www.luvit.com

LUVIT Education 2.2

User Manual

Contents

1 Introduction

LUVIT Education is the LUVIT Learning Centre's learning environment. Course materials are presented to course participants in LUVIT Education. The LUVIT Learning Centre also includes LUVIT Administration and LUVIT Portal.

In LUVIT Education, or the learning environment as it is commonly called, course participants will find the materials for their courses and can communicate with other course participants and course supervisors using messaging, chatting, and forums. You can keep track of your course activities in the calendar.

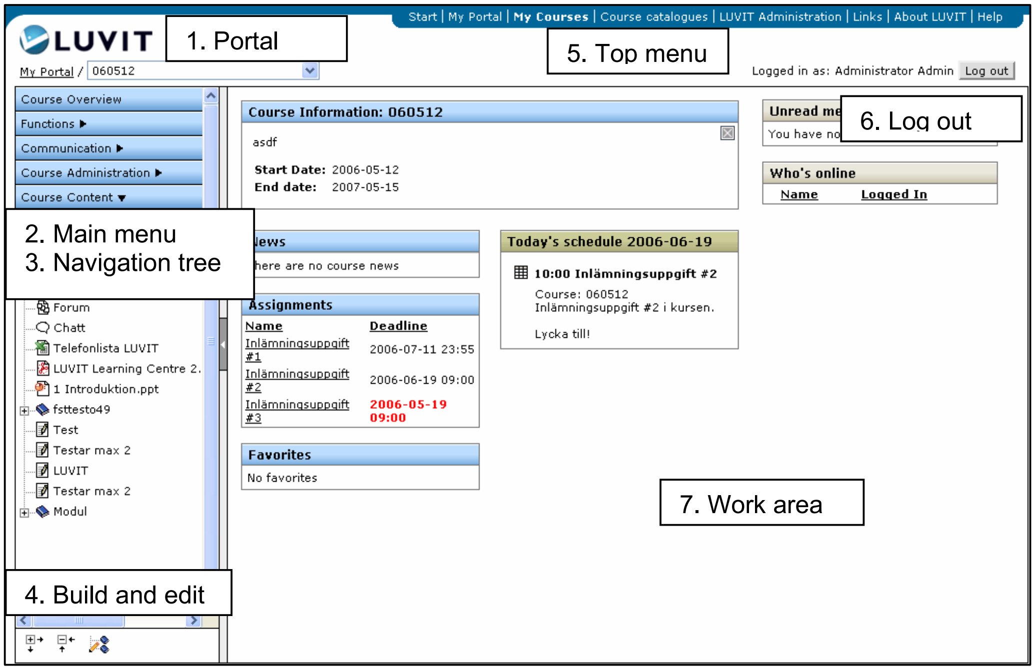
The learning environment can be accessed via the portal. In the LUVIT Portal, course participants can open a course, read and send messages, view the course catalogue and their calendars, as well as read course and portal news.

The chapters of this manual basically follow the learning environment's menu bar. Each main function has its own chapter, and in that chapter is described what you can do and how to use the different functions.

2 Tools in the Learning Environment

Log in to the portal and select a course. You will come to the Course Overview, the first menu selection in the learning environment, which presents course information that is not directly linked to the course materials.

Functions in the Learning Environment



There are different tools available to help you read the course materials and communicate. Below are brief presentations of the names of the different tools and their applications.

1. Navigating to the Portal and Your Other Courses

   Click My Portal to return to the portal. If you want to change courses, select a course from the drop-down menu.

2. Main Menu

   Using this menu you can change your personal settings, communicate, or create materials. Some menus contain several sub-menu options that are displayed when you click the main menu.

3. Navigation Tree and Course Content

   The course content – the actual course materials – is structured in a navigation tree to make it easier to manage and navigate to the different pages and files.

4. Open and Close Navigation Tree, and Create and Edit Course Materials

   To view all files in the navigation tree, you can expand or collapse it. It is also possible to add course pages and edit existing ones.

5. The Learning Environment's Top Menu

    The top menu is the same in all three of the LUVIT Learning Centre components.
    Start takes you to the portal log-in page.
    My Portal takes you into the portal.
    Course Catalogues contains presentations of available courses where you can register if self-registration is allowed.
    Useful links can be found under Links.
    Help contains the manual, which is also searchable.

6. Logged In As and Log Out Button

    Here you can see who you are logged in as, and you will also find the Log Out button here.

7. Work Area

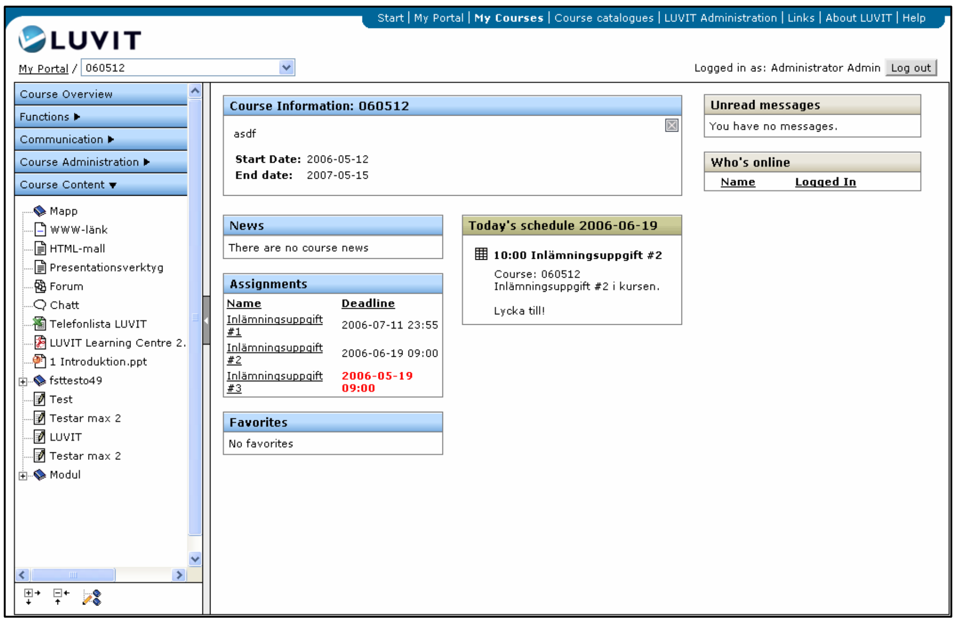
    You work with the different functions available in the learning environment and with the course materials in the work area.

3 Main Menu

The main menu contains four menus for course participants and five for instructors.

3.1 Course Overview

Course Overview is the first menu selection in the learning environment and is always visible when you go into a course, but you can also select it by clicking the upper menu. This page presents information about the course that is not directly linked to the course materials.



Course Information

The Course Information panel shows the information the course creator entered when the course was created (in LUVIT Administration). It includes the start and end dates and course description but can also contain things such as contact information for the course supervisor.

Unread Messages

Messages that have not been read can be seen on this page. You can see if there are any messages and who they are from. Click the message to view, reply to, or delete it.

Participant

The participants in your course who are online are listed here along with when they logged in. To see participants in other courses, switch to that course or go to the portal.

Today’s Schedule

Today’s Schedule shows the activities you or the instructor has entered in the calendar for today.

Favourites
The course pages you have chosen to link directly to be shown in the Favourites panel. You select a page as a favourite when you are reading a course page by checking the Favourites box at the bottom of the course materials page. See Chapter 7.1.

Assignment
In the panel assignments all actual assignment are listed as well as deadline.

3.2 Functions

Functions will take you to your calendar, and you can see how far you have come in the course via Progress and Grades. You will also find personal settings and assignments here.

3.2.1 Personal Settings

Under Personal Settings you can choose the language for the learning environment and change your password.

Course-specific Settings
You can change the language settings for the learning environment here. This setting is personal and only affects the course currently open. Course materials are not affected.

Under Personal Settings you can also select *View Course Information*. This will bring up a panel showing the course's title, description, contact person, and email address in the course overview. Select *Receive Messages as Email* if you would also like your messages to be sent to an external email address.

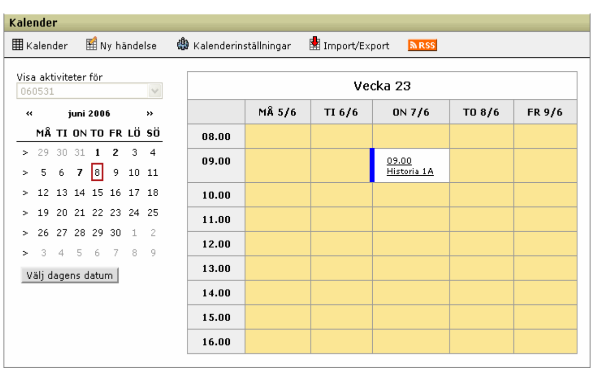
Password
To change your log-in password:

1. Enter your current password under *Current Password*.
2. Enter your new password under *New Password*.
3. Confirm your new password under *Confirm Password*.
4. Click *Save*.

Your password is now changed.

3.2.2 Calendar

In the calendar, you can see an overview of your scheduled activities including your personal activities.



The toolbar contains functions for managing the calendar. These are: *Calendar*, *New Activity*, *Calendar Settings*, *Import/Export*, and *RSS*.

Calendar
The dates that have activities scheduled are displayed in bold and the active date box is highlighted yellow. The current date is enclosed in a red frame. You can quickly return to today's date by clicking the *Select Current Date* button.

All dates in the calendar are clickable. When you click a date the activities for that date are shown on the right. Activities are also clickable. If you created the activity yourself, you can change or delete it by clicking it.

To see a different month than the one displayed, browse by using the arrows next to the month name.

New Activity
Click *New Activity* to add a personal activity to the calendar. Fill in *Title, Description, Date, Start Time,* and *End Time* if necessary. You can also select *No Time* if the activity runs outside the times listed in the calendar.

If the activity is to be repeated, you can select *Repeat Activity* and set the time interval and duration.

Course administrators can select *Public* so everyone registered for the course can see the activity in their calendars.

Click *Save*. Your activity is now placed in the calendar.

Calendar Settings
Under Calendar Settings you can choose whether the calendar should display by day or week. You can also customize times and weekdays in the calendar to fit your workweek.

Import/Export
Select *Import/Export* if you want to import activities you exported from your ordinary calendar or export activities that you can then import into your ordinary calendar. The format used is *iCalendar*, or *iCal* as it is also called, and is supported by Microsoft Outlook, Apple iCal, Lotus Notes, Windows Calendar, and more.

Import Activity
To import an activity:

1. Export an activity from your ordinary calendar application [in Microsoft Outlook select *File – Save as…* and select *iCalendar format (*.ics)*]. Make sure the file has the .ics extension.
2. Click *Browse…* and select the calendar file.
3. Click *OK*.

You should now see the imported activity in the calendar.

Export All Activities
When you click *Export*, an iCalendar file called *my_activitiesÅÅÅÅ-MM-DD.ics*, where ÅÅÅÅ-MM-DD is today's date (for example, my_activities2006-05-02.ics) is created. A

download dialogue box is displayed and you can save the file to your computer. You can then import the file to your calendar application.

RSS
You can subscribe to changes in your calendar and receive all new course activities in an RSS reader on your computer. The technology LUVIT uses is called RSS, for rich site summary, which is a standard format for delivering news headlines and summaries to users. To get started, you need to download a free program to your computer and set the web addresses. Click *RSS* and follow the instructions.

3.2.3 News
All current course news is displayed here. Click the title to view the entire news item and who wrote it.

3.2.4 Assignments
Here you can manage your assignments.

Assignments

Title	Deadline	Locked	Handed In	Grade
Inlämningsuppgift #3	2006-05-19	✔		
Inlämningsuppgift #2	2006-06-19	✔		
Inlämningsuppgift #1	2006-07-11			

If it is no longer possible to submit an assignment, a check mark is shown under *Closed*. Otherwise, you can submit it by clicking the assignment's *Title*. This will open a new panel with more detailed information about the assignment.

To submit an assignment, use the *Browse…* button. Select your document, make sure the path and file name are correct, and click *Submit*.

If you already submitted the assignment, information about that document is displayed instead.

If something goes wrong and you want to change the document, you must inform the assignment's contact person. The contact person can delete your document so you can upload a new one.

3.2.5 Progress and Grades
Under Progress and Grades you can see statistics on how you have used the course materials as well as test and assignment grades. The toolbar contains these functions: *Course Materials*, *Assignments*, and *View Report*.

Course Content (Administrator Admin)

Course Content   Assignments   View report

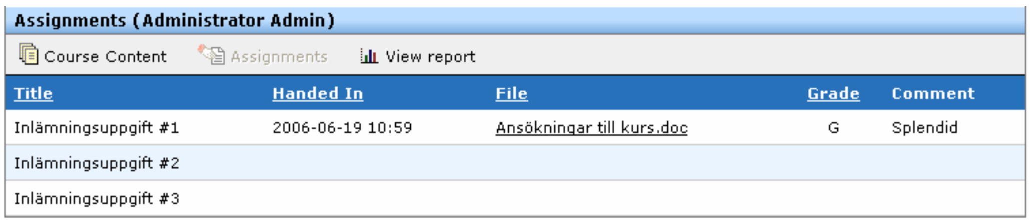
Title	Status			Score				Time
	Last accessed	No. of clicks	Status	Score	Required	Max	Min	Used Time
1 Introduktion.ppt	2006-05-16 09:26:11	2						-
Chatt	2006-05-23 16:19:32	1						-
CTE test	2006-05-16 09:34:52	3						-

A list of all course materials is displayed here. Materials you have not opened yet are grayed out.

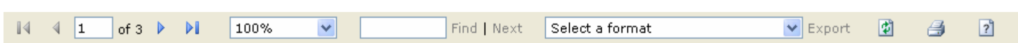
For each document there is information on when you last opened it and how many times you have accessed it (*Number of Clicks*). The rest of the information only concerns tests.

There are also grades for the tests you have taken, i.e. *Pass* or *Fail*, the minimum required for a passing grade, as well as *Time Spent*, i.e. how much time you spent taking the test. If you click the test's title, detailed information will be displayed on each attempt you made.

Here you get an overview of your assignments with information on *Title*, *Submission Date*, *File Name*, *Grade*, and *Comments.*

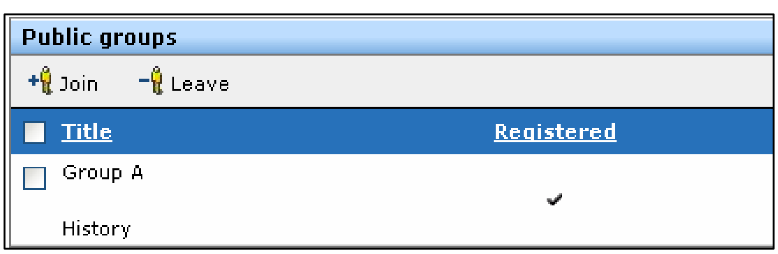


Use this function when you want to print or export information from Progress and Grades. The report consists of three pages with information on *course materials*, *assignments*, and *tests*. At the top of the report page there is a toolbar you can use to browse through the pages, print, export, and more.



3.2.6 Public Groups

Here you can *Join* or *Leave* a course's Public Groups. If you join a public group you will have access to materials intended specifically for that group.



The groups you belong to have a checkmark under *Registered*.

To join a group, select it and click *Join* on the toolbar. To leave a group, select it and click *Leave* on the toolbar.

3.2.7 Search

Using the search function in the learning environment you can search the course content, i.e. material published for the course that is available in the navigation tree. Both document titles and text are searched.
The search function will open in a separate window. Enter what you want to search for and press Search. You can use one or several search words. The search results are presented in a list with the titles of documents in which the search word or phrase was found. Click a title to view the document in the learning environment. In HTML documents, words found by the search engine are highlighted in yellow.

Forums and Chats are not included in the search function. Executable files that may contain text as well as flash files are also excluded from the search results. However, forums have an internal search function (*see section 7.1.1*).

3.2.8 Presentation

In your personal presentation you can enter information about yourself that is displayed for other course participants in the Learning Environment or the portal. You can fill in your *address*, *phone number*, *mobile phone number*, *email address*, *URL*, *link title*, and a lengthy *description*. The presentation can be displayed in the portal and in your courses. Select which field you want to fill in.

The description field has an HTML editor that enables you to edit the format of the text.

You can upload an image to be displayed in the presentation. Click *Browse* and select an image from the file structure.

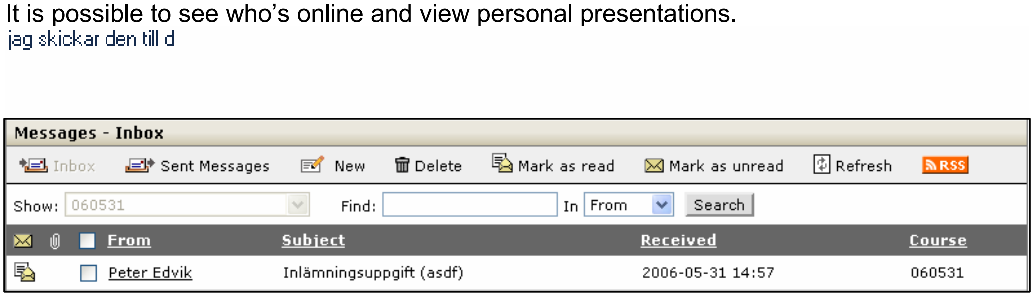
You can decide where to activate your personal presentation. Check the boxes corresponding to where you want your presentation to be visible.

Click *Save* to save the presentation. To save and also view a preview, click *Save and Preview*.

4 Communication

In **Communication**, you can communicate with other course participants, educators and course administrators that are registered on the same course sessions as you. Here you can read, answer and delete your messages.

It is possible to see who's online and view personal presentations.



Message window	The window that opens when you read, write or answer a message.
Portal message	Message that is sent from the portal.
Course-specific message	Is sent from a course. The name of the course is shown in the list.

Toolbar

In the toolbar, you will find functions for managing your messages. *Inbox* displays all your received messages. *Sent messages* displays all your sent messages. *Delete* deletes the selected messages from your *Inbox* or from *Sent messages*. Click *New* to write and send a new message. Click *Refresh* to reload the page.

Inbox

Inbox displays all your received messages. This symbol indicates that a message has been opened/read. Unread messages have this symbol and the text is in bold. The sender name, message subject, received date and possibly which course it is sent from is displayed in the list of received messages.

If you receive a new message while logged in this symbol will appear up in the right corner next to the name you logged in with. Clicking the symbol will take you to your inbox.

Sent messages

In *Sent messages*, you can view your sent messages. The list displays recipient name, message subject, sent date and possibly which course you sent the message from.

If you move the pointer over the list with sent messages, a tool tip will be shown telling who the message was sent to.

Search
You can search for messages in the *Inbox* or in *Sent messages*. Enter what you want to search for in the search box. Choose from the drop down list if you want to search for a sender/receiver name or a subject, and then click the *Search* button.

Read messages
To read a message in your *Inbox*, click the sender's name (the name in the From column).

Read a message in *Sent messages* by clicking the receiver's name (the name in the To column).

The message will be displayed in a separate window. In the message window you can also see who sent the message, who the receiver is, the subject of the message and when it was sent.

If there is an attached file you can open it by clicking the file name. You can choose to open the file or to save it. You can also save the attached file in My files in the portal. Click the symbol and then click OK to confirm. The attached file is now saved in My files in the portal.

Close the messages window by clicking *Close window*.

Reply to message
You can reply to a message when you are in the message window that opens when you have chosen to read a message. Click *Reply* or *Reply all*. A new message window opens. Write your message and click *Send*. *Close window* closes the message window.

You can attach a file to your message. Click the *Browse*-button and search the file structure for the file to attach. Click *Open*.

You can add or delete receivers by selecting or deselecting them in the receiver list.

Inbox and Sent messages display a limited number of messages per page. If you have many messages, you can use the paging function at the bottom to navigate between pages.

Write messages
Click *New* in the toolbar. A message window opens. Fill in the *Subject text box* and write your message in the window. Choose a receiver in the list of contacts by selecting the check box in front of the name. In the drop down list there are three alternatives, *All contacts*, *Distribution lists* and *Contacts in course*. All lists are based upon the courses you are registered on.

Select *All contacts* and all the names of the course participants in the courses you are registered on will be shown. If you select *Distribution lists*, you will see all courses that you have in your course list and the message will be sent to all participants in the courses you select. If you select a course from *Contacts in course*, the names of the participants of the chosen course will be displayed. Check the receivers of your message.

You can select everyone in the list by clicking the check box at the top. Click the check box again to deselect all receivers.

You can attach a file to your message. Click the *Browse*-button and search the file structure for the file to attach. Click *Open*.

If the message is also to be sent as email, check the box at the bottom. When the message is ready to send, click *Send*. To close the window, click *Close window*.

Delete messages

You can delete messages from your Inbox and from your Sent messages.

Select the messages that you want to delete by checking the check box next to the sender's or receiver's name. You can select everyone in the list by clicking the check box at the top. Click the check box again to deselect all. When you have selected the messages that you want to delete, click *Delete* in the toolbar. A pop-up box asks you to confirm the deletion of the messages. Click *OK*. If you decide not to delete any messages, click on *Cancel*.

If you delete a *course-specific message*, it is also removed from your course.

Refresh

Click on *Refresh* to reload the page contents.

Participants

You can see who's online in the education environment and when they logged in. Click the submenu *Participant* to view a list of online course participants in your course. In the Portal you can see participants from other courses and even choose from which course you would like to see.

To see only participants that are logged in, mark Only online. The list can be sorted by name or log in time. Click the heading and the list will be changed. If the list is very long, it will be divided into several pages. Use the paging function *that* you find at the bottom to change pages. To view all participants, including those who are not online, uncheck the *Only online* box.

You can send a message to someone in the list. Click the message symbol to open a message window. Write your message and click S*end*.

View personal presentations

If a course participant has created a personal presentation the name will be underlined in the Who's online list. Click the underlined name and the presentation will be shown in a separate window.

5 Course Administration

From the Course Administration main menu in the learning environment, course administrators can manage *Settings*, *Menus*, *News*, *Groups*, *Course Calendar, Course archive*, and *Assignments*. Here you can also *Create and edit content* and follow up course participants' *Progress and Grades*.

5.1 Settings

Settings are general and apply to the entire course and all users in the course regardless of role. These settings are available:

Start With Content
Here you can choose whether the first document in the course content should be displayed when the course opens instead of the course overview.

Show Navigation Tree
When this option is selected, the course content is displayed in a hierarchical structure under the *Course Content* menu.

Grading Scale
Here you can choose which grading scale you want to use for the course. A grading scale must be selected for each course. These are the grading scales available:

Grading Scale	*Possible Grades*
Pass/fail scale	P, F
Pass with distinction/Pass/Fail scale	PD, P, F
Four-grade letter scale	U, B, Ba, AB
Technical grading scale	U, 3, 4, 5
ECTS grading scale	F, Fx, E, D, C, B, A

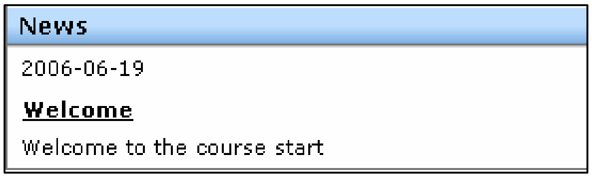
5.2 Menus

The access rights of the different profiles in the learning environment are reflected in the menu alternatives that are visible. Here you can customize the access rights of the different profiles in the course you have open. Default settings are made in *LUVIT Administration*. Some menu options are fixed and cannot be changed. These are greyed out.

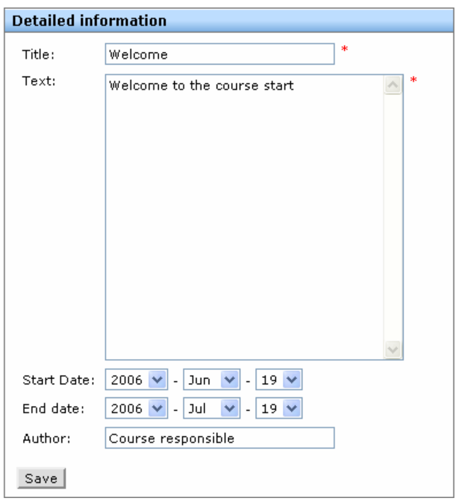
To change access rights for a profile select *Profile*, select or deselect the menu option, and click *Save*.

5.3 News

You can create news items in the learning environment that are shown in the course overview, i.e. the work area displayed when the course is opened and *Course Overview* is selected in the menu. News is course-specific, so it is only shown for the course in which it is created.



The course news is shown under the News menu. The *Title*, *Author*, and *Start Date*, i.e. when the news should first be displayed, are shown in the list. Click the title if you want to see news item's details.

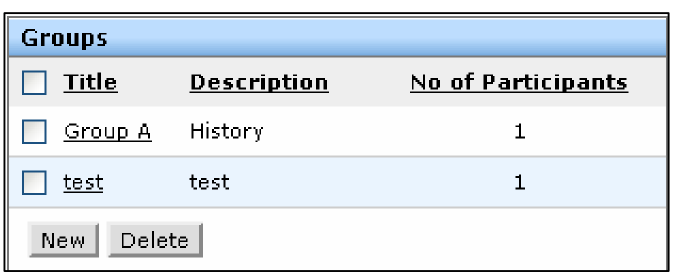


Besides *Title*, *Author*, and *Start Date*, you can now see *Text* and *End Date*. Please note that *Title* and *Text* are mandatory fields.

The news item is deleted from the Course Overview on the date specified in the *End Date* field.

5.4 Groups

You can use groups to set access rights to content for groups of users, e.g. you can control where different groups of course participants can publish their material.

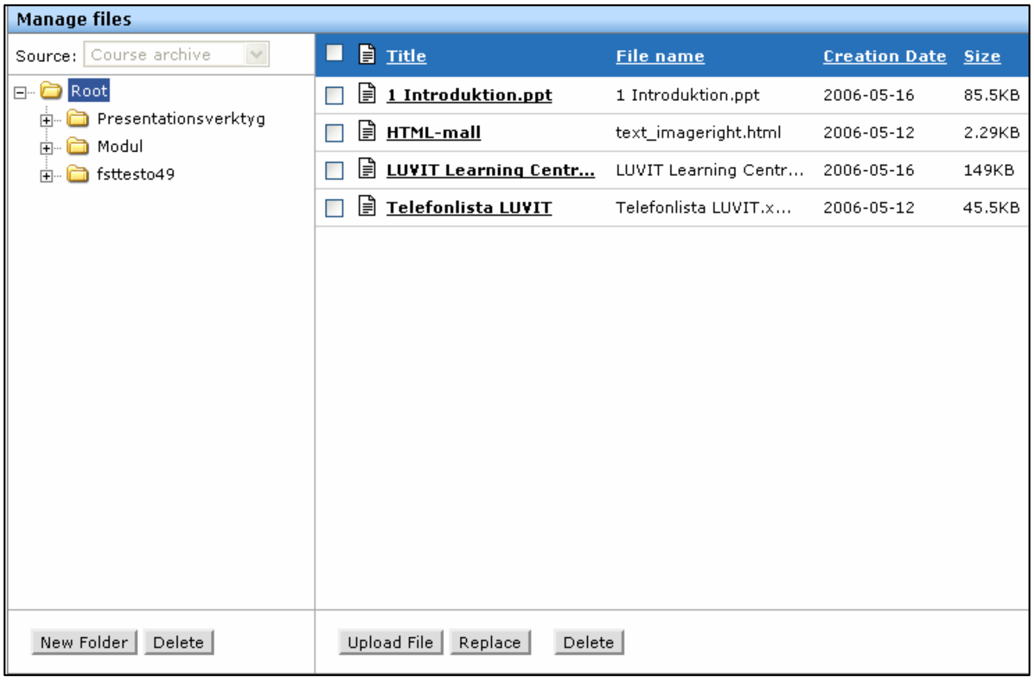


A group can be *Public*, which means that users can join groups themselves.

If you select the *View Report* tool, a report with statistics for the group will be displayed.

5.5 Course archive

The course archive contains files consisting of materials you have uploaded to the course. You can also upload and replace existing content here. You can also build a folder structure to organize your content in.

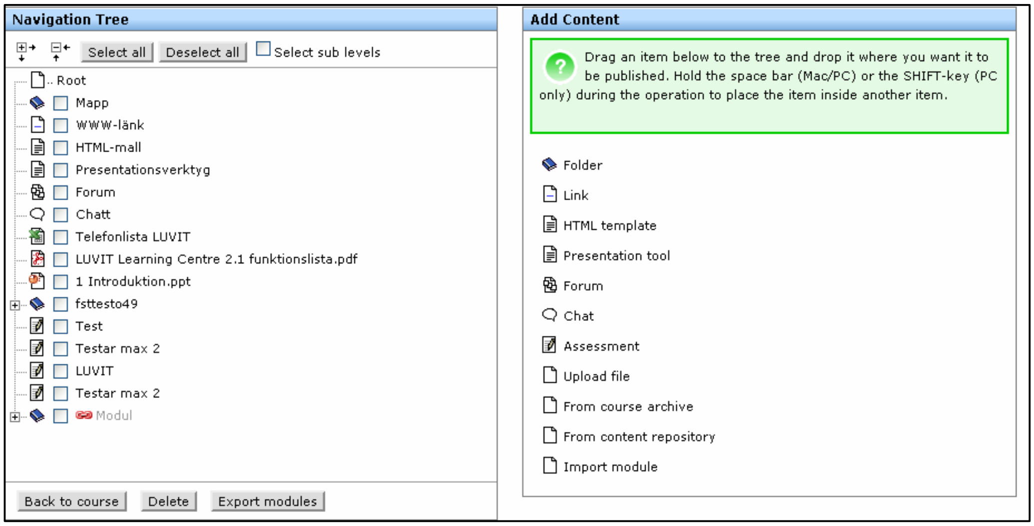


The folder at the top of the hierarchy is called *Root*. It is created by the system and cannot be deleted or changed. Content published in the navigation tree is shown with it's titles in bold.

Please note that if you delete a published document, it is not automatically deleted from the navigation tree.

5.6 Create and edit content

This function is built around two windows. On the left is the Navigation Tree, i.e. the course's content and structure, and on the right is *Add Content* where you will find the different types of content you can create. You create content by dragging an object from the right side and dropping it in the tree on the left. Then follow the directions shown on the right. Content that have already been published can be managed using the shortcut menu that is accessible by right-clicking its title.



5.6.1 Description of Content Types

The ten different types of objects you can create in the navigation tree are described below.

Folder

With folders you can create a hierarchical structure in the navigation tree. You can place course content in a folder, such as documents, chats, forums, etc. A folder can also contain other folders. In this way you can build the course structure in the navigation tree. For example, you could build the structure to resemble the chapters of a book.

Link

You can create links to web pages outside the system with this content type. This could include materials and information on your intranet or web pages on the Internet.

HTML template

Currently, LUVIT Education comes with two HTML templates. *Blank* contains an entirely empty HTML page and *Text with Image* contains a page with text and images. After creating an HTML page you can edit it using the built-in HTML editor. Do this by right-clicking the document in the navigation tree. Select *Edit HTML* to launch the editor. You can also edit the HTML page when you have content open by clicking on the toolbar at the bottom.

Presentation tool

The *Presentation Tool* is a powerful tool for creating course content. When you drag this content type to the navigation tree, you create an empty shell that you can then fill with pages of content. You can create the pages using several different templates, which instantly give you a nice layout. The pages can contain text, images, presentations, films, simulations, tests, and certificates. The *Presentation Tool* is described in more detail in Chapter 6.1.

Forum

A *Forum* is a place where course participants can discuss one or a number of topics. All posts are saved so all participants need not be online at once in order to communicate. Forums are described in Chapter 7.1.1.

Chatt

With this object you can create chat rooms where course participants can chat with each other in real time. The chat function is described in Chapter 7.1.2.

Upload file

Select this object to upload content from your computer and publish them in the navigation tree. All of the system's approved file types can be uploaded, including HTML pages, documents, images, and films. Only one file at a time can be uploaded using *Upload File*. If you want to upload several files or an entire structure, you must use *Import Module*.

From course archive

When you place this object in the navigation tree, a window opens in which you can select a file from the *Course Archive*, i.e. content you have already uploaded to your course. (*See section 5.6.2.*)

From content repository

Here you can select content from the content repository in LUVIT Administration. You can choose from three different types of materials: *Content types*, *Assessment*, and *Content Packages*. Only the types of materials you have selected are shown in the list. If you have access to several units, you first have to select a unit in the folder structure on the left side of the window.

Import module

A module consists of content in a folder structure. The entire structure will be published in the navigation tree when you import the module. Folders in the module become folders in the navigation tree. These formats are supported by the module import function:

- Zip files: If you built a structure of content in folders you can zip the structure and import it.
- LUVIT course format: If you exported a module from another course in LUVIT Learning Centre or from an older version of LUVIT's system, you can import it with the module import function.
- IMS: IMS is currently the most common course standard. It is also part of SCORM. LUVIT supports IMS Content Packaging 1.1.3 and SCORM 1.2. For more information, see www.imsglobal.org.

5.6.2 How to Publish

To publish a chat, for example, drag the chat object from the right side to the navigation tree on the left. You can then name the chat and change the settings.

If you want to publish an object inside a folder, hold down the Shift key while you drag and drop the object.

There are several tools and buttons found in the *Navigation Tree* window.

Click on the plus sign icon to *expand all* folders in the tree structure.

The minus sign icon does the opposite, i.e. it *collapses all* folders.

The *Select All* button selects all objects in the navigation tree, and *Deselect All* does the opposite. If you check *Select sub-levels* and select a folder, the entire structure of documents and folders found in the selected folder will be selected and will be affected by what you then choose to do.

After you place the object in the navigation tree, a wizard will start up in the window on the right. Fill in the mandatory information (marked with an asterisk) and other optional information in the Wizard. You can browse between the steps in the wizard using the *Next >>* and *<< Previous* buttons. If you select *From course archive* or *From Content repository* a separate window will open in which you can select content before the wizard starts. Some information is specific to the content type, such as *URL* for web links.

General Properties

The following information can always be filled in regardless of content type:

Title

This is the object's title, which can be seen in the navigation tree.

Visible

Here you can choose whether or not the object should be visible in the navigation tree. If you deselect *Visible* the document's title is grayed out in the *Navigation Tree* window on the left.

Tool tip

The text you enter here will appear when the mouse pointer hovers over the document name in the navigation tree.

Activate

The date and time of the document's publication. The current date and time are proposed. This means that the document will be published immediately. You can also delay publication by changing the date and time. Until then the document is not visible in the navigation tree and it is crossed out in the *Navigation Tree* window.

Inactivate

By selecting this option you can set the date and time for when the document should be deleted from the navigation tree. The document is crossed out in the navigation tree if the date and time have passed.

Comments
You can enter comments about the document by selecting *Comments*. When you open materials you will be able to access *Comments* in the *Toolbar* at the bottom. The number of comments is shown in parentheses. The *Comments* tool is grayed out until you activate it.

Course Participants Can Read
Here you can choose whether to allow course participants to read document comments. This selection is inactive if *Comments* is not selected.

Specific Properties
The following specific information can be filled in for the different content types:

Folder
Course Participants May Publish
Choose this option if you want to allow course participants to publish their own materials in the folder.

Link
URL
The link's web address.

Open link in new window
This option opens the link in a new window in your web browser.

HTML Template
Template
Here you can select the HTML template to be used.

Forum
Description
The text you enter here is displayed at the top under the title when you open the forum.

Upload File
Select File, Browse…
Press *Browse…* to select the file you want to upload.

From Course Archive
Selected File, Browse
The window in which you select files comes up automatically when the wizard is started, but you can also open this window later in order to change your selection by clicking *Browse*. The file name is shown after *Selected File*.

From content repository
Selected File, Browse
The same as *From course archive*.

Subscribe to changes
If you select this option, all changes made in the document in the *content repository* will also be made in the course document. This works in the same way as if you had a link to the document in the *content repository*.

Import Module
Select File, Browse…
Use *Browse…* to select the file that contains the module you want to import.

General and specific properties can also be changed via the shortcut menu (*see section 5.6.3*).

5.6.3 Access Rights Settings

Access rights settings determine who should have access to objects in the navigation tree. If you do not have access rights to an object you can neither see it nor access it.

Access rights settings can be made by right-clicking an object's title in the navigation tree and selecting *Edit Access*.

Access rights settings can be made on three levels: *Profile*, *Groups*, and *Persons*. The settings for *Profile* are the main settings, while *Groups* and *Individuals* are the exceptions. When you first come to the access rights settings, all profiles have access rights, while no *Groups* or *Individuals* do. This means that everyone has access rights without exception. An example of using an exception is to remove access rights for students in general, but make an exception for a certain group of students who should have access rights. You can also add dates for when access rights *begin* and *end* for the profiles.

5.6.4 Edit Properties

Use the shortcut menu to change the properties of published materials. You can change general properties such as title, tooltips, etc., under the menu option *Edit Properties*. There is another menu option in the shortcut menu for Web Links, Forums, and Chats that applies to settings. You can access the specific settings described in section 4.6.2 here. These menu options are:

- Link: *Edit www link*
- Forum: *Edit forum*
- Chat: *Edit chat*

5.6.5 View File

Materials you have uploaded or published from the course archive can be replaced by using the shortcut menu's *Replace File*. This will enable you to upload a new, updated version of the materials. This function can also be accessed when you have materials open by clicking  in the toolbar at the bottom.

5.6.6 View/Download

Select V*iew/Download* in the shortcut menu if you want to open materials you have published.

5.6.7 Export Modules

If you have built a structure with content you want to use in several courses, you can export the entire structure and then import it into another course. Select one or more modules or folders and then select *Export modules*. Download the zip file that is generated to your computer and then use *Import Module* to import it into the course (*see section 4.6.2*).

5.7 Tracking

In *Tracking* under *Course Administration* you can assign grades and mark courses as *Completed* for one or more course participants. All information displayed in *Tracking* under *Functions* is found here. Click the name of a course participant to display the information.

5.7.1 Assign Course Grade

Click the name of the course participant you want to grade and then assign the *Course grade*. This grade is then displayed in the portal for the course participant under *Course History* when the course has been completed. To determine the grading scale, see section 4.1.

5.7.2 Mark a Course completed

There are two ways to mark a course as completed by course participants. The first option is suitable if several course participants will complete the course at the same time, while the other option can be used if grading and course completion occur at the same time.

Option 1
Select the course participants who have completed the course and then select *Completed* in the toolbar.

Option 2
Click the name of the course participant who has completed the course and then check the *Course Completed* box.

After a course participant has completed a course, it is shown under *Course History* in the portal.

5.8 Assignments

Instructors can create and manage the *Assignments* to be submitted by the course participants here (*see section 3.2.4*). Course participants can submit assignments that are not yet closed. *Deadlines* are not automatic; you must close the assignment manually.

5.8.1 Create and Change Assignments

The assignments you create are displayed under *Manage Assignments*. To change or close an assignment, click the title and detailed information about it will be displayed under *Information*. Make your changes and click *Save*. When you close an assignment, course participants are no longer able to submit them.

5.8.2 Manage Submitted Assignments

Click *View Status* when you want to manage submitted assignments. A list of all course participants is displayed where those who have submitted their assignment are shown with *Handed In* and *File*. Those who have not yet submitted their assignment are grayed out.

Click the course participant’s name to enter comments and grade the assignment. You can choose to *Inform via Message* and *Via Email*.

There are three functions on the toolbar:

If you want to send a message to one or more of your course participants regarding an assignment, you can do it while managing the assignment. Select the course participant and then *Send Message*.

If a course participant has sent in an assignment but want to resign, the first version must be deleted. Select the course participant/s and click *Reset*.

When you want to print information about assignments, click View report. Information given is; course title, test name and deadline followed by name of participants, when the assignment was handed in and the grades.

6 LUVIT Presentation Tool

LUVIT Presentation Tool gives you the opportunity to create a well designed course with course pages based on templates. The templates are created by LUVIT and there are about 15 templates available. All building and editing of the course are done directly in the user interface. Changes are published directly online and the course creator doesn't need any extra client based applications. LUVIT presentation Tool is totally web based.

You can use the Presentation tool to create a whole course package or just to publish sections in the navigation tree.

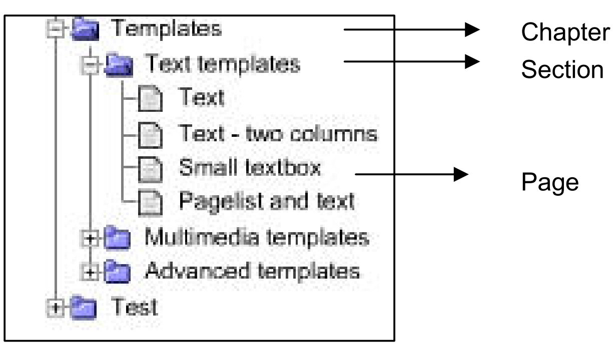
This manual will focus on the work flow to create a course. How to publish only sections, - see further *1.10.*

How to create a course package

A course created with the Presentation Tool needs to have a specific structure. Each course has its own main menu where all chapters are displayed. All navigation of the course is done inside the course package.

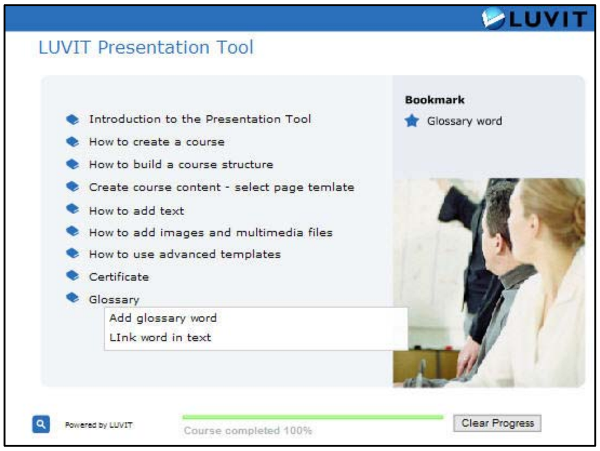
Chapters, sections and pages

Course material needs to be divided into three levels chapters, sections and pages; first of all chapters. A chapter is then split into sections which in turn contain one or more course pages. Each course page uses a template that decides both page content and format.



6.1.1 Main menu

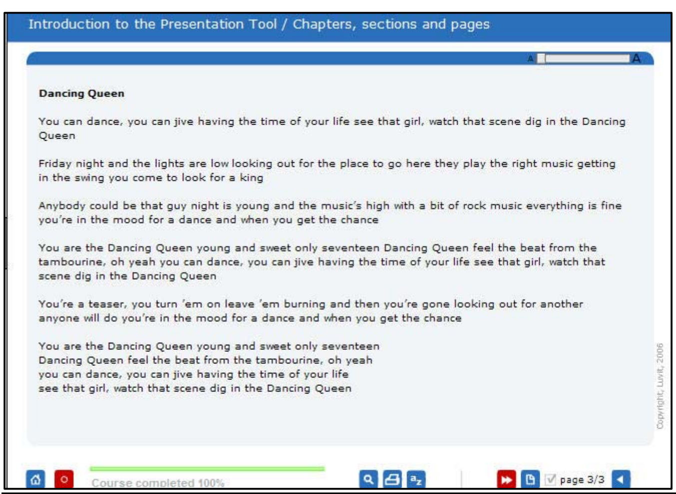
At the main menu you will find the following information and functionality:



Course title	When building the course structure the course title can be given any name and shown here.
Course chapters	List of course chapters.
Course sections	Presentation of chapter sections.
Bookmark functionality	When returning to the main menu the bookmark will take you back to the page you last visited.
Search	Gives you the opportunity to search the course content.
Progress bar	Indicates how many per cent of the course material that you have accessed. Also visible on every page.
Clear progress	Clears the progress status.

6.1.2 Course pages

A course page can look like this. This page template contains only text. The top menu gives you information about the name of the existing chapter and section.

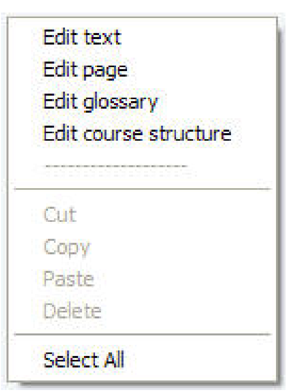


At the bottom of each page you will find a range of buttons that helps you navigate inside the course but also gives you the possibility to print pages, search for certain course material, enter the glossary and read the help pages.

To follow the prepared path through the course there is always one red button that indicates the preferred sequence of the course.

Main menu	Takes you back to the main menu.
Edit mode enabled	Shows that you have administrator rights.
Search	Gives you the opportunity to search the course content.
Print	You can print separate pages.
Glossary	Takes you to the course glossary.
Help	Help pages that explains the course navigation.
Next section	Takes you to the next section.
Previous section	Takes you back one section. Available when a chapter contains more then one section.
Next Chapter	Takes you to the next chapter. Available in the last section of a chapter.
Previous Chapter	Takes you back to the previous chapter. Available in the first page of a new chapter.
List all pages	Lists all pages in a section. You can navigate directly to a page by clicking the page title.
Next page	Takes you to the next page.
Previous page	Takes you back to the previous page. Available if a section contains of more than one page.
Text size	Possibility to change the text size.
Page completed	Shows if a page already have been opened/read.
Copyright	Possibility to add copyright text.

6.1.3 Edit functionality



You can reach all the edit functionality using the *Edit menu*. The menu is available if you are registered as course administrator. **Right-click in the user interface** and the edit menu will appear. The system language for the different editing windows is English and cannot be changed.

There are four different editing options:

1. Edit text
2. Edit page
3. Edit glossary
4. Edit course structure

When you have selected an editing method, a new work window will open. When you have used one of the editing windows, save the changes and close the window.

1. **Edit course structure**
Here you create the course structure. It is possible to create, add and move chapters, sections and pages. The course title and names for chapter, sections and pages that is displayed on the main menu is set here.

2. **Edit page**
Here you can select the templates you want to use for each course page and link material such as graphics and video.

3. **Edit text**
Here you can insert text, edit text, add images and links. Any changes are immediately visible in the user interface.

4. **Edit glossary**
Here you can create glossaries with explanations that are also linked to words at the course pages.

6.1.4 Possible formats

When creating a course you can use the following formats:

- Image format; JPG, GIF and PNG
- Video format: FLV
- Flash: SWF
- Sound: MP3

Course settings (parameters)

It is possible to adjust course settings for each course. Colours can be changed regarding e.g headers, buttons and background. The image on the main menu can also be changed.

Navigation and functionality buttons can be removed and you can also decide which templates that should be available at *Edit Page*.

At the top menu you can make adjustment concerning the header presentation. The name of chapter, section and page can be displayed but also removed each individually.

Concerning the test template it is possible to set a limit to pass in percent. If the test contains several questions, the percent to pass will be in total of all questions.

All these settings is made in a text file (.txt) that you find in the style folder for each course.

Go to *Course administration menu – Course archive* and browse in the folder structure to Style. Open the file called *color.txt*. Right click and select *Save target as…* and save the file locally on your desktop, make your changes and upload and replace the file back to the Style folder.

6.2 How to publish a course package

First of all you have to publish the start icon in the navigation tree. After that you can build the course structure and then enter course content on each page. The course page contains no content to start with. All structuring and editing of the course material is done directly in the user interface.

6.2.1 Publish course package

To create course material using the Presentation Tool, click the icon for *Build and edit content* and drag and drop the Presentation Tool icon to the left half, give the package a name that will be displayed in the Navigation tree. Go back to the course environment and click the icon in the Navigation tree. An empty main menu is presented and you can now start to build the structure for you course.

6.3 How to build course structure

The first thing you have to do when you create the course is to design the structure.

There are three levels; Chapter, Section and Page. You start by creating chapters and then sections. A chapter must contain at least one section. The sections are then filled with one or more course pages. The course pages make up the actual content of the course. The chapters, sections and course pages you create, and the names you give them, will be visible in the user interface.

6.3.1 Add chapters, sections and pages

Right click in the user interface to open the *Edit menu*, select *Edit course structure*. A new window opens where you can build the course structure.

Mark the course folder at the top and click *New Chapter* to add chapters. A small pop-up window will open. Enter the name of the new chapter in the text field. Click *OK*. The chapter is added to the folder structure.

To add section, mark a chapter in the folder structure. Click *New Section* and enter the name for the section in the text field. Click *OK*.

To add a page, mark a section and click *New Page*. The page is directly placed in the folder structure. In the *Label field* you can enter names for each page.

You can at any time rename the course title, chapters, sections and pages using the *Label filed.*

To delete items in the folder structure, mark the item and click *Delete*.

You can move chapter, sections and pages by using drag and drop. Chapters, sections and pages can only be moved within its own level, e.g. a page can not be placed directly underneath a chapter.

After building the course structure, save and close the edit window. You will return to the main menu were the course structure now is displayed. The structure is now ready and you can start adding the content to each page.

You can at any time go back and edit the course structure while building the course content.

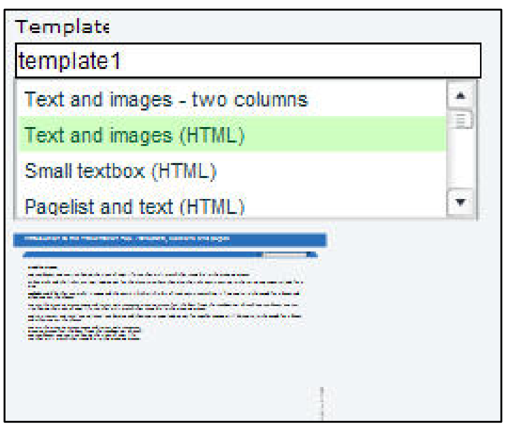
6.4 Create course content – select page templates

First you must select the template you want to use. The templates represent the foundation for the appearance of the page as colour, design, text, images, video, sound etc. Template1 is the default template that is selected automatically if no other selection is made.

When a course page has been added to the course structure, you can start to create the page layout and add content.

The template determines the page layout; the type of material, such as text, graphics, audio and video that can be presented on a specific page. In the same editing window where you selected the template, you can also link multimedia files to the page.

Select *Edit page* in the *Edit menu* to select page template. This opens a new window where you can select templates but also and add multimedia files.



To select a template, just scroll the list and mark the template you want to use. The selected template is then displayed in the text field above the list. The list contains approximately 15 templates. Under the list you can see an example of the template you selected.

You can choose between the following templates:

6.4.1 Standard templates/ Text templates

These templates are mainly for text presentation. It is possible to add links, glossary and images in the text field.

Text and image
(template1)

The full page can be used for text. Images and links can be linked in the text.

Text and images – two columns (template1_twin)	Page with possibility to add text in two columns.
Small textbox (template1_small)	A small info box for text.
Pagelist and text (template1_pagelist)	A page list which displays all pages in a section. It is possible to navigate between the pages by clicking the page title. Same functionality as "List all pages".

6.4.2 Images and Multimedia templates

To these templates you can add images or other multimedia files.

Text (left) and one image– (template2)	Text to the left and image presented to the right. For text and/or link to images. The field to the right has space for images or a flash file (.swf).
Text (right) and one image) (template2_right)	Same as above but text to the right and image to the left.
Video (template3)	For video and text. Contains a field for video in .flv-format. There is space to the right for text and linking to images.
Video – small (template3_small)	With a smaller window for video and large text area.
Flash simulation/animation (template4)	Simulation and animation, full page (heading excepted) is reserved for presentation of flash files (.swf).

6.4.3 Advanced templates

These templates differ from the above concerning usability.

Test/assessment (template5)	Test/assessment gives you the possibility of adding multiple choice questions. One question per page.
Test/assessment result (template5_sectionresult)	To be added after a range of test pages to summaries the result.
Power Point video (template6)	Combines' PowerPoint+video+text. Provides space for a slide show in flash format (.swf). The PowerPoint needs to be converted with Flash paper (software from macromedia).

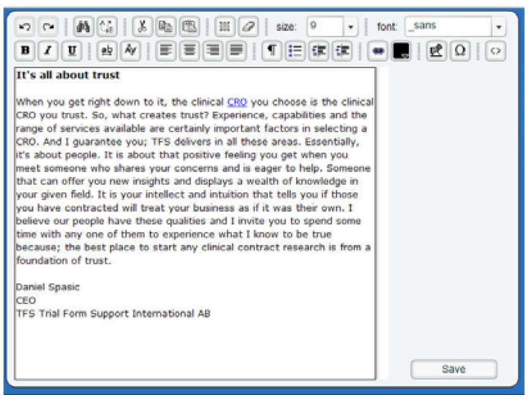
Power Point (large) (template6_big)	For presentation of PowerPoint only.
Certificate (template7_cert)	Is for managing certificates. A default certificate is available. (LUVIT has to implement company specific certificates.)

6.5 How to add text

To enter text to a page, select *Edit text* in the Edit menu to open the window for editing. This gives you functionality similar to other word processors such as MS Word. At the top, the tool bar contains all functionality of the editor.

To add text you can either copy from another document or write directly in the text area.

Click *Save* and close the window. The text you have entered is displayed directly in the user interface.



6.5.1 Links

In the text area you can enter different types of links. The links you can add are:

External links	Link to external web page
Internal links	Link to another page in the course.
Animation link	Link to an animation that opens in a new window.

External links

To add a link to a web page, mark the word/words you want to link and click the link button. Enter the URL. If you want the web page to open in its own window, select "_blank" in the list field next to "Target.

Internal link

You can link text in a page to another page in the same course. The syntax for the link text is as follows: @@optional_page name;pageID@@. **Example**: @@Other page;page2-1-1-

56240123@@ . You can find the Page-ID for the page where the link is to be by locating the page and opening the Edit page window where you will see the information top left.

Animation link

You can add a link to an animation that opens in a new window. The word will be clickable, similar to glossary word and internal link.

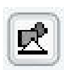
First you upload an animation to the movie folder. Go to *Edit page* and upload the file, see further 1.6.

After that you go back to *Edit text* and write the word and then you state the file name for the animation/simulation you will use, for example; animation;animation.swf.

Mark the word including the file name with double $ signs ($$) on each side of the phrase: $$Animation;animatin.swf$$

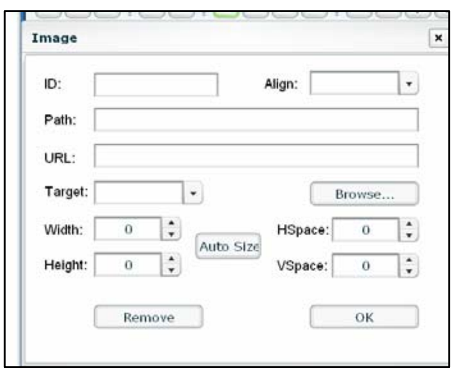
Save and close the *Edit text* window.

6.5.2 Add images in text area



To insert an image in the text area, try placing the cursor at the beginning, immediately after or between the passage(s) and then click the insert image button.

Click the *Browse* button in the dialog box that opens to take you to the course archive containing uploaded files. If you have previously uploaded the image you want to use, you will now find the name of the image in the list displayed. Mark the file and click *Select* (or upload the image) and you will come back to the image information box.



Select *Right* in the list field *Align* if you want the image to be placed to the right of the text space/to the right of a passage.

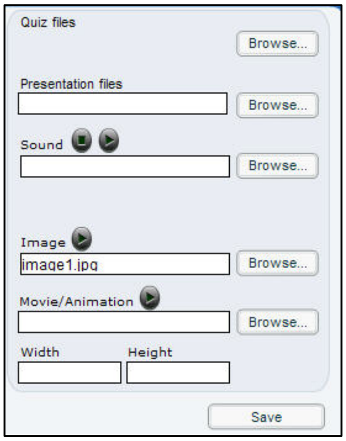
If you want to have the option of clicking the image, i.e. linking to another web site, enter the URL to this site as well, including http://. To open the linked website in a new window, select "_blank" in the list field next to *Target*. Finish by clicking *OK*.

NB! If the image is to be placed between the two passages, first create "space" for the image by adding an appropriate number of empty lines between the two passages.

Click *Auto Size* to see the images size. You can change the size of the image by increasing or decreasing the value in the *Width* and *Height* fields.

6.6 How to add images and multimedia files

If you have selected a template where you can add images and/or multimedia file the page you can add those file directly when you select template. You can at any time go back and change files.



6.6.1 Add images to template

To add an image to a template click *Browse* to the right of the Images-field. The course archive will then open in a new window, you can see its folder structure to the left. You are directed to the images folder. Here you can select files that already have been up loaded. You can also up load a new image.

Click *Upload file* and then *Browse* to select the images of your choice. Click *OK* and the image is up loaded to the course archive. Mark the check box in front of the images and click *Select*. You will automatically return to the Edit page window. The image is now inserted in the image field. To preview the image, click the arrow button above the image field.

Click *Save* and close the Edit page window. You will return to the course page and the image is now displayed in the user interface.

6.6.2 Add video

To add a movie to a template click *Browse* to the right of the Movie/Animation-field. The course archive will then open in a new window, you can see its folder structure to the left. You are directed to the Movie folder. Here you can select files that already have been uploaded. You can also upload a new movie.

Click *Upload file* and then *Browse* to select the movie of your choice. Click *OK* and the movie is up loaded to the course archive. Mark the check box in front of the movie and click *Select*. You will automatically return to the Edit page window. The movie is now inserted in the Movie/Animation field. To preview the move, click the arrow button above the Movie field.

To adjust the width and height of the movie you can add new values in the fields for *Width* and *Height*.

Click *Save* and close the Edit page window. You will return to the course page and the movie is now displayed in the user interface.

6.6.3 Add animation or simulation

To add an animation or simulation to a template click *Browse* to the right of the Movie/Animation-field. The course archive will then open in a new window, you can see its folder structure to the left. You are directed to the Movie folder. Here you can select files that already have been uploaded. You can also up load a new animation or simulation.

Click *Upload file* and then *Browse* to select the animation of you choice. Click *OK* and the animation is uploaded to the course archive. Mark the check box in front of the animation and click *Select*. You will automatically return to the Edit page window. The animation is now inserted in the Movie/Animation field. To preview the animation, click the arrow button above the Movie field.

To adjust the width and height of the animation you can add new values in the fields for *Width* and *Height*.

Click *Save* and close the Edit page window. You will return to the course page and the movie is now displayed in the user interface.

6.6.4 Add sound

To add a sound to a template click *Browse* to the right of the Sound field. The course archive will then open in a new window, you can see its folder structure to the left. You are directed to the Sound folder. Here you can select files that already have been uploaded. You can also upload a new sound file.

Click *Upload file* and then *Browse* to select the sound file of you choice. Click *OK* and the sound file is uploaded to the course archive. Mark the check box in front of the sound and click Select. You will automatically return to the Edit page window. The sound is now inserted in the Sound field. To listen the sound, click the arrow button above the Sound field. To end the sound, click the stop button.

Click *Save* and close the Edit page window. You will return to the course page and the Sound is now available in the user interface.

6.7 How to use advanced templates

The workflow for these templates is a bit different from the other templates that have been described earlier. Due to a more complicated workflow the advanced templates is recommended to be used by users with good computer knowledge.

6.7.1 Template for video, powerpoint and text

Using this template you can combine Power Point presentation, video and text. All files used must be saved in a unique PageID folder in the presentation folder in the course archive. Power point files must be converted to .swf format (e.g with flash paper) and videos must be in .flv-format. Text can be added directly in the text editor or with txt files.

Go to *Edit page* and select the **PowerPoint+ video + text** template (6), then save and close the window.

The templates consist of four fields.

1. The navigation for slide show
2. Slide show (.swf) (converted PPT file)
3. Video (.flv)4.
4. Text (.txt)

Add Power Point presentation

PowerPoint file (.ppt) is converted to a Macromedia flash file (.swf). (Check the *Include outline* box in *Options* in the conversion to include the navigation in the file.)

Go to *Edit page*. Click *Browse* to the right of Presentation files. Create a new presentation folder as a subfolder. Click *New Folder* and give it the same name as the template's PageID, e.g page1-1-3-643566. Click *Save* and the sub folder is presented in the folder structure.

Upload your converted PP-presentation to the specific PageID folder that you just created.

For each slide you can add video and text. Each video- and text file must be named according to the order of the slides they represent, e.g 1.flv and 1.txt.

Add video

Videos to be added in the templates must be *.flv* format. The files to be used must be added to the PageID folder. Name the video file (.flv) according to the order of priority that the PowerPoint image has in the navigator, for example, 4.flv. The video movie will start when the image is active.

To upload the file to the course archive, go to *Edit Page*, click *Select* next to *Presentation files*. Go to the PageID folder for the page (pagex-x-x-xxxxxx). Click *Upload* to upload the file and then click *Browse*. Select the file to be uploaded. Note that the file must have the correct name, which means the name that matches the order of priority of the image it is to be shown to, such as 5.flv. Click *OK*. Save in the *Edit Page* window and close the window. You will return to the course page to view the up loaded video.

Add text

Go to *Edit text*. Enter the text in the text field and save. This text is permanent in the field regardless of the slide displayed.

Text displayed for each individual slide is added to a text file (.txt) and is placed in the *PageID* folder in the course archive. The text in the text file begins with **&slidetext=** and is saved as **Unicode**. Name the text file (.txt) according to the order of priority that the PowerPoint image has in the navigator, for example, 4.txt. The text will appear when the slide is active.

To upload the text file to the PageID folder in the course archive, see above *Add video*. (specify the file extension .txt when uploading text files to the PageID folder in the course archive.)

6.7.2 Test template

Go to *Edit page* and select the **Test/assessment** template (5), save and close the window. Test/assessment is divided into two fields. The left hand field is a text field where the question is entered. The right field shows the answers.

Enter question

Go to *Edit text* in the left field, enter your question, save and then close the *Edit text* window.

Create answers

The answers must be written in a separate file. The file is then uploaded to the **quiz** folder held in the course archive, as an XML file. The XML file is named after the Page ID that is available at *Edit Page*.

To upload the answer file to the course archive, go to *Edit page*. Click *Browse* next to *Quiz files* and you will go directly to the quiz folder. If you don't have a prepared XML file you can use the XML template located in the quiz folder to create answers.

Right-click the *mall.xml* file. Select *Save target as...* and save the file locally on your hard disk, remember to name it according to the PageID.

Open the file by right-clicking and selecting *Open with Notepad.* The XML file will now open as a text document.

page1-1-4-8489492.xml - Anteckningar

Arkiv Redigera Format Visa Hjälp

```
<content>
        <item>
                <question type="1" title="Title" description="Questiontext"/>
                <allanswers>
                        <answer correct="true" description="Siliva"  />
                        <answer correct="false" description="Viktoria" />
                        <answer correct="false" description="Madelene" />
                        <answer correct="false" description="Carl-Philip" />
                </allanswers>
        </item>
</content>
```

The example has four answer alternatives. Decide how many alternatives the question should have by adding or deleting lines between <*allanswers*>.

Decide the answers that are correct and incorrect in *Answer correct* = if the answer is correct =*"true"* or incorrect =*"false"*.

Replace *Answer1* after *description*= with the answer text. Note that the text is to start and finish with ”.

Select *Save as* and name the file using the same name as Page ID (pagex-x-x-xxxxxx) for the test page and with the extension .xml.

Upload the XML file to the Quiz folder. Select the XML file and close the window. You will return to Edit page, click *Save* and close the window. Both question and answers are now visible on the course page.

6.7.3 Test results template

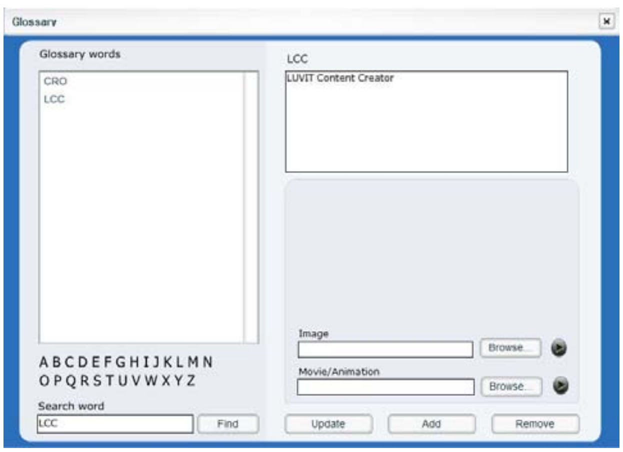
To create a presentation page for test results, select template at *Edit page* and add the page in the same section as the test page(s). When a user conducts a test, the results will automatically appear here.

By using settings in the parameter field (see section 1.1.6) it is possible to decide how many pre cent of a certain number of questions that should be answered correct by the user to pass the test.

6.8 Certificate

Select the certificate template in *Edit page* to create a certificate page. When a user wants to print a certificate, the date and name of the course are automatically generated.

6.9 Glossary



You can create a glossary where you can add words and explanations. Course participants can search through the glossary regardless of where they are in the course. Words in the text can also be linked directly to the glossary explanations.

6.9.1 Add glossary word

Select *Edit glossary* in the Edit menu to work on the glossary. This opens a new window where you can add words. Click *Add* and enter the word in the text field in the dialog box that opens and click *OK*. Enter the explanation for the word in the next dialog box that opens and click *OK*. Close the Edit glossary window unless you want to add more words.

You can also add an image or animation to the explanation. Upload the file using *Browse*.

Explanation that has been added can updated at any time. Mark the word and click *Update*

To remove a glossary word, mark the word and click *Remove*.

If the glossary contains a lot of words you can search for the word. Enter your word in the field for *Search word* and click *Find*. The word will be marked and visible in the field for glossary words.

6.9.2 Link words in text to Glossary

Link words in the course pages to the glossary by marking the specific word and click *Glossary Link*. Click *Save* and close the window.

6.10 Publish sections in the navigation tree

If you don't want to use the Presentation Tool to create a whole course, you can decide to publish only sections by sections.

To create a section using the Presentation Tool, click the icon *for Build and edit content* and drag and drop the Presentation Tool icon in the left half. Select *Presentation Tool section* in the drop down menu; give the section a name that will be displayed in the Navigation tree. Go back to the course environment and click the icon in the Navigation tree.

Open your newly created section by clicking the icon in the navigation tree.

You will be directed to Edit section structure. Here you add pages to the section.

Close the window and go back to the course page. Right-click and start building the page content.

7 Course Content

There is basically no limit to what can be used as course materials in the learning environment. The types of materials allowed are set centrally in LUVIT Administration, and there are only certain executable file types such as .vbs that should not be allowed for security reasons. See the LUVIT Administration manual for more information. Materials produced externally can be imported into the course and can make up part of or the entire course. You can also produce course materials directly in the course using several different tools. This chapter describes how standard files are used.

No matter what type of material a course page is made up of, there is always a toolbar at the bottom with four different functions.

The information displayed in the work area will be printed when you choose to print a course page.

If you check the Favorite box, a direct link to this course page will appear on the course overview home page.

When a document is published, you can allow its readers to comment on the page. You can also restrict this commenting function to course administrators, excluding course participants. Click the comments link (greyed out if not activated). Fill in the title and message and exit by sending. Your comments are saved in the list below the fields where you enter comments and can be read by everyone who has permission.

If the icon with a document and pencil is available, the document can be edited directly in the work area. Chats, forums, and links cannot be edited directly; the course creator must go in via the Create and Edit button or the Course Administration menu.

The pencil can be seen in presentation templates, but editing is done by right-clicking the window. If the file has been uploaded, a new file can be uploaded. For HTML templates the pencil means that the toolbar is available, and you have full rights to edit directly in the document if you are the course creator.

7.1 Reading and Using Documents

Below is a brief description of the standard formats that can be published in the learning environment and how to read and use them.

7.1.1 Forums

Discussion forums are a method of communication where you can write your opinions and read the opinions of others on a certain topic. A forum can deal with a specific topic or contain several “threads” with different discussion topics. The forum and all its posts are saved so all participants need not be online at once in order to communicate.

The list view's first page contains information on the forum's different topics, who created them, how many posts the topic has generated, and when the last post arrived.

Manage Forums

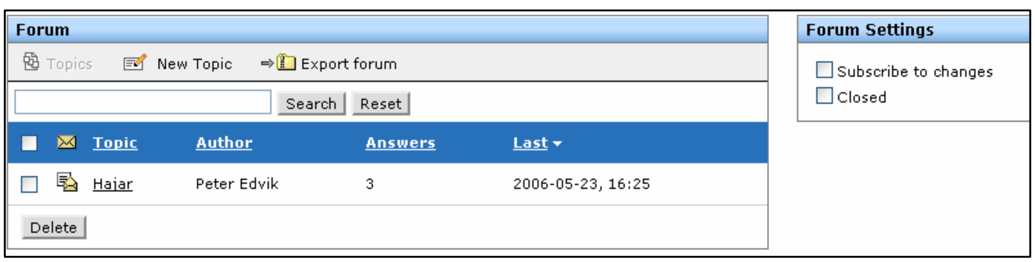
New Topic – Click *New Topic* to create a new topic. Fill in the title, enter your comments in the text box, and click *Send*. The new topic is now presented in the topic list.

Read Posts – To read a specific topic and its posts, click the topic name to bring up its list.

Post a Reply – You can reply directly to a post in a topic by clicking Reply. Click quote to quote a post in your reply. The name of the topic you are replying to is shown in the title box. Write your reply and click Send. Replies are listed by date with the last reply at the bottom of the list of posts.

Subscribe to Changes – To receive a message when someone has posted to a forum, check the Subscribe to Changes box. You will then receive a message at both the email address linked to your user name and your LUVIT inbox. The forums you have subscribed to are specified in a list under forum settings.

Search – Use the Search function to facilitate navigation in a forum. Enter a search name and click Search to see the search results.



7.1.2 Chat

If you would like have an online conversation, you can participate in a chat. A chat is a discussion in real time between two or more participants that is carried on by sending typed messages.

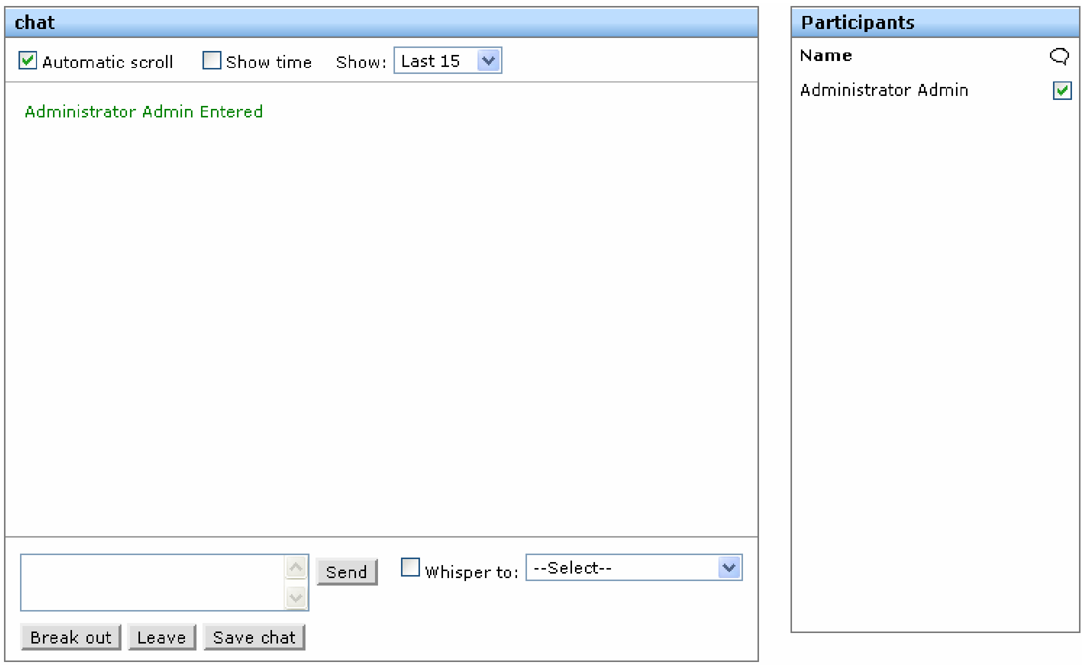
To participate in a chat, click the chat icon in the Navigation Tree and you will be automatically connected to the chat function. You will see other participants in the list on the right. If you are a course administrator or teacher, you are also a moderator. You can allow participants to reply and stop them from replying by clicking the box after their name in the list under the speech bubble.

The Chat Page consists of a writing area where the messages written by the participants are published. On the bottom is a row of buttons with different functions. At the top right is a participant list. The moderator's name is at the top and the other participants are listed underneath.

Send Messages - To publish a chat message, write your message in the designated box and click Send. The message is published at the top of the chat page. The page is updated and all messages written by other participants are visible. The chat page is updated every 15 seconds.

You can also whisper your message to a specific person. By default, all your messages can be read by everyone participating in the chat. If you check the Whisper To box and select a specific person in the drop-down menu, only that person can read your message.

Please note that your whispered messages will be saved in your message list if you save the chat afterwards.



7.1.3 Tests

To take a test, click the test icon in the  Navigation Tree. You will see information about the test such as how many questions it contains and what percentage of correct answers is required to pass. Click *Begin* to start the test. Answer the first question, and when you are finished click *Next*. You can always go back to the previous question. When you are done with the test, click *Finish* and confirm.

You will now see a summary of the test just taken. You will see how many correct answers you had and whether you passed. Depending on the settings the course administrator made when the test was created, there will be different options. You could, for example, see the different answers, clues, etc.