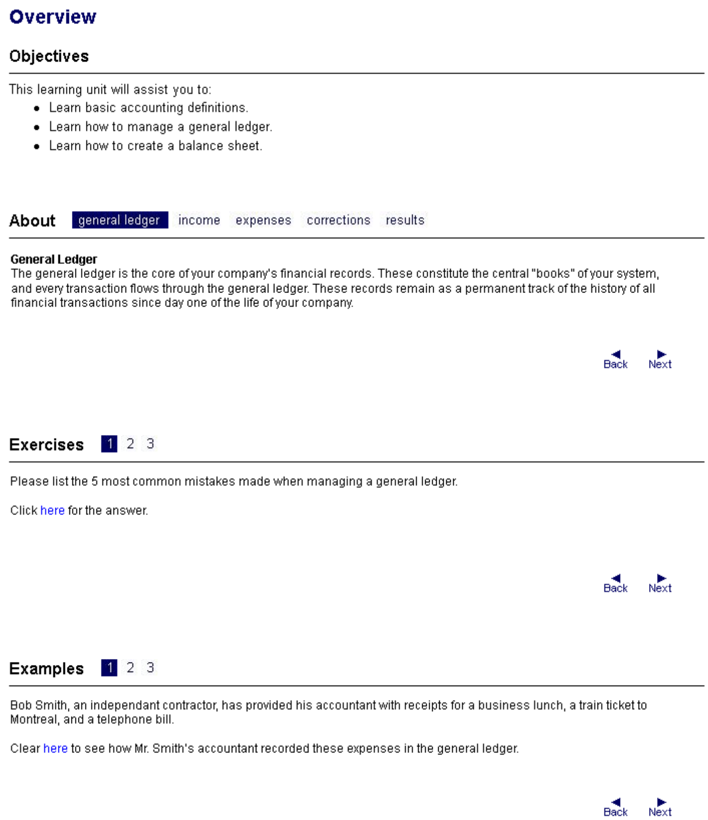
Since each of these three objectives involves many sub-topics, the objectives are well suited for a Learning Unit. For example, we can create a Learning Unit for the second objective, which gathers all of the following information:

- Concepts
  - What is a general ledger?
  - How to record income?
  - How to record expenses?
  - How to make corrections?
  - How to tabulate the results?
- Exercises
- Examples

When all of this information is collected into one place, the students have easy access to all of the related material. Figure 9 shows how this sample Learning Unit appears in the KanataLV system.

At the top of the page, you see the Learning Unit title, *Overview*, and the objectives specific to the Learning Unit. Next, you see the word *About* followed by *General Ledger, Record Income, ….* *Tabulate Results*. Each of these terms can be activated by clicking them. When the student clicks a term, the relevant content is shown below the button. Following the concepts, you see the collection of examples and exercises. Again, the student can view an exercise or example by clicking the desired number button.

Figure 9 – General ledger learning unit



Surveys

Surveys are used to collect feedback from the students. The most common use for a Survey is to determine the effectiveness of a course and ways in which to improve the course by allowing feedback by the participants

Some sample questions you can find in a Survey include:

Do you feel the learning objectives have been met?

Not at all	Somewhat			Very Much
1	2	3	4	5

How many hours did it take you to complete the course?

Less than 1 hour.

Between 1 and 2 hours.

Between 2 and 3 hours.

More than 3 hours.

Tests

KanataLV tests can be randomly generated or built question by question. In both cases, tests are created using a rule-based system. In English, a rule could say something such as:

RANDOM: I would like 5 multiple choice questions of any difficulty that cover the subject of accounting.

QUESTION BY QUESTION: I would like question #50 in the test.

This rule-based system allows you to create any test. Additional test features include:

- The presentation of one question on each page or all the questions on one page.
- The results of correct answers after a test is graded.
- Customizable messages to the student when they pass or fail a test.
- The professor's comments to students concerning their test.

The concept and creation of Knowledge Areas are discussed in Chapter 6. When KanataLV is asked to randomly select Questions from Knowledge Area A, KanataLV looks for a Question meeting the criteria that belongs to:
- Knowledge Area A
- All Knowledge Areas under Knowledge Area A.

Course delivery options

There are two major decisions to be made when delivering an online course. First, you must define the instructor's involvement in a course. Secondly, you must decide if the course has synchronous elements or if the course is delivered entirely asynchronously.

Instructor Involvement
The following table provides the advantages to instructor-led and student-led courses:

Advantages of instructor-led training	**Advantages of student-led training**
The instructor can answer student questions and provide guidance.	Students develop self-reliance that they will need once the course has ended.
Instructors can motivate students.	Students can progress at their own pace and are not tied to the instructor's schedule.
Instructors can grade essays and other assignments that cannot be graded automatically.	

Synchronous or Asynchronous
The term synchronous means that everyone involved in an activity must perform their part at the same time. Such events are usually called real-time or live events. Such events normally include chat sessions, whiteboard sessions, and videoconferences.

In KanataLV 2.0, the only real-time event that is available is a chat session. Future versions of KanataLV will incorporate other real-time events.

A chat session can be used to:

- Have a question and answer session between the instructor and students.
- Allow students to work together on course assignments.
- Provide students access to one-on-one tutoring from the instructor or other qualified individuals.

Course learning objectives

The first step in developing a course is to clearly define the objectives of the course. Sound learning objectives specify how learners can accomplish results under varying conditions with different degrees of success.

There are four key elements for a sound learning objective:

1. Who are the learners?
    - What are the learners' current levels of knowledge, biases, skills, and attitudes?
    - What are their expectations and attitudes towards training?
    - What motivates them to learn?

2. What will the training accomplish for them?
    - Upon completing the course, what will learners be able to accomplish or create?
    - How will the learners' biases and preconceptions be altered?
    - What attitudes and emotions will learners experience?
    - What conceptual knowledge will the learners gain?

3. How will they apply what they learn?
    - What event will trigger the application of the training?
    - What resources can a learner use?
    - What kind of assistance will be made available to the learner?

4. What degree of success will they accomplish?
    - How many learners have accomplished the objective perfectly?
    - How much time is required to perform the task?

When creating your learning objectives, be sure to keep your business objectives in mind. Your learning objectives must clearly state how they relate to the overall goals of your organization.

Course table of contents

The KanataLV system makes use of the Learning Unit metaphor to present content in a consistent manner. ICHU has successfully used this metaphor for clients such as The Institute of Canadian Bankers, Nortel Networks, Public Works and Government Services Canada, and the Royal Canadian Mounted Police.

In the Learning Unit metaphor, we first divide the course in two Chapters: *Content* and *Tools*.

The Content Chapter contains the course content, exercises, examples, Learning Units and tests. The *Tools* Chapter contains items such as a glossary, job aid, links to external resources, and other optional information the student can find helpful. The *Tools* Chapter is optional and can be excluded if you feel it is not necessary.

Organizing your content

Now, you must begin to organize the content into useful groups and Learning Units. You must remember that a Chapter contains Sections, and a Section contains content. In the Learning Unit metaphor, there are three key elements.

Provide the student with a starting place — overview section
The first Section is called *Overview*. The *Overview* Section is used to provide the user with a summary of the course. The suggested content of the *Overview* Section is:

- A Course Description Page — The Course Description Page must tell the user who is the intended audience, what are the course objectives, what is the outline of the course, and what is the estimated time required to complete each activity.
- For complex courses, an Objectives Page can be used to tell students what they will have learned once they have completed the course.
- A Sponsoring Organization Page identifies the training vendor, the training department, or the organization offering the course. This page must include the complete contact information, the organization's mission, the origin of the organization's educational authority, and the biography of key personnel or project members.
- A Course Policies Page must include information such as the payment due dates, the method of grade calculation, the

process for withdrawal, the process for challenging a grade, the privacy statement and so on.

In the example course shown in Figure 5 through Figure 8, our *Overview* Section is called *Welcome*.

Present the core concepts of the course — concepts section
The second Section is the *Concepts* Section. This Section contains the actual course concepts. Depending on the complexity of your content, you can have more than one Concept Section. Each Concept Section contains Pages or Learning Units, and optionally a test.

In the example course shown in Figure 5 through Figure 8, the Concept Sections are *Definitions*, and *How to complete a …*. The first Concept Section contains only Pages; each Page contains a single definition. In the second Concept Section, the students are shown how they can complete a general ledger, a balance sheet and an income statement. Each of these topics is covered in a Learning Unit. The About frame of each Learning Unit describes the steps and the process when completing the document. Each Learning Unit also has examples and exercises to help reinforce the concepts.

Create an ending point for the course — final exam or review section
The third Section is the Final Exam Section. This Section contains some preparatory material, the course summary and the final exam. If there is no final exam for your course, it is suggested that you still create this final Section and use it to provide a summary of the course material and optionally a self-test. The self-test is graded so that the students can evaluate their learning but the grade is not used to set the student's pass/fail status for the course.

Test questions

Test questions must be developed before you put your course content online. Test questions are discussed earlier in this chapter. Procedures 3 through Procedure 7 in Chapter 7 describe how to create questions.

Help page

Help pages must be prepared before you put your course content online. There must be a minimum of one help page for each course.

Help pages are created as KanataLV Pages. Procedure 10 describes how to create a content Page.

Tips for content writing and question development

Now that you have developed your objectives, decided on delivery options and arrived at a table of contents, you are ready to begin creating your course content.

You can create course content in two ways. The first method is to develop content using a word processor such as Microsoft Word, and when ready, use KanataLV's authoring tools to put it online. The second method is to use KanataLV's authoring tools to edit content directly online. Some useful tips when writing your content:

Pages	A Page should be under one printed page in length. (8 ½ by 11 inches)
Learning Units	A Learning Unit should not contain more than 15 concepts or items in the About frame. Each concept item in the About frame should be less than 3/4 of a printed page. If your concepts are longer than 3/4 of a page, you can divide the material into separate concept items. Pick examples and exercises that are relevant to the student. Try to include at least 5 examples and 5 exercises for each Learning Unit. When creating examples and exercises use different question types.
Test Questions	For multiple choice questions, try to make all possible answers the same length. Question authors have a tendency to make the correct answer either the longest or the shortest. Also, try to distribute the correct answers among the possible choices. For example, you should attempt to vary the placement of the correct answer among the possible choices.

Chapter 6: Overview to creating a course

In this chapter

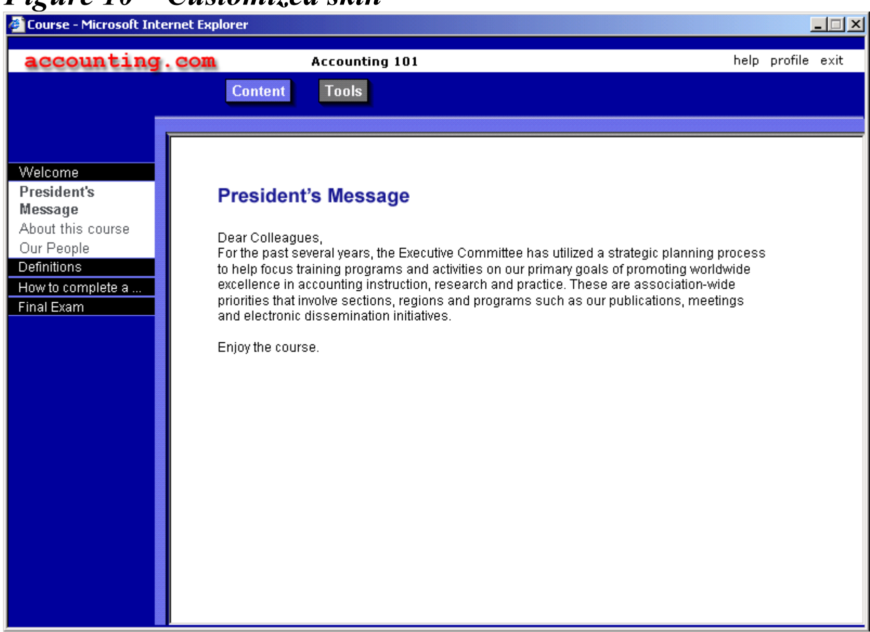
- Understanding how to plan and develop a course in order to post it on the KanataLV system.
- Controlling the look and feel of a course.
- Organizing your course content using Knowledge Areas.

Controlling the look and feel of a course

KanataLV has the capability to change the look and feel of the course. In Figure 6 and Figure 7, the course displayed uses the default KanataLV skin. A skin is a collection of colour selections and images that are used to display the course. Using the Course Template Builder, you can modify these colours and images.

The course shown in Figure 6 is shown in Figure 10 with a customized skin.

Figure 10 – Customized skin



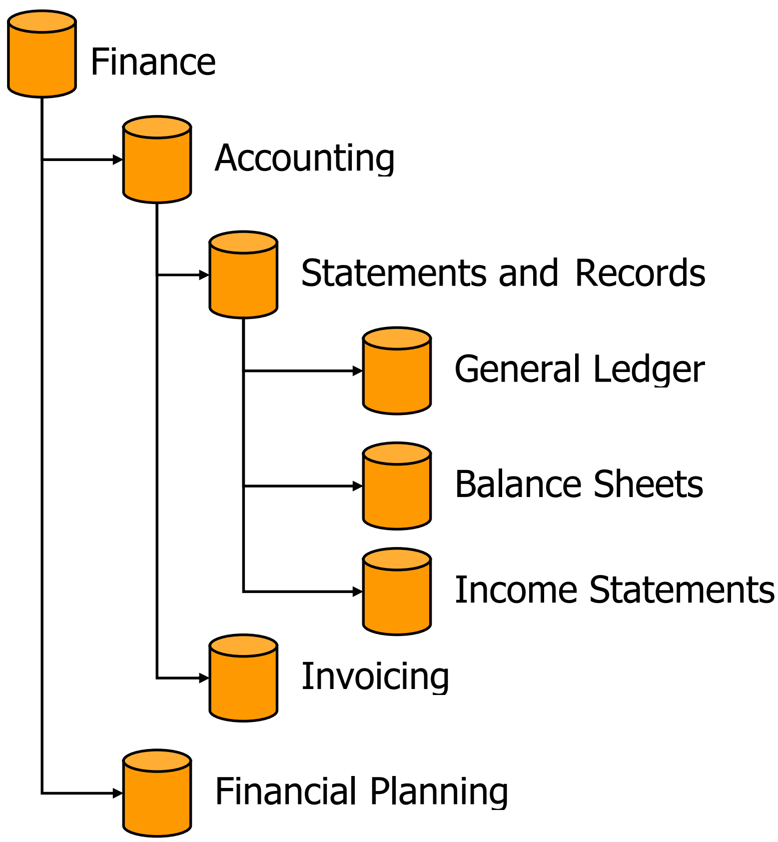
Organizing your content using Knowledge Areas

Make sure that you are very familiar with the Knowledge Areas. They are critical to building courses and tests in KanataLV.

Knowledge Areas allow you to organize your content by subject matter. Knowledge Areas function in the same manner as folders on your personal computer (PC). A Knowledge Area contains Sub-Knowledge Areas and Content Items.

When questions, Pages, Learning Units and tests are created, they must be assigned to a Knowledge Area. This process makes it easier for you to find them, and allows for the random selection of questions for tests. Figure 11 shows an example of a Knowledge Area hierarchy.

Figure 11 – Sample knowledge area hierarchy



A few hints when deciding to arrange your Knowledge Areas:

- Create a Knowledge Area for each course you plan to create.
- Create separate Knowledge Areas for questions that are to be used for different purposes. That is, create a Knowledge Area for test questions, a Knowledge Area for survey questions and a Knowledge Area for example/exercise questions.
- If a course has more than one test, and you do not wish to share questions among the tests, each test should have its own set of Knowledge Areas.

Arranging the needed Knowledge Areas

The first step is to decide on the required Knowledge Areas for your course. To facilitate discussion, we will use the Accounting 101 course as an example. Since there will be many courses offered on finance skills, the following Knowledge Area structure will be created for the course.

- Finance
    - Accounting
        - Statements and Records
            - General Ledger
            - Balance Sheets
            - Income Statements
        - Invoicing
    - Financial Planning

Procedure 2 describes how to create Knowledge Areas for the Accounting 101 course in the KanataLV system. Refer to Chapter 4 for information on how to use the KanataLV Administrator interface.

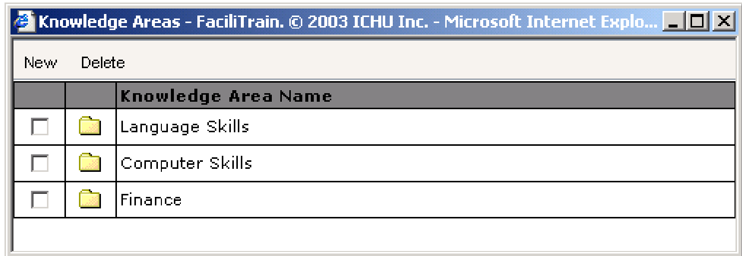
Before you create Knowledge Areas, you must be familiar with the section entitled *Organizing your content using Knowledge Areas* at the beginning of this chapter.

Procedure 2 – Creating knowledge areas for Accounting 101

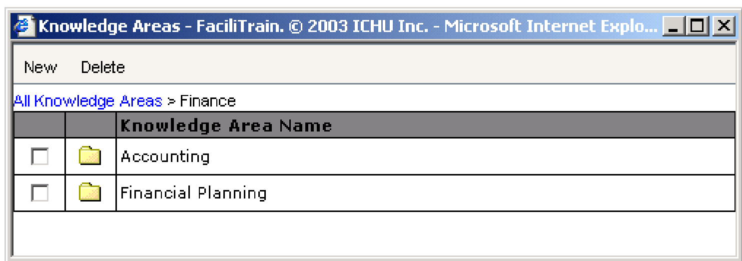
Step	Action
1	From the Menu Bar, click **Options** and select **Knowledge Areas**. The Knowledge Area Editor opens.
2	In the Knowledge Area Editor window, click **New**. The Edit Knowledge Area dialog box opens.
3	Enter “Finance” in the **Name** field. For the description, you can describe the purpose of the Knowledge Area.
— continued on the next page —	

Procedure 2 - continued

<table>
<tr><td>4</td><td>In the Edit Knowledge Area dialog box, click Save. A new Knowledge Area is created with the name Finance. The results of this action are displayed in the Knowledge Area Editor, as shown in the following figure.

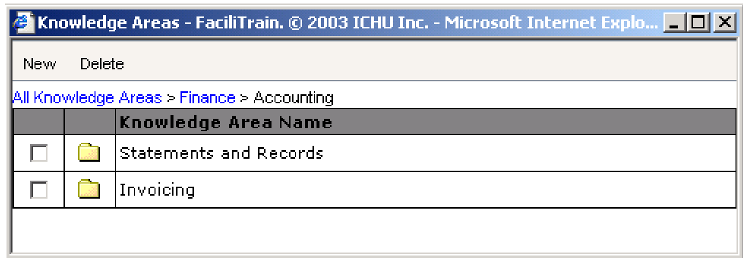


</td></tr>
<tr><td>5</td><td>In the Knowledge Area Editor window, click the folder icon next to Finance. This action opens the Finance Knowledge Area.</td></tr>
<tr><td>6</td><td>You must now create Knowledge Areas for Accounting and Financial Planning by repeating the same actions used in step 2 through step 4. The results of these actions are displayed in the Knowledge Area Editor as shown in the following figure.



</td></tr>
<tr><td colspan="2">— continued on the next page —</td></tr>
</table>

Procedure 2 – continued

7	Now, you are ready to create the Sub-Knowledge Areas called *Statements and Records* and *Invoicing*. To do so, first open the *Accounting* Knowledge Area by clicking the *Accounting* folder. Notice that the navigation trail has now expanded to **All Knowledge Areas** > **Finance** > **Accounting**. This means that you are in the *Accounting* Knowledge Area, which is a Sub-Knowledge Area of *Finance*. Repeat step 2 through 4 for the new Knowledge Areas needed. The results of these actions are displayed in the Knowledge Area Editor as shown in the following figure. 
8	You must now create the three Knowledge Areas *General Ledger*, *Balance Sheets* and *Income Statements* under the *Statements and Records* Knowledge Area. To do so, click the folder icon next to *Statements and Records* and then repeat step 2 through step 4, as required.
9	Your Knowledge Areas are now ready. You can now close the Knowledge Area Editor.

Chapter 7: Creating questions to post your course online

In this chapter

- Understanding how to create and post different types of questions online.

Populating test questions and creating tests

Now that your Knowledge Areas are ready, you can begin to populate question and test content. The test for the Accounting 101 course is comprised of 10 randomly chosen questions. Five questions must cover topics on general ledgers, and the remaining 5 questions must cover income statements. Procedure 3 shows how to enter Multiple Choice, True/False and Yes/No questions in Question Builder.

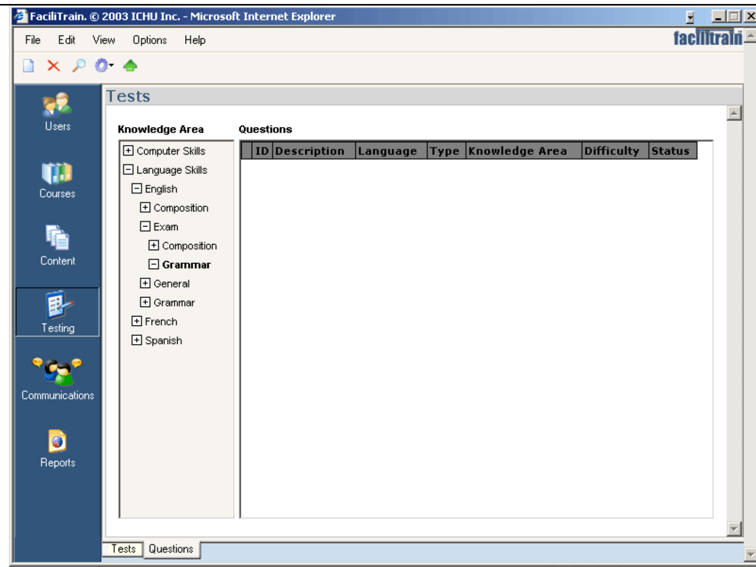
It is important to be aware of the Knowledge Area principles and concepts before you perform the following procedure

Procedure 3 – Entering multiple choice, true/false or yes/no questions in question builder

<table>
<tr><td colspan="2">Assumptions: There are a total of 10 questions for each subject. To begin, enter the questions for General Ledger.</td></tr>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the KanataLV Bar of the Administrator Interface, select Testing.</td></tr>
<tr><td>2</td><td>On the Tab Menu, select Questions.</td></tr>
<tr><td>3</td><td>Navigate to the Finance > Accounting > Statements and Records > General Ledger Knowledge Area. The results of these actions are displayed on the screen as shown in the following image.</td></tr>
<tr><td colspan="2">— continued on the next page —</td></tr>
</table>

Procedure 3 – continued

3 cont.



4 To enter your first question, click **New** on the Toolbar located under the Menu Bar. The Question Builder opens.

Click the button for advanced editing options.

5 Enter each of the 10 *General Ledger* related questions using the following steps:

- Enter the question details:
  - ***Language*** – Select the language of the question.
  - ***Knowledge Area*** - Select the Knowledge Area to which the question belongs.
  - ***Question Status*** - Select the status or current state of the question (for example, in production, under revision).
  - ***Question Difficulty*** – Select the level of difficulty assigned to the question (for example, easy, medium, hard).
  - ***Question Type*** - Select **Multiple Choice**, **True/False**, **Yes/No**.
  - ***Question Mark*** - Enter the value of the question.
- Click the input fields to edit the following details:
  - ***Description*** – Enter a description of the question. The description is only visible in the Question Builder.
  - ***Question*** - Enter the question you want to ask.
  - ***Answer*** - Enter the possible answers to your question. The answer format changes based on the question type you have chosen.

— continued on the next page —

Procedure 3 – continued

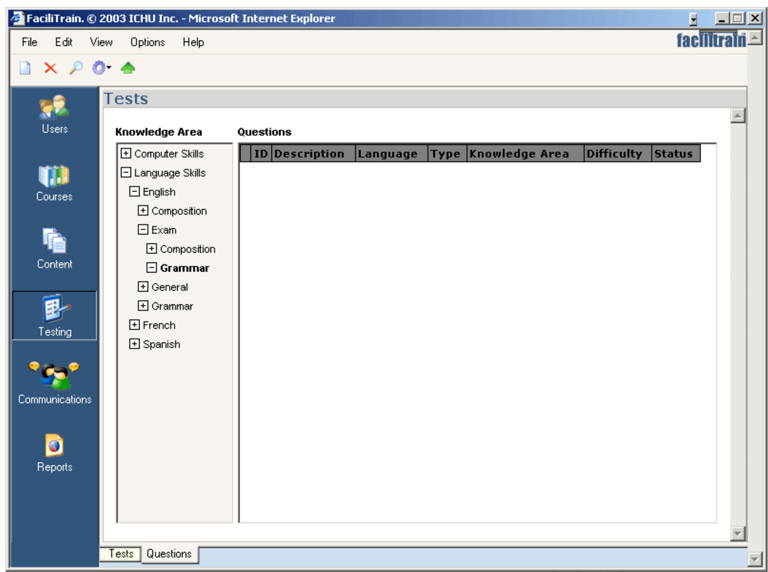
5 cont.	Use the [-] [+] buttons to add and subtract possible answers for the Question. To identify the correct answer, select the radio button to the left of the answer. ○ ***Details*** - The question details are displayed in a Test once the test is graded. The details are visible below the Question. Use the Details field to provide the student with more information on the Question. Click **Save**. Close the Question Builder to return to the Question Manager.
6	Repeat the question entry process for the *Balance Sheets* and *Income Statements* questions. Make sure to navigate to the appropriate Knowledge Area before you enter your questions.

Procedure 4 shows how to enter Multiple Answer questions in the Question Builder.

It is important to be aware of the Knowledge Area principles and concepts before you perform the following procedure.

Procedure 4 – Entering multiple answer questions in question builder

Assumptions: There are a total of 10 questions for each subject. To begin, enter the questions for *General Ledger*.

Step	Action
1	On the KanataLV Bar of the Administrator Interface, select **Testing**.
2	On the Tab Menu, select **Questions.**
3	Navigate to the **Finance > Accounting > Statements and Records > General Ledger Knowledge Area**. The results of this action are displayed on the screen as shown in the following figure. 
4	To enter your first question, click **New** on the Toolbar located under the Menu Bar. The Question Builder opens.

— continued on the next page —

Click the button for advanced editing options.

Procedure 4 – continued

<table>
<tr><td>5</td><td>
Enter each of the 10 General Ledger related questions using the following steps:

Enter the question details:

Language - Select the language of the question.
Knowledge Area - Select the Knowledge Area to which the question belongs.
Question Status - Select the status or current state of the question (for example, in production, under revision).
Question Difficulty - Select the level of difficulty assigned to the question (for example, easy, medium, hard).
Question Type - Select Multiple Answer.
Question Mark - Enter the value of the question.

Click the input fields to edit the following details:

Description - Enter a description of the question. The description is only visible in the Question Builder.
Question - Enter the question you want to ask.
Answer - Enter the possible answers to your question. The answer format changes based on the question type you have chosen.

Use the - + buttons to add and subtract possible answers for the question. To identify the correct answer(s), select the checkbox to the left of the answer(s).

Details - The question details are displayed in a Test once the test is graded. The details are visible below the question. Use the Details field to provide the student with more information on the question.

Click Save. Close the Question Builder to return to the Question Manager.

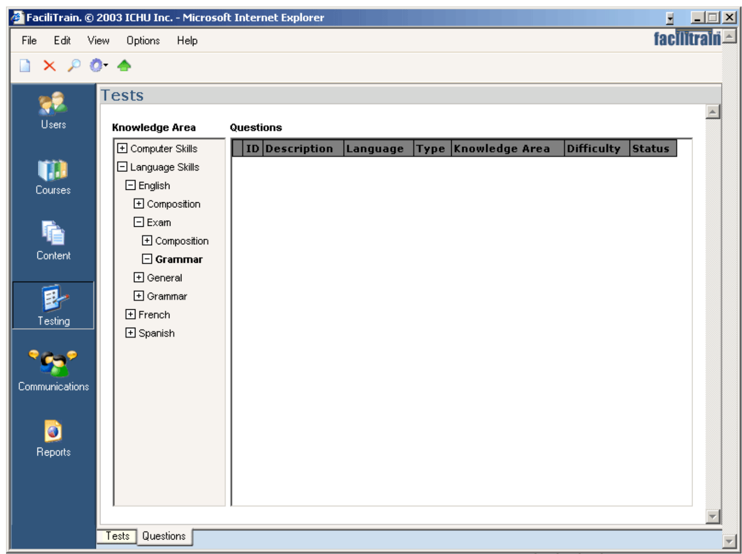
</td></tr>
<tr><td>6</td><td>Repeat the question entry process for the Balance Sheets and Income Statements questions. Make sure to navigate to the appropriate Knowledge Area before you enter your questions.</td></tr>
</table>

It is important to be aware of the Knowledge Area principles and concepts before you perform the following procedure.

Procedure 5 shows how to enter Fill In The Blank questions in Question Builder.

Procedure 5 – Entering fill in the blank questions in question builder

Assumptions: There are a total of 10 questions for each subject. To begin, enter the questions for *General Ledger*.

Step	Action
1	On the KanataLV Bar of the Administrator Interface, select **Testing**.
2	On the Tab Menu, select **Questions.**
3	Navigate to the Finance > Accounting > Statements and Records > General Ledger Knowledge Area. The results of these actions are displayed on the screen as shown in the following figure. 
4	To enter your first question, click **New** on the Toolbar located under the Menu Bar. The Question Builder opens.

— continued on the next page —

To delete a blank area, click the blank area once, and press delete on your keyboard.

Click the button for advanced editing options.

Procedure 5 – continued

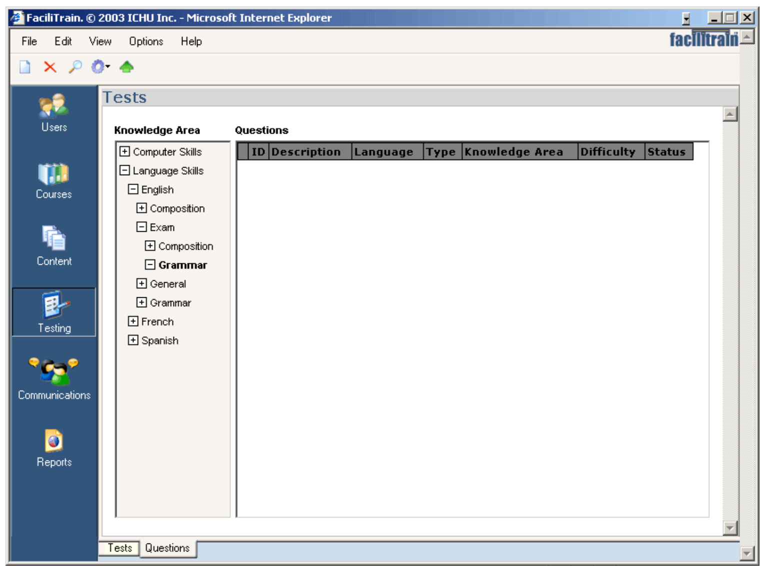
5	Enter each of the 10 *General Ledger* related questions using the following steps: 1. Enter and select the question options: • ***Language*** - Select the language of the question. • ***Knowledge Area*** - Select the Knowledge Area to which the question belongs. • ***Question Status*** - Select the status or current state of the question. • ***Question Difficulty*** - Select the level of difficulty assigned to the question (for example, easy, medium, hard). • ***Question Type*** - Select **Fill in the blank**. • ***Question Mark*** - Enter the value of the question. 2. Click the input fields to edit the following details: • ***Description*** - Enter a description of the question. The description is only visible in the Question Builder. • ***Question*** - Enter the question you want to ask. Make sure you leave two spaces in order to insert blank areas. To insert the blank areas, place your cursor at the desired location and click **Add Blank**. To enter the correct answer for a blank area, double-click the desired blank area, and enter the correct answer. • ***Answer*** – Fill in the Blank questions have the capability to assign partial marks to each blank area answer. To allow partial marks set the Allow Partial Grades radio button to “Yes”. For each answer shown, enter the value of the correct answer in the Weight field. The sum of the partial marks must equal the total value of the question. If the Allow Partial Grades radio button is set to “No”, proceed to Details in sub-step iv. • ***Details*** - The question details are displayed in a Test once the test is graded. The details are visible below the question. Use the Details field to provide the student with more information on the question. 3. Click **Save**. Close the Question Builder to return to the Question Manager.
6	Repeat the question entry process for the *Balance Sheets* and *Income Statements* questions. Make sure to navigate to the appropriate Knowledge Area before you enter your questions.

Procedure 6 shows how to enter Hot Spot questions in Question Builder.

It is important to be aware of the Knowledge Area principles and concepts before you perform the following procedure.

Procedure 6 – Entering hot spot questions in question builder

Assumptions: There are a total of 10 questions for each subject. To begin, enter the questions for *General Ledger*.

Step	Action
1	On the KanataLV Bar of the Administrator Interface, select **Testing**.
2	On the Tab Menu, select **Questions.**
3	Navigate to the **Finance > Accounting > Statements and Records > General Ledger Knowledge Area**. The results of these actions are displayed on the screen as shown in the following figure. 
4	To enter your first question, click **New** on the Toolbar located under the Menu Bar. The Question Builder opens.

— continued on the next page —

Click the button for advanced editing options.

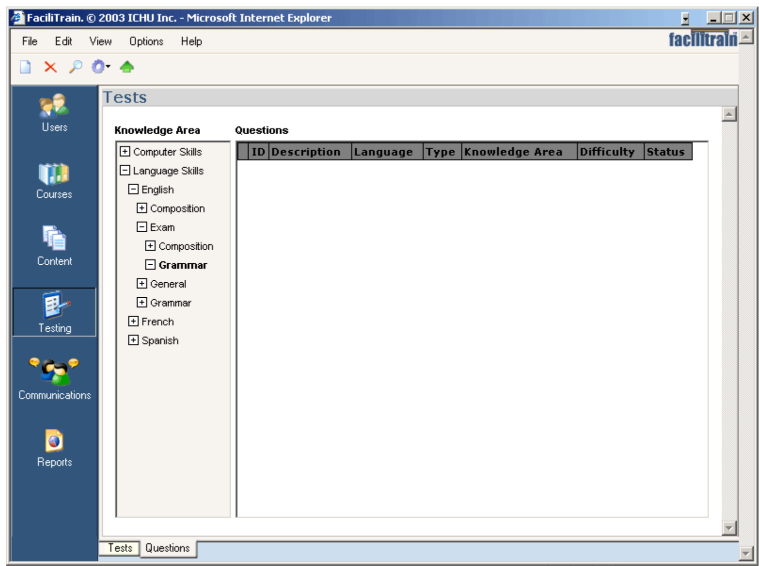
Procedure 6 – continued

5	Enter each of the ten General Ledger related questions using the following steps: 1. Enter the question details: • ***Language*** - Select the language of the question. • ***Knowledge Area*** - Select the Knowledge Area to which the question belongs. • ***Question Status*** - Select the status or current state of the question (for example, in production, under revision). • ***Question Difficulty*** - Select the level of difficulty assigned to the question (for example, easy, medium, hard). • ***Question Type*** - Select **Hot Spot**. • ***Question Mark*** - Enter the value of the question. 2. Click the input fields to edit the following details: • ***Description*** - Enter a description of the question. The description is only visible in the Question Builder. • ***Question*** - Enter the question you want to ask. • ***Answer*** - Click **Choose Image** to select the image to use. Use your mouse to draw rectangles (hot spots) on the image. These are the areas that you want the user to identify. Double-click a Hot Spot to assign a grade value to it, or to resize and reposition the Hot Spot. • To delete a Hot Spot from the image, click the Hot Spot once and click **Delete Hot Spot**. • ***Details*** - The question details are displayed in a Test once the test is graded. The details appear below the question. Use the Details field to provide the student with more information on the question. 3. Click **Save**. Close the Question Builder to return to the Question Manager.
6	Repeat the question entry process for the *Balance Sheets* and *Income Statements* questions. Make sure to navigate to the appropriate Knowledge Area before you enter your questions.

Procedure 7 shows how to enter Essay questions in Question Builder.

It is important to be aware of the Knowledge Area principles and concepts before you perform the following procedure.

Procedure 7 – Entering essay questions in question builder

Assumptions: There are a total of 10 questions for each subject. To begin, enter the questions for *General Ledger*.	
Step	**Action**
1	On the KanataLV Bar of the Administrator Interface, select **Testing**.
2	On the Tab Menu, select **Questions.**
3	Navigate to the **Finance > Accounting > Statements and Records > General Ledger Knowledge Area**. The results of these actions are displayed on the screen as shown in the following figure. 
4	To enter your first question, click **New** on the Toolbar located under the Menu Bar. The Question Builder opens.

— continued on the next page —

Click the button for advanced editing options.

Procedure 7 – continued

5	Enter each of the ten *General Ledger* related questions using the following steps: 1. Enter and select the question options: • ***Language*** - Select the language of the question. • ***Knowledge Area*** - Select the Knowledge Area to which the question belongs. • ***Question Status*** - Select the status or current state of the question (for example, in production, under revision). • ***Question Difficulty*** - Select the level of difficulty assigned to the question (for example, easy, medium, hard). • ***Question Type*** - Select **Essay**. • ***Question Mark*** - Enter the value of the question. 2. Click the input fields to edit the following details: • ***Description*** - Enter a description of the question. The description is only visible in the Question Builder. • ***Question*** - Enter the question you want to ask. • ***Answer*** - Enter the correct answer for the question. • ***Details*** - The question details are displayed in a Test once the test is graded. The details are visible below the question. Use the Details field to provide the student with more information on the question. 3. Click **Save**. Close the Question Builder to return to the Question Manager.
6	Repeat the question entry process for the *Balance Sheets* and *Income Statements* questions. Make sure to navigate to the appropriate Knowledge Area before you enter your questions.

Chapter 8: Launching the course wizard to create a course

In this chapter

- Launching the Course Wizard to create a Table of Contents.

Creating course structure / table of contents

Your next step is to organize the basic information for the course, and create the course's Table of Contents (TOC). Procedure 8 shows how to create a course's Table of Contents.

Procedure 8 – Creating a course's table of contents

Step	Action
1	On the KanataLV Bar of the Administrator Interface, click **Courses**.
2	On the Tab Menu, click **Courses**.
3	On the Toolbar located under the Menu Bar, click **New** and follow the Course Wizard instructions as shown in step 4.
4	<u>Step 1 of 6: Course Details</u> • ***Course Title*** - Enter the title of your course. The course title is displayed in the course list. • ***Enter the Course Duration*** - Enter the number of days your course will last. A course must last at least one day. • ***Enter the Passing Grade*** - Enter the minimum grade required for successful completion of course. This action is required to determine if the student will receive a credit(s). If there are no tests or a passing grade does not apply to your course, leave the value at 0. • ***Enter the Course's Credit*** - Enter the number of course credits that will be awarded upon successful completion of the course. • ***Select the Course's Language*** - Select the language of course content. • Click **Next**. <u>Step 2 of 6: Course Description</u> • ***Enter a course description*** - Enter a description of the course that will be displayed in the course catalogue. • Click **Next**.

— continued on the next page —

Procedure 8 – continued

<table>
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cont.</td>
<td>
<u>Step 3 of 6: Course Template</u>

Select course template – Select the desired course template. If you select Create your own, go directly to Step 5. If you select Classic Tutorial or Knowledge Paced, perform steps 4a, 4b and 4c.
Click Next.

<u>Step 4a of 6: Welcome Section</u>

Select content items for the welcome section – Select the appropriate checkbox(es) for the content item(s) you want to include in the welcome section.
Click Next.

<u>Step 4b of 6: Welcome Section</u>

Core concepts – Enter the number of core concepts required in your course.
Content presentation – Select the method of content presentation.
Click Next.

<u>Step 4c of 6: Review Section</u>

Select content items for the review section – Select the appropriate checkbox(es) for the content item(s) you want to include in the review section.
Click Next.

<u>Step 5 of 6: Course Structure</u>
At this step in the Course Wizard, you can create the course structure. You will add Chapters, Sections, Learning Units, Tests, Surveys and Pages using the command buttons listed below.

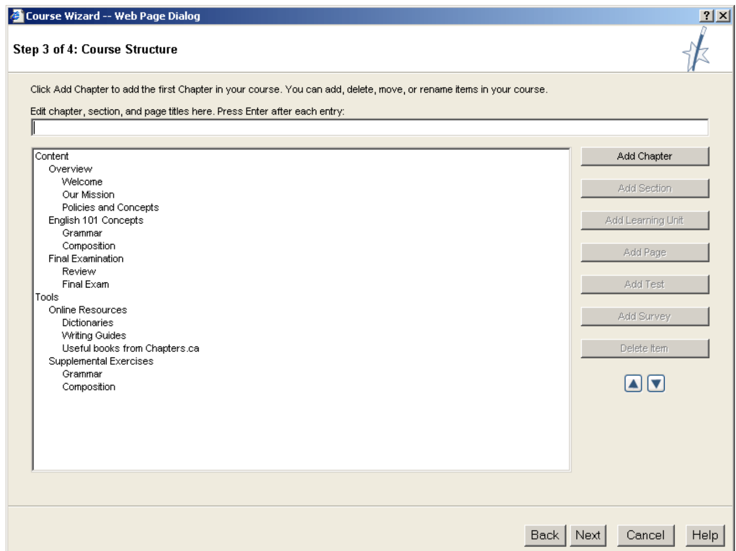
Add Chapter - Add a Chapter to your course.
Add Section - Add a Section to the selected Chapter.
Add Learning Unit - Add a Learning Unit to the selected Section.
Add Page - Add a Content Page to the selected Section.
Add Test - Add a test to the selected Section.
Add Survey - Add a Survey to the selected Section.
Delete Item - Delete the selected item in the course structure.
Enter Title - Enter the title of the selected menu item. Press Enter on your keyboard.

</td>
</tr>
</table>

Deleting an item deletes all the sub-sections associated with the item.

Procedure 8 – continued

<table>
<tr>
<td>4
cont.</td>
<td>
Click the ▲ and ▼ arrow buttons to move a selection up and down. The following figure shows an example of a possible course structure.



- Click **Next**.

<u>Step 6 of 6: Completion of the Course Wizard</u>
Click **Finish**. The Course Editor opens. **DO NOT CLOSE IT**. You still need to create content, tests and classrooms. The creation of content is described in Procedure 9 through Procedure 13. Creating classrooms is described in Procedure 15.
</td>
</tr>
</table>

Chapter 9: Launching the course editor

In this chapter

- Launching the Course Editor to assign content to your course.
- Creating Content Pages, Learning Units and Surveys.
- Building your Test.
- Creating Test Weights and Classrooms.

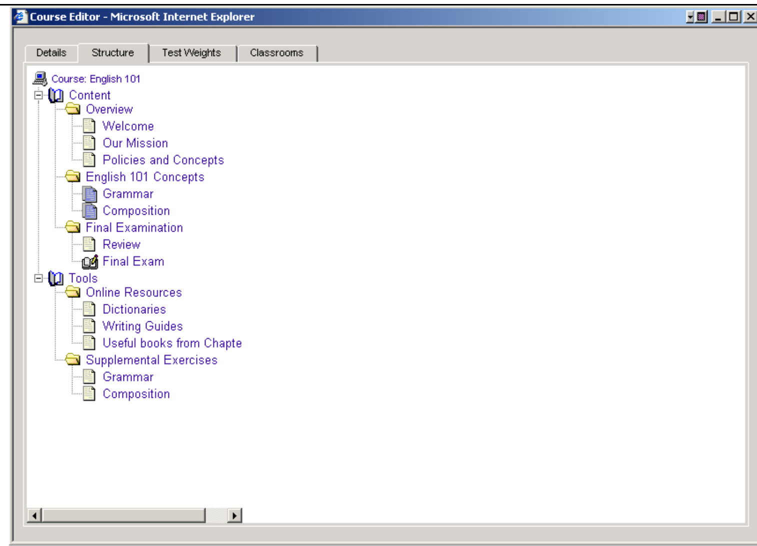
Assigning content to the course's table of contents

Now that you have created the course TOC, you need to assign content to the course. The Course Editor should still be open from the last session. If not, find your course in the Course List and double-click the course's name. Procedure 9 describes how to assign content to a course.

Procedure 9 – Assigning content to a course

Assumptions: It is assumed that you have completed Procedure 8 - Launching Course Wizard before you perform the following procedure. If you have completed Procedure 8, the Course Editor launches automatically.	
Step	**Action**
1	On the KanataLV Bar, click **Courses**.
2	On the Tab menu, click **Courses**.
3	Double-click the desired course from Course List. The Course Editor opens.
4	Click the **Structure** tab in the Course Editor. The following figure shows the results.
— continued on the next page —	

Procedure 9 – continued

4 cont.	
5	For each content item in the structure, perform the following steps to assign content. • Click the title (for example, Our Mission) • The associated Editor or Wizard opens. The relevant procedures for each item are Procedure 10 – Creating a content Page Procedure 11 – Creating a Learning Unit Procedure 12 – Creating a Survey Procedure 13 – Building your test.

It is possible to identify each item in the table of contents from the icons in the structure. The legend is to the right.

This icon	Represent this course element
	Chapter
	Section
	Page
	Learning Unit
	Test
	Survey

Creating Content Pages

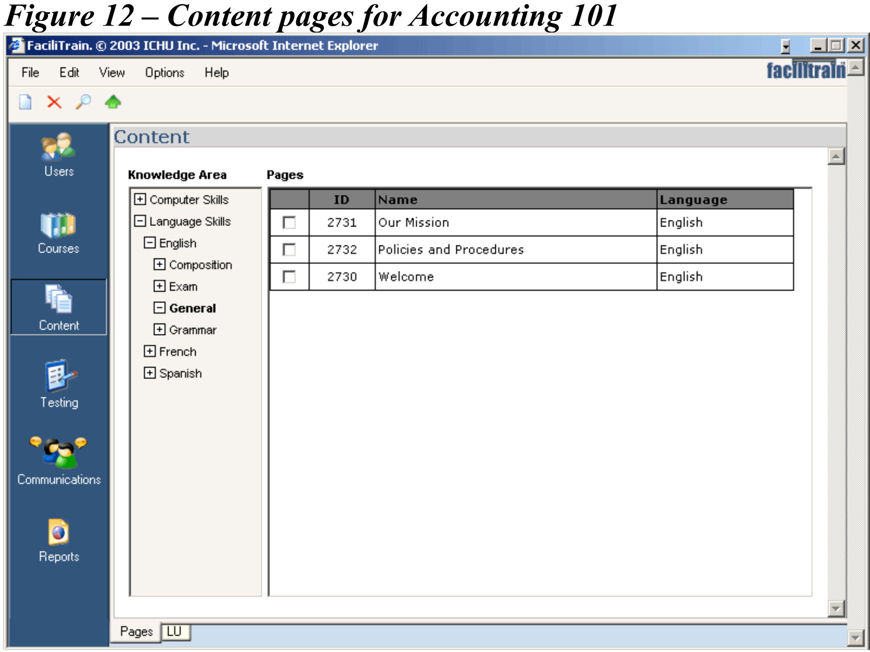
In our sample course, there are several Content Pages, which include *Welcome, Our Mission*, and *Policies and Procedures* that are not directly related to any of the course subjects. Let's create these Pages in the *Accounting* Knowledge Area. Procedure 10 shows you how to create a Content Page.

Procedure 10 – Creating a content page

Step	Action
1	On the KanataLV Bar, click **Content.**
2	Use the Knowledge Area browser to navigate to the **Finance > Accounting Knowledge Area**.
3	To enter your content, click **New** on the Toolbar located under the Menu Bar. The Page Editor opens.
4	Enter the following information in the associated fields: • ***Name*** – Enter the name of the Page. (Consider using a descriptive name in order to find the Page in the future.) • ***Language*** – Select the language of the Page. • ***Knowledge Area*** – Select the Knowledge Area to which the Page belongs. (By default, the Knowledge Area is set to Accounting.)
5	Click **Save** to save the changes.
6	Now, you can enter the text for your Page using the Page Editor.
7	To save your work, click **Save.**
8	When you are satisfied with your content, save it one last time. Then, close the Page Editor.
9	The Page you have created now appears in the Page List. To edit the Page, double-click its name.

Figure 12 shows how the page results appear on screen.

Figure 12 – Content pages for Accounting 101



There are other Pages in the course, such as *Review*, *Dictionaries*, *Writing Guides*, *Useful books from chapters.ca*, *Supplemental exercises for Grammar* and *Supplemental exercises for Composition*. Where do you think these Pages should be created?

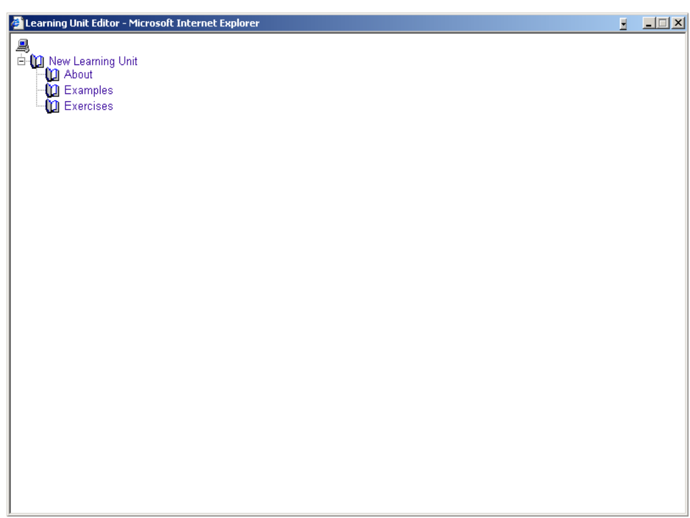
Suggestion:
Review belongs in the Exam Knowledge Area.
The remaining Pages can go in the General Knowledge Area.

Note that a great deal of this task is a matter of personal preference. Some people can have created an extra Knowledge Area for the Pages found under the Tools Chapter. As a rule, do whatever makes sense to you.

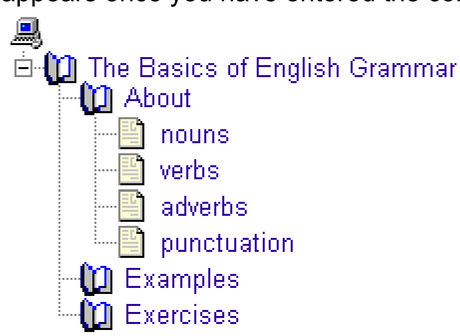
Creating Learning Units

Our sample course has two Learning Units. Let's examine the process of creating the Grammar Learning Unit. Procedure 11 shows how to create a Learning Unit.

Procedure 11 – Creating a learning unit

Step	Action
1	On the KanataLV Bar, click **Content**.
2	On the Tab Menu, click **LU**.
3	Select the **Finance > Accounting > General Ledger Knowledge Area.**
4	On the Toolbar located under the Menu Bar, click **New**. The Learning Unit Editor opens. The following figure shows an example of the Learning Unit Editor. 
— continued on the next page —	

Procedure 11 – continued

5	Right-click **New Learning Unit** and select **Properties**. The Learning Unit Properties window opens.
6	Enter the following information: • ***Title*** – Enter the title of the Learning Unit. • ***Language*** – Select the language of the Learning Unit. • ***Knowledge Area*** – Select the Knowledge Area of the Learning Unit. Click **OK**.
7	Now, you must start adding the concepts of the Learning Unit: D*efinition*, I*ncome*, E*xpenses*, C*orrections*, and R*esults*. For each of these concepts, perform the following steps: 1. Right-click **About**. 2. Move your cursor to **New**. Another sub-menu opens. 3. Click **About Page**. 4. The Page Editor opens to allow you to create the required Page. Procedure 10 describes how to create a Content Page. 5. Under **About**, you will see **New Page**. Right-click **New Page**. Click **Properties**. The About Properties window opens. 6. Enter the name for the concept. The users will see this name when they view the Learning Unit. It will be displayed on the button used to access this concept. It is suggested that you enter a name such as common nouns. 7. Click **Ok** to save the name.
8	The following figure shows how the Learning Unit Editor appears once you have entered the concepts. 
9	To add examples to the Learning Unit, perform the following steps: 1. Right-click **Examples**. 2. Move your cursor over **New**. Another sub-menu opens. Click **Example**. 3. The Question Builder opens. Use it to create your example. Click **Save** when you are done.

— continued on the next page —

Procedure 11 – continued

10	To add exercises to the Learning Unit, perform the following steps: 1. Right-click **Exercises**. 2. Move your cursor over **New**. Another sub-menu opens. Click **Exercise**. 3. The Question Builder opens. Use it to create your exercise. Click **Save** when you are done.
11	Close the Learning Unit Editor.

Creating a Survey

Now that you have entered all of your questions for the Accounting 101 course, you can create a Survey. Procedure 12 shows how to create a Survey.

Procedure 12 – Creating a survey

Step	Action
1	On the KanataLV Bar, click **Communications**.
2	On the Tab Menu, click **Surveys**.
3	To create a Survey, click **New** on the Toolbar under the Menu Bar. The Survey Editor opens.
4	Enter the following details: • ***Name*** – Enter the name of the Survey. • ***Language*** – Select the language of the Survey. Click **Save**.
5	To enter survey instructions, click **Edit Instructions**. The Page Editor opens. Use the Page Editor to enter survey instructions. To save the instructions, click **Save**.
6	To add the first question to the Survey, click **Add Question**. The Question Builder opens. Use the Question Builder to create your question. Click **Save** to save the question to the Survey. The default question presentation is **Normal**. If you require the question to be presented as a scale, select the **Scale** radio button. If you require the student to provide comments, select **Yes** for **Prompt for Comment**.
7	If you have already created a question and you want to add a question before the selected question, click **Add Before**. To add a question after the selected question, click **Add After**.
8	Close the Survey Builder.

Building your test

Now that you have entered all of your questions for the *Accounting 101* course, you can create the exam. Procedure 13 shows how to build your test.

You must create your questions before building your test.

Procedure 13 – Building your test

Step	Action
1	On the KanataLV Bar, click **Testing**.
2	On the Tab Menu, click **Tests**.
3	Navigate to the **Finance > Accounting Knowledge Area.**
4	To create a test, click **New** on the Toolbar under the Menu Bar. The Test Wizard opens.
5	You can select one of the two following methods **Wizard** or **Advanced**. Select **Wizard** and click **Next**.
6	Enter the following details: • ***Name*** – Enter the name of the Test. • ***Language*** – Select the language of the Test. • ***Knowledge Area*** – Select the Knowledge Area to which the Test belongs. • ***Test instructions*** – Enter the appropriate instructions for the students. Click **Next**.

7	Now, you must add your randomly chosen questions. Remember, you need to randomly choose 5 questions on Statement and Records and 5 questions on Invoicing.
	• Click **Add**. The Select Existing Questions window opens.
	  o Enter the number of questions
	  o Select the question type
	  o Select the Knowledge Area
	  o Select the question difficulty
	
	To randomly select any 5 questions on *Statement and Records*, you must enter the following values.
	Number: 5
	Question Type: Any Type
	Knowledge Area: Finance > Accounting > Statement
	and Records
	Question Difficulty: Any Difficulty
	
	• Click **OK.**
	• Repeat steps (a) and (b) for the 5 questions on Invoicing. The only difference is to select **Finance > Accounting > Invoicing as the Knowledge Area.**
	• To remove a group of questions from a test, select the group(s) and click **Remove**.
	• Click **Next**.

— continued on the next page —

Procedure 13 – continued

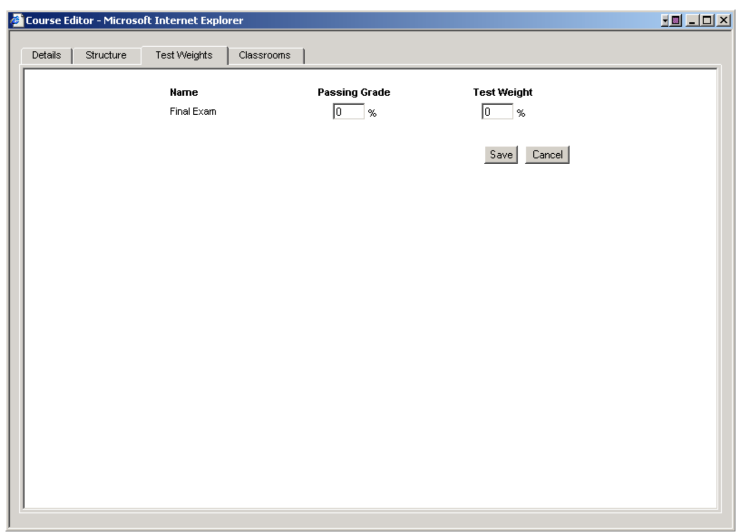
8	Click **Next** to skip the **Create New Question** step. You must only use this step if you want to create new questions. Any questions added in this way always appear in the test. To remove question(s) from the test, select the desired questions(s) and click **Remove**.
9	To preview the test, click **Preview**. If you are not satisfied, click **Back** to bring you to a previous step in the Test Wizard. When you are happy with the results, click **Finish** to save your test.
10	Now, your test appears in the Test List.

Creating test weights

Procedure 14 describes how to assign test weights to a course.

You must create a course and its associated tests before you can assign test weights. Furthermore, you must verify your test weights each time you add a test to a course.

Procedure 14 – Assigning test weights to a course

Step	Action
1	On the KanataLV Bar, click **Courses**.
2	On the Tab menu, click **Courses**.
3	Double-click the desired course from Course List. The Course Editor opens.
4	You must assign test weights. To do so, click the **Test Weights** tab. The following figure shows the results. 
5	For each test in the course, specify its **Passing Grade** and its **Test Weight**. Both values are entered as a percentage.
6	Click **Save**.

The Test Weight is used to determine how much each individual test is worth towards to the total course value. The sum of the test weights must equal 100%.

Creating classrooms

Each course requires at least one classroom. When students register for a course, the students register in a particular classroom. Procedure 15 describes how to create a classroom.

You must create a course before you can create a classroom. If you want to create a classroom with a chat room, you must create a chat room first.

Procedure 15 – Creating a classroom

Step	Action
1	On the KanataLV Bar, click **Courses**.
2	On the Tab menu, click **Courses**.
3	Double-click the desired course from Course List. The Course Editor opens.
4	Click the **Classrooms** tab.
5	Click **Add**.
6	Select and enter the following details: • ***Classroom Name*** - Enter the name of your classroom. • ***Template*** - Select the template you want for your classroom. • ***Start Date*** – Enter the day, month, year and time of your classroom. • ***Course has no Date*** – Select this option if you want your classroom to have an undefined end date. • ***End Date*** - Enter the day, month, year and time your classroom ends. • ***Chat Room*** – Select the chat room you want for your classroom.
7	Click **Save**.

Chapter 10: Managing student, professor and administrator accounts

In this chapter

- Creating, editing and deleting accounts.
- Registering students in a course.
- Assigning a professor to teach a course.

Refer to Chapter 4 to learn more about the Administrator Interface and its functionality.

Student account

- Procedure 16, Procedure 17 and Procedure 18 describe how an administrator can create, edit and delete a student account.
- Procedure 19 describes how an administrator can search for a student account.
- Procedure 20 describes how an administrator can enrol a student in a course.
- Procedure 21 describes how an administrator can remove a student from a course.

Procedure 16 – Creating a student account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	To create a student account, click **New** on the Toolbar located under the Menu Bar.
4	Enter the student account options: • ***Title*** – Select the title the student wants to use. • ***Employee Number*** – Enter the student's employee number. • ***First Name*** - Enter the student's first name. • ***Last Name*** - Enter the student's last name. • ***E-mail*** - Enter the student's e-mail address. • ***Password*** - Enter the student's password. • ***Retype password*** - Re-type the student's password for security purposes.
5	Click **Save** to save the student's account.
6	Close the registration window to return to the Users Manager.

Procedure 17 – Editing a student account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	Double-click the student account you want to edit in the Student List.
4	Edit the student account options: • ***Title*** – Select the title the student wants to use. • ***Employee Number*** – Enter the student's employee number. • ***First Name*** - Enter the student's first name. • ***Last Name*** - Enter the student's last name. • ***E-mail*** - Enter the student's e-mail address. • ***Password*** - Enter the student's password. • ***Retype password*** - Re-type the student's password for security purposes.
5	Click **Save** to save the student's account.
6	Close the registration window to return to the Users Manager.

Procedure 18 – Deleting a student account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	Click the checkbox next to the account(s) you want to delete. You can delete multiple accounts at one time.
4	Click the **Delete** button located on the Toolbar.

Procedure 19 – Searching for a student account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	Click **Find** on the Toolbar located under the Menu Bar.
4	Enter the search criteria: • ***First Name*** – Enter the student's first name. • ***Last Name*** - Enter the student's last name. • ***E-mail*** - Enter the student's e-mail address. • ***Registered in course*** a. Click the checkbox next to **Registered in Course** and select a specific course from the dropdown menu or, b. Leave the box unchecked to search all student accounts.
5	Click **Search** to search student accounts.
6	Close the search window to return to the Users Manager.

Procedure 20 – Enrolling a student in a course

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	Double-click the student account you want to register in a course.
4	Click **Registrations**.
5	Click **Add**.
6	Enter and select the available registration options: • ***Course*** – Select the course in which you want to register the student. • ***Classroom*** – Select the classroom in which you want to register the student. • ***Duration*** – Enter the number of days for which the student requires access to the classroom.
7	Click **Save**.

Procedure 21 – Removing a student from a course

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Students**.
3	Double-click the student account you want to remove from a course.
4	Click **Registrations**.
5	Click the checkbox next to the course from which you want to remove the student. You can select multiple courses. Click **Remove**.
6	Close the registration window to return to the Users Manager.

Professor account

- Procedure 22, Procedure 23 and Procedure 24 describe how an administrator can create, edit and delete a professor account.
- Procedure 25 describes how an administrator can search for a professor account.
- Procedure 26 describes how an administrator can assign a professor to a course.
- Procedure 27 describes how an administrator can remove a professor from a course.

Procedure 22 – Creating a professor account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professors**.
3	Click **New** on the Toolbar located under the Menu Bar.
4	Enter the professor account options: • ***Title*** – Select the title the professor wants to use. • ***Employee Number*** – Enter the professor's employee number. • ***First Name*** - Enter the professor's first name. • ***Last Name*** - Enter the professor's last name. • ***E-mail*** - Enter the professor's e-mail address. • ***Password*** - Enter the professor's password. • ***Retype password*** - Re-type the professor's password for security purposes.
5	Click **Save** to save the student's account.
6	Close the registration window to return to the Users Manager.

Procedure 23 – Editing a professor account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professors**.
3	Double-click the professor account you want to edit in the Professor List.
4	Edit the professor account options: • ***Title*** – Select the title the professor wants to use. • ***Employee Number*** – Enter the professor's employee number. • ***First Name*** - Enter the professor's first name. • ***Last Name*** - Enter the professor's last name. • ***E-mail*** - Enter the professor's e-mail address. • ***Password*** - Enter the professor's password. • ***Retype password*** - Re-type the professor's password for security purposes.
5	Click **Save** to save the professor's account.
6	Close the registration window to return to the Users Manager.

Procedure 24 – Deleting a professor account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professors**.
3	Click the checkbox next to the account(s) you want to delete. You can delete multiple accounts at one time.
4	Click the **Delete** button located on the Toolbar.

Procedure 25 – Searching for a professor account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professor**.
3	Click **Find** on the Toolbar located under the Menu Bar.
4	Enter the search criteria: • ***First Name*** – Enter the professor's first name. • ***Last Name*** - Enter the professor's last name. • ***E-mail*** - Enter the professor's e-mail address. • ***Registered in course*** a. Click the checkbox next to **Registered in Course** and select a specific course from the dropdown menu or, b. Leave the box unchecked to search all professor accounts.
5	Click **Search** to search professor accounts.
6	Close the search window to return to the Users Manager.

Procedure 26 – Assigning a professor to a course

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professors**.
3	Double-click the professor account you want to register in a course.
4	Click **Assigned Courses**.
5	Click **Add**.
6	Enter and select the available registration options: • ***Course*** – Select the course to which you want to assign the professor. • ***Classroom*** – Select the classroom to which you want to assign the professor. • ***Duration*** – Enter the number of days for which the professor requires access to the classroom.
7	Click **Save**.

Procedure 27 – Removing a professor from a course

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Professors**.
3	Double-click the professor account you want to remove from a course.
4	Click **Assigned Courses**.
5	Click the checkbox next to the classroom(s) for which you want to remove the professor. You can select multiple classrooms. Click **Remove**.
6	Close the registration window to return to the Users Manager.

Administrator account

- Procedure 28, Procedure 29 and Procedure 30 describe how an administrator can create, edit and delete an administrator account.
- Procedure 31 describes how an administrator can search for an administrator account.

Procedure 28 – Creating an administrator account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Administrators**.
3	To create an administrator account, click **New** on the Toolbar located under the Menu Bar.
4	Enter the administrator account options: • ***Title*** – Select the title the administrator wants to use. • ***Employee Number*** – Enter the administrator's employee number. • ***First Name*** - Enter the administrator's first name. • ***Last Name*** - Enter the administrator's last name. • ***E-mail*** - Enter the administrator's e-mail address. • ***Password*** - Enter the administrator's password. • ***Retype password*** - Re-type the administrator's password for security purposes.
5	Click **Save** to save the administrator's account.
6	Close the registration window to return to the Users Manager.

Procedure 29 – Editing an administrator account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Administrators**.
3	Double-click the administrator account you want to edit in the Administrator List.
4	Edit the administrator account options: • ***Title*** – Select the title the administrator wants to use. • ***Employee Number*** – Enter the administrator's employee number. • ***First Name*** - Enter the administrator's first name. • ***Last Name*** - Enter the administrator's last name. • ***E-mail*** - Enter the administrator's e-mail address. • ***Password*** - Enter the administrator's password. • ***Retype password*** - Re-type the administrator's password for security purposes.
5	Click **Save** to save the administrator's account.
6	Close the registration window to return to the Users Manager.

Procedure 30 – Deleting an administrator account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Administrators**.
3	Click the checkbox next to the account(s) you want to delete. You can delete multiple accounts at one time.
4	Click **Delete** on the Toolbar.

Procedure 31 – Searching for an administrator account

Step	Action
1	On the KanataLV Bar, click **Users**.
2	On the Tab Menu, click **Administrators**.
3	Click **Find** on the Toolbar located under the Menu Bar.
4	Enter the search criteria: • ***First Name*** – Enter the administrator's first name. • ***Last Name*** - Enter the administrator's last name. • ***E-mail*** - Enter the administrator's e-mail address.
5	Click **Search** to search administrator accounts.
6	Close the search window to return to the Users Manager.

Chapter 11: Generating reports

In this chapter

- Building Reports.
- Printing certificates and class lists.

Student Overview Report

This Report tracks a student's progress by reporting the following information:

- The name and e-mail address of the student.
- The total number of credits the student has earned.
- The date when the individual first became a student.
- The number of courses:
    1. He or she is currently working on, but not completed.
    2. He or she has completed and passed.
    3. He or se has completed and failed.
- The list of all the courses in which the students have been enrolled. For each enrolment, the following information is given:
    1. Course name
    2. Classroom name
    3. Date of student registration
    4. Date student completed the course
    5. Grade obtained in the course and a pass or fail status
- The average grade for the listed course is also given.

Procedure 32 describes how to retrieve a Student Overview Report.

Procedure 32 – Retrieving a student overview report

Step	Action
1	On the KanataLV Bar, click **Reports**.
2	On the Tab Menu, click **Student Overview**.
3	Enter the following report details: • ***First Name*** - Enter the first name of the student whose report you want to view. • ***Last Name*** - Enter the last name of the student whose report you want to view.

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Procedure 32 – continued

3 cont.	• ***E-mail*** - Enter the e-mail address of the student whose report you want to view. • ***Registered in course*** – a. Click **Registered in course** and select the course for which you want to track student progress or, b. Leave **Registered in course** unchecked to report on all registered and unregistered students. • ***For the Period*** – Select the checkbox called **For the period** and enter the time period the student was registered in a course.
4	Click **Search** to generate the student records.
5	• Double-click the record in the Student Records List or, • To view multiple reports, click the checkboxes next to the record(s) and click **View Report**.

Student Course Report

The purpose of the Student Course Report is to provide details on a student's efforts in a single class. This report provides the following information:

- The name and e-mail address of the student.
- The date when the individual first became a student.
- The registration date of the student in the course.
- The date when the student completed the course.
- The grade the student received in the course.
- The course's passing grade.
- The number of credits obtained and a pass or fail ranking.
- The list of the tests in the course. For each test, the reports shows:
    1. The grade the student obtained on the test.
    2. The value of the test in relation to the total value of the course (test weight).
    3. The number of points the student was awarded towards his/her course grade.

Procedure 33 describes how to retrieve a Student Course Report.

Procedure 33 – Retrieving a student course report

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On the KanataLV Bar, click Reports.</td></tr>
<tr><td>2</td><td>On the Tab Menu, click Student Course.</td></tr>
<tr><td>3</td><td>Enter the following report details:
First Name - Enter the first name of the student whose report you want to view.
Last Name - Enter the last name of the student whose report you want to view.
E-mail - Enter the e-mail address of the student whose report you want to view.
Registered in course –<ol type="a">
Select the checkbox called Registered in course and select the course for which you want to track students' progress or,
Leave Registered in course unchecked to report on all registered and unregistered students.
For the Period - Select the checkbox called For the period and enter the time period the student was registered in a course.</td></tr>
<tr><td>4</td><td>Click Search to generate a list of the students.</td></tr>
<tr><td>5</td><td>Double-click the student record you want to see.</td></tr>
<tr><td>6</td><td>Double-click the student record in the Enrolment List or,
To view multiple reports, click the checkboxes next to the record(s) and click View Report.</td></tr>
</table>

Course Report

The Course Report provides a summary of the course activities. For the selected course, the following information is shown:

- The name and credit value of the course.
- The number of students who have passed, failed or still working on the course, and the total number of students.
- The pass rate of the course.
- The report also lists all students who have registered in the course who fell inside the search period. For each student, the report provides:
    1. The name of the student
    2. The classroom in which the student was enrolled
    3. The registration and completion dates
    4. The grade the students obtained and a pass or fail status

Procedure 34 describes how to create a Course Report.

Procedure 34 – Reporting on a course

Step	Action
1	On the KanataLV Bar, click **Reports**.
2	On the Tab Menu, click **Courses**.
3	Enter the following report details: • ***Name*** - Enter the name of the course. • ***Language*** - Select the language of the course. • ***Course Status*** – Select the Course Status. • ***Duration*** – You can: a. Select - **Any number** - to search all courses or, b. Refine the search by selecting “less than”, “greater than”, or “equal to” from the duration option and enter the number of days. • ***Passing Grade*** – You can: a. Select - **Any number** - to search all courses or, b. Refine the search by selecting “less than”, “greater than”, or “equal to” from the passing grade option and enter the number of days. • ***Credits*** – You can: a. Select - **Any number** - to search all courses or, b. Refine the search by selecting “less than”, “greater than”, or “equal to” from the credits option and enter the number of days. • Select the checkbox “For the period” and enter the date, month, year and time or, • Leave it unchecked to search all periods.
4	Click **Search**.
5	• Double-click the record in the Course List or, • To view multiple reports, click the checkboxes next to the records(s) and click **View Report**.

Surveys

Use the survey report to collect and collate feedback from students. Procedure 35 describes how to report on a Survey.

Procedure 35 – Reporting on a survey

Step	Action
1	On the KanataLV Bar, click **Reports**.
2	On the Tab Menu, click **Surveys**.
3	Enter the following report details: • ***Name*** - Enter the name of the course. • ***Language*** - Select the language of the course. • ***Used in course*** – You can: a. Select the checkbox **Used in course** and select the course from which the response where collected or, b. Leave it unchecked to search all Surveys.
4	Click **Search**.
5	• Double-click the record in the Survey List or, • To view multiple reports, click the checkboxes next to the records(s) and click **View Report**.

Item Analysis Report

The Item Analysis Report provides a breakdown of question performance in a test. For each question, the report provides the following information:

- The level of difficulty.
- The Pearson Correlation between the student scores on the questions and student scores on the test.
- The average time it takes a student to respond to the question.
- The mean test grade of all students who responded to the question.
- The following information is also given for each possible answer of Multiple Choice, True/False and Yes/No questions:
    1. The number of students who selected the choice as their answer.
    2. The percentage of students who selected the choice as their answer.
    3. The mean student test scores for those students who selected the choice as their answer.
    4. The average time taken to respond to this question for students who selected the choices as their answer.

Procedure 36 describes how to generate an Item Analysis Report.

Procedure 36 –Generating an item analysis report

Step	Action
1	On the KanataLV Bar, click **Reports**.
2	On the Tab Menu, click **Item Analysis**.
3	Enter the following report details: • ***Name*** - Enter the name of the test. • ***Language*** - Select the language of the Test. • ***Knowledge Area*** - Select the Knowledge Area in which the test was assigned.
4	Click **Search**.
5	Double-click the test in the Test List.

Certificates

The Certificate Report allows you to print a pass or fail certificate for a student. The certificate is issued for a single course. Procedure 37 describes how to print a course certificate.

Procedure 37 – Printing a course certificate

Step	Action
1	On the KanataLV Bar, click **Reports**.
2	On the Tab Menu, click **Certificates**.
3	Enter the following report details: • ***First Name*** - Enter the first name of the student whose certificate you want to view. • ***Last Name*** - Enter the last name of the student whose certificate you want to view. • ***E-mail*** - Enter the e-mail address of the student whose certificate you want to view. • ***Registered in course*** – You can: a. Select the checkbox **Registered in course** and select the course for which you want to track students' progress or, b. Leave **Registered in course** unchecked to report on all registered and unregistered students. • ***For the Period*** - Select the checkbox called **For the period** and enter the time period the student was registered in a course.
4	Click **Search** to generate a list of the student enrolments.
5	Double-click **Print Certificate** of the student record for which you want to print a course certificate.

Chapter 12: Building a test

In this chapter

- Understanding the required steps to build a test.

Your questions must have already been created before you attempt to build your test.

Building your test

This section describes how to create a test, add the test to a course and create classrooms for your course. Procedure 38 shows how to build your test.

Procedure 38 – Building your test

Step	Action
1	On the KanataLV Bar of the Administrator interface, click **Courses**.
2	On the Tab Menu, click **Courses**.
3	On the Toolbar located under the Menu Bar, click **New** and follow the Course Wizard instructions as shown in step 4.
4	<u>Step 1 of 6: Course Details</u> • ***Course Title*** - Enter the title of your course. The course title is displayed in the Course List. • ***Enter the Course Duration*** - Enter the number of days your course will last. A course must last at least one day. • ***Enter the Passing Grade*** - Enter the minimum grade required for successful completion of course. This action is required to determine if the student will receive a credit(s). If there are no tests or a passing grade does not apply to your course, leave the value at 0. • ***Enter the Course's Credit*** - Enter the number of course credits that will be awarded upon successful completion of the course. • ***Select the Course's Language*** - Select the language of course content. • Click **Next**. <u>Step 2 of 6: Course Description</u> • ***Enter a course description*** - Enter a description of the course that will be displayed in the course catalogue. • Click **Next**.

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Procedure 38 - continued

4
cont.

Step 3 of 6: Course Template

- ***Select course template*** – Select the **Create your own** course template.
- Click **Next**.

Step 4 of 6: Course Structure

- This step is omitted because you have selected the **Create your own** option.

Step 5 of 6: Course Structure

At this step in the Course Wizard, you can create the course structure. You will add Chapters, Sections, Learning Units, tests, Surveys and Pages using the command buttons listed below.

- ***Add Chapter*** - Add a Chapter to your course.
- ***Add Section*** - Add a Section to the selected Chapter.
- ***Add Learning Unit*** - Add a Learning Unit to the selected Section.
- ***Add Page*** - Add a Content Page to the selected Section.
- ***Add Test*** - Add a test to the selected Section.
- ***Add Survey*** - Add a Survey to the selected Section.
- ***Delete Item*** - Delete the selected item in the course structure.
- ***Enter Title*** - Enter the title of the selected menu item. Press enter on your keyboard.

Deleting an item deletes all the sub-sections associated with the item.

Click the and arrow buttons to move a selection up and down.

To create the needed structure for a test:

- Click **Add Chapter**.
  1. Enter the name of the Chapter and press Enter.
  2. Select the Chapter you have just created and click **Add Section**.
  3. Enter the name of the Section (a descriptive name for the test) and press enter.
  4. Select the Section that you have just created and click **Add Test**.
  5. Enter the name (for example, Take Test) and press enter.
- Click **Next**.

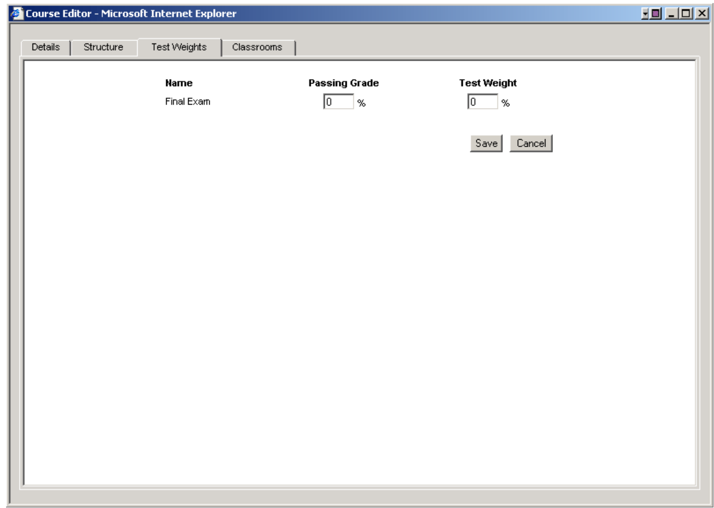
— continued on the next page —

Procedure 38 – continued

4 cont.	<u>Step 6 of 6: Completion of the Course Wizard</u> Click **Finish**. The Course Editor opens. **DO NOT CLOSE IT**. You still need to assign the Test to the course and create classrooms.
5	Click the **Structure** tab in the Course Editor.
6	Click the test shown in the course structure. It will be indicated by the test icon shown here. The Test Wizard opens.
7	You can select one of the two following methods **Wizard** or **Advanced**. Select **Wizard** and click **Next**.
8	Enter the following details: • ***Name*** – Enter the name of the test. • ***Language*** – Select the language of the test. • ***Knowledge Area*** – Select the Knowledge Area to which the test belongs. • ***Test instructions*** – Enter the appropriate instructions for the students. Click **Next**.
9	Now, you must add your randomly chosen questions. • Click **Add**. The Select Existing Questions window opens. 1. Enter the number of questions 2. Select the question type 3. Select the Knowledge Area 4. Select the question difficulty • Click **OK.** • To remove a group of questions from a test, select the group(s) and click **Remove**. • Click **Next**.
10	Click **Next** to skip the **Create New Question** step. You must only use this step if you want to create new questions. Any questions added in this way always appear in the test. To remove question(s) from the test, select the desired questions(s) and click **Remove**.
11	To preview the test, click **Preview**. If you are not satisfied, click **Back** to bring you to a previous step in the Wizard. When you are happy with the results, click **Finish** to save your test.
— continued on the next page —	

In order to add more questions, repeat sub-steps (a) and (b) of step 9.

Procedure 38 – continued

12	You must assign test weights. To do so, click the **Test Weights** tab. The following figure shows the results. 
13	For each test in the course, specify its **Passing Grade** and its **Test Weight**. Both values are entered as a percentage.
14	Click **Save**.
15	Click the **Classrooms** tab.
16	Click **Add**.
17	Select and enter the following details: • ***Classroom Name*** - Enter the name of your classroom. • ***Template*** - Select the template you want for your classroom. • ***Start Date*** – Enter the day, month, year and time of your classroom. • ***Course has no Date*** – Select this option if you want your classroom to have an undefined end date. • ***End Date*** - Enter the day, month, year and time your classroom ends. • ***Chat Room*** – Select the chat room you want for your classroom. For tests, you should not create a chat room.
18	Click **Save**.
19	Click the **Details** tab.
20	Select the box in the **Live** field.
21	Click **Save**.

The Test Weight is used to determine how much each individual test is worth towards to the total course value. The sum of the test weights must equal 100%.

At this point, you can close the Course Editor and begin to register students.