

VCLASS™

Learning Management System

Instructor Manual

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ABOUT THE VCLASS™ LEARNING MANAGEMENT SYSTEM INSTRUCTOR MANUAL

Overview

This manual was originally commissioned by the Distributed Education Center, a subunit of Internet Education and Research Laboratory, to provide online course delivery advice for the faculty, staff and students of the Asian Institute of Technology who are willing to offer and learn their courses via the Internet.

The instructor manual aims to provide instructors the functions and features available in the VClass™ Learning Management System for course management and student management.

The purpose of the manual is to provide a reference source for registered online users of the VClass™ LMS. Rather than being read sequentially, this manual should be kept on hand for reference throughout the learning process, as its primary role is to assist with practical implementation of the theory.

Manual Organization

SECTIONS 1-2

It is envisaged that Sections 1-2 of this manual would provide the instructor an overview of VClass™ LMS. These sections present the advantages of using VClass™ LMS, the LMS environment, ways of navigating thru the LMS, system requirements, logging in and logging out.

SECTION 3

In this section the instructor is able to view different functions of VClass™ Learning Management System. The functions are discussed in a clear and concise manner.

APPENDICES

Manual Conventions

To make this manual easier to use a number of conventions appear throughout. These conventions are detailed in the table below.

Font Characteristic or Symbol	Description
*	Required field
Steps	Tasks users should perform.
Bold type	A button, link, or field name that can be clicked. For example: Click OK
<i>Italic</i>	A tool name, screen name, or screen element. Also used to reference another document or another section of this document. For example: Click Home function on the <i>Main Menu</i> bar.
Courier font	Text that user enters, or has entered, into a field or text box. This font is also used for URLs, email addresses and filenames. For example: In the text box, enter: <code>Syllabus</code>

Manual Updates

The **VClass Virtual Class Online Network** website address is <http://www.vclass.net>. There you will find the latest information on the **VClass™ LMS**, including the latest version of the user manuals and other documentations in PDF format. Please note that the VClass™ LMS Instructor Manual is updated periodically.

To report any comments or suggestions regarding this manual, please contact VClass Technical Support at support@vclass.net.

SECTION 1:

VCLASS™ LMS

THE BIG PICTURE



SECTION 1: VCLASS™ LMS – THE BIG PICTURE

VClass™ Learning Management System

The **VClass™ LMS** is an open-source e-learning management system. It is specifically designed for delivering online courses through virtual classroom learning or virtual class on demand.

In a virtual classroom setting, there is a synchronous (inter) activity in which students and instructors interact through live voice and video while working together with synchronous collaborative software packages for chat or using VoIP technology.

On the other hand, in virtual class on demand, learners use computer and communications technologies to work with remote learning resources, including instructors and other learners, but without the requirement to be online at the same time.

The **VClass™ LMS** itself runs from the server. All of the **VClass™ LMS** gets installed on the server. In the user's computer, a web-browser, real media player, and other softwares the user may need to do his tasks should also be installed.

From the user's point of view, **VClass™ LMS** is a web site. To use the system, the instructor and the students basically need computers connected to the Internet's World Wide Web and accounts on the **VClass™ LMS** server.

The **VClass™ LMS** was developed by the Distributed Education Center, a subunit of Internet Education and Research Laboratory, at the Asian Institute of Technology. The system was first released in its entirety on the Internet under the name, **Web Class On Demand** or **WCoD**.

Learning about the VClass LMS Environment

Before using the VClass LMS, it is best to become familiar with the *VClass™ LMS* environment. There are a number of screen features that are common to all areas of *VClass™ LMS*. To navigate quickly and efficiently, it is helpful to understand the layout and function of these screen features.

There are three features that are common to every screen in *VClass™ LMS*. They are:

- *Main Menu*
- *Sub Menu*
- *Content Area*

Main Menu

Home > Courses > Classes > Search > Personal > Communications > Logout

Sub Menu

AVIST001 Course info.
 General
 Score structure
 Grade structure
 Instructors
 Online schedule
 Course content
 File management
 Resource categories
 Default nav-bar
 Import
 Export

Content Area

Resource Categories

Instructions:
 Enter resource categories for the course. Click **add** button.

No.	Name	Edit	Del
1.	Lecture Notes	Edit	Del
2.	Textbook	Edit	Del
3.	URL	Edit	Del
4.	Additional Readings	Edit	Del
5.	Articles	Edit	Del
6.	Powerpoint Presentation	Edit	Del
7.		Add	

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 Developed by Distributed Education Center, Asian Institute of Technology

The *Main Menu* lists all the six functions available for instructors in the *VClass™ LMS*. Clicking on a function would navigate to the function page.

The functions in the *Main Menu* may have subfunctions. Once a function is selected, its subfunctions will be displayed in the *Sub Menu*. Clicking on these subfunctions would navigate to the subfunction page.

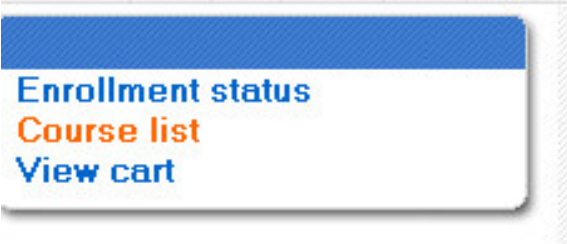


The *Content Area* displays the function and subfunction pages that appear when accessed through one of the items in the *Main Menu* or *Sub Menu*. Function and subfunction pages contain specific content or features.

Navigating within the VClass LMS

The *VClass™ LMS* contains several ways to navigate from one page to the next. Only the material in the content area changes when moving to a new page. The *Main Menu* and the *Sub Menu* are always available for quick access to the functions and subfunctions.

The table below describes each navigation tool available in the *VClass™ LMS*.

Navigation Tool	Description
Main Menu 	Click on a function in the <i>Main Menu</i> to navigate to a function page. Top-level navigation is always available no matter what page appears in the content area. Selected function is highlighted.

Navigation Tool	Description
Sub Menu 	Click on a subfunction in the <i>Sub Menu</i> to navigate to the subfunction page. Subfunctions are specific for each function in the <i>Main Menu</i> . Selected subfunction is highlighted.
Button 	Click a button to navigate to a page within the VClass LMS. In addition, buttons execute functions.
Path 	Click one of the hypertext links in the navigation path to access a page. The navigation path is found at the top of pages allowing users to quickly return to the previous page that led to the current page.

What You Will Need In Using the VClass?

The following is a list of requirements to use *VClass™ LMS*.

- **VClass™ LMS Server** – the system administrator of your institute or organization is the one responsible to install and setup the **VClass™ LMS** in your server.
- **Computer** – 1Ghz CPU, 128 MB ram, 20GB harddisk, CD-ROM drive, network card, soundcard and speakers.
- **Internet Connection** – a minimum speed of 56kbps is recommended. Each course may require higher bandwidth for viewing contents.
- **Web Browser** – Internet Explorer 5.0 or above, Netscape 6.0 or above
- **Other Softwares** - RealPlayer 10, J2SE Runtime Environment version 5.0

Please refer to the VClass™ LMS Installation and Configuration user's manual for further information.

SECTION 2:

BASIC SKILLS AND CONCEPTS



SECTION 2: BASIC SKILLS AND CONCEPTS

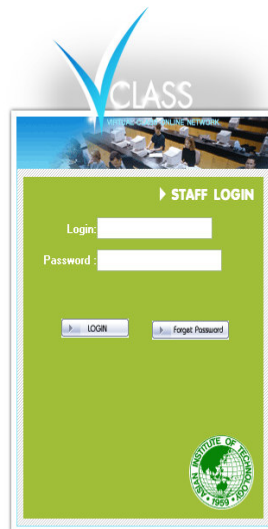
Overview

This chapter covers a number of basic skills and concepts that apply to all **VClass™ LMS** instructor functions.

Logging into the VClass™ LMS

The instructor can login to VClass™ LMS using a valid login name and password as assigned by the administrator.

The diagram below is the staff login page. Staff includes instructor, registry and administrator.



To login as instructor in the *VClass™ LMS*:

- Step 1** Enter the URL for the *VClass™ LMS* into your Web browser. Entry page will appear.
 - Step 2** Click on Staff icon from the entry page. Staff login page will appear as shown above.
 - Step 3** Enter login name and password.
 - Step 4** Click **Login**.
-

Avoid Using Back and Forward Buttons

Users are probably accustomed to using the Back and Forward buttons on the web browser to go back to a previous page or to undo a "go back" operation. You will do best if you do not use the browser's Back and Forward buttons while navigating through **VClass™ LMS**. Instead, you should move about your classroom by clicking on the buttons and hyperlinks provided on the web pages. That way you will be sure to see an up-to-the-minute view of your **VClass™ LMS** classroom.

Logging out from the VClass™ LMS

Clicking on the **Logout** button from the *Main Menu* enables the instructor to exit from **VClass™ LMS** completely.

SECTION 3:

VCLASS™ LMS

INSTRUCTOR FUNCTIONS



SECTION 3: VCLASS™ LMS INSTRUCTOR FUNCTIONS

Overview

VClass™ Learning Management System consists of six separate areas called functions. Each instructor function consists of sub-functions, which give the opportunity for the instructors to manage teaching online.

In this section

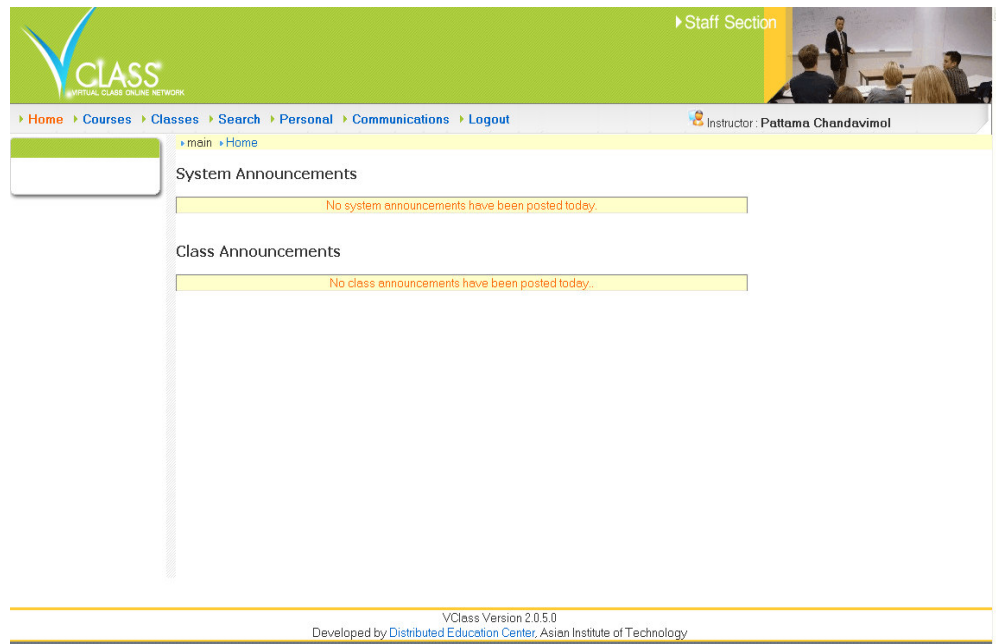
This section discusses the six instructor functions.

Function	Description
Home	Instructors can view system and class announcements.
Courses	Instructor can manage courses, upload course content.
Classes	Instructor can manage classes.
Search	Instructor can search for registered users, either students or staff.
Personal	Instructor can view and modify their personal profile and set the language used in VClass™ LMS.
Communications	Instructor can communicate with students, other instructors and facilitators.

HOME FUNCTION

Overview

When users login successfully, the Home function page will be shown. In the Home function page, instructors can view system announcements and class announcements. System announcements are the general announcements posted by administrator. Class announcements include all announcements posted by instructors and facilitators for the classes instructor is teaching online.



To find this page

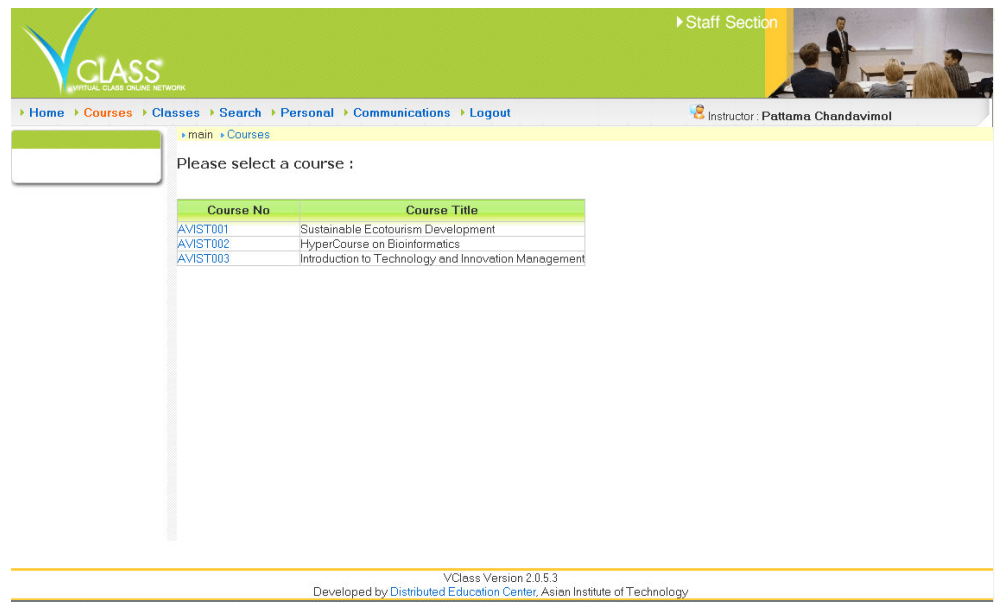
Follow the steps below to open **Home** function page.

- Step 1** Login to the *VClass™ LMS*
- Step 2** Click **Home** function on the *Main Menu*. By default, Home function page is displayed after logging into the *VClass™ LMS*.

COURSES FUNCTION

Overview

The Courses function allows instructor to manage the courses he is assigned to teach. Instructor can view course information as provided by the registry, create course syllabus and upload content, add resources, and set online schedule .



Course List displays the courses instructor teaches online. The list details information for each course.

Course Info	Description
<i>Course No.</i>	Course number of enrolled course. Clicking on the course no. will allow the instructor to access the specific course.
<i>Course Title</i>	Course title of enrolled course.

To find this page

Follow the steps below to open **Courses** function page.

- Step 1** Login to the VClass™ LMS.
Step 2 Click **Courses** function on the *Main Menu*.

Functions

The following table describes the function available from this page.

To...	Then...
access a course	select a course and click on its course no. The course web page will be displayed. Instructor can manage the course using the Courses subfunctions available in the <i>Courses Sub Menu</i> .

Courses Sub-Functions

The table below details the subfunctions of the Courses function. Instructor can manage each individual course using the Courses subfunctions. These subfunctions will be discussed separately in detail in the subsections.

Subfunctions	Description
Course Info	Group of subfunctions including General, Score Structure, Grade Structure, and Online Schedule.
General	Instructor can view general course information such as <i>Course Title</i> , <i>Course Number</i> , <i>Rational</i> , <i>Description</i> , <i>Credit</i> , and <i>Course Outline</i> .
Score Structure	Instructor can set the Score Structure, i.e., score category with corresponding weight in percentage used to compute the grade.
Grade Structure	Instructor can set the Grade Structure, by assigning minimum scores in percentage for each grade symbol. Grade symbols are used for the final grade of each course.
Online Schedule	Instructor can set Online Schedule for the whole semester. This includes the regular online schedule in <i>General Schedule</i> , additions to the regular online schedule in <i>Additional Schedule</i> , and exceptions from the regular online schedule in <i>Exception Cases</i> .
Course Content	Instructor can create and modify course syllabus, upload content and specify resources for each course session. Course session can be added, modified, or removed from the course syllabus.
Resources Categories	Instructor can specify resource categories of supplementary course materials, such as textbooks, URL links, presentations, manuals and documents.
Default Nav-Bar	Instructor can assign a default navigation bar available to students when viewing course content.

GENERAL

Overview

General course information provides instructor a summary of the course details. Details include *Course Number*, *Course Title*, *School*, *Course Advertisement*, *Rationale*, a brief *Description of the Course*, no. of *Credits* and *Course Outline*.

The figure below shows the General Course Information page.

The screenshot displays the 'General Information' page for course AVIST001. The interface includes a top navigation bar with links like Home, Courses, Classes, Search, Personal, Communications, and Logout. A left sidebar lists various course management options. The main content area is titled 'General Information' and contains a table with the following data:

General Information	
Course Number	AVIST001
Course Title	Sustainable Ecotourism Development
School	Center
Course Advertisement	
Rationale	Ecotourism has often been used to promote nature and adventure tourism without caring for their environmental impacts nor their carrying capacities. Ideally ecotourism should promote nature conservation and sustainable development for the surrounding communities from the income generated from the tourism industry, but a good balance between travel industry and the ecological, economic and social conditions has been one of the major problems threatening both the industry and the environment. Sustainable ecotourism is thus an important issue for all parties involved whether it be the government, the local communities, the environment protection groups and the travel industry or authorities. To develop an ecotourism industry, the various impacts which visitors have on the environment, and the nature and scale of impact that the environment can sustain must be carefully studied where well-balanced business and management plans must be carefully drawn out. This course introduces the basic concepts of ecotourism, the surrounding management issues, the understanding of ecological issues, the business development, with an introduction to the information and communication technology.
Catalog Description	This course introduces basic science and technology necessary for the development of ecotourism to ensure its sustainability. It is aimed at promoting tourism planners, conservationists, businesses and communities to work together to develop sustainable ecotourism plans and products. It covers all aspects from ecology, model for sustainable tourism, business management and applications of ICT.
Credits	3
Course Outline	<ul style="list-style-type: none"> Introduction to Ecosystem Management Sustainability and Tourism Sustainable Tourism Development Ecotourism Model ICT and Ecotourism -Internet Technology -GIS and GPS -E-business

To find this page

Follow the steps below to view General Course Information page.

Step 1 Access a course.

Step 2 Click **General** on the Courses *Sub Menu*.

SCORE STRUCTURE

Overview

The score structure for a course is set by the instructor. The instructor assigns the score categories with their corresponding weight in percentage. It is used for computing the grades for the course.

The figure below shows the Score Structure page.

VCLASS
VIRTUAL CLASS ONLINE NETWORK

Staff Section

Home Courses Classes Search Personal Communications Logout

Instructor: Pattama Chandavimol

main Courses AVIST001 Course info Score structure

AVIST001
Course info.
General
Score structure
Grade structure
Instructors
Online schedule
Course content
File management
Resource categories
Default nav-bar
Import
Export

Score Structure

Instructions:
Enter name for each score category and its corresponding weight in percentage. Click **Add** button.

Name	%	Action	
Final Exam	40	Edt	Del
Midterm Exam	15	Edt	Del
Quiz 1	15	Edt	Del
Quiz 2	15	Edt	Del
Quiz 3	15	Edt	Del
		Add	
Total	100		

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To find this page

Follow the steps below to view Score Structure page.

Step 1 Access a course.

Step 2 Click **Score Structure** on the Courses *Sub Menu*.

Functions

The following table describes the functions available from this page.

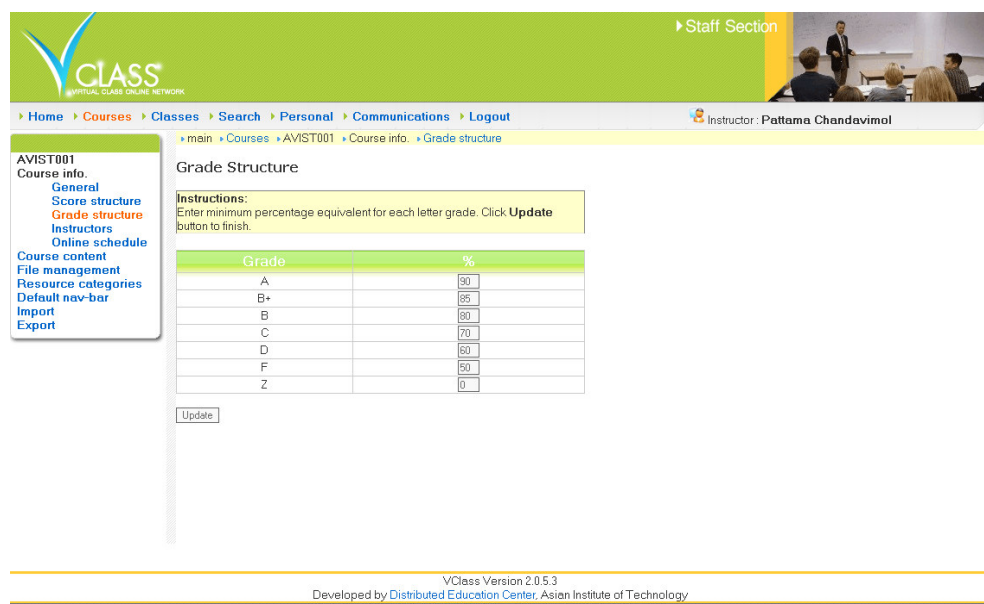
To	Then...
add a score category	enter score category in Name field. Enter equivalent weight in percentage in % field. Click Add . This will add a new category in the score structure.
edit a score category	select score category to edit. Click Edit . Enter new values for the fields to be modified. To save the changes: click Save . Score Structure will be updated. To retain previous value: click Cancel .
delete a score category	select a score category to delete. Click Del . Score Structure will be updated, with the selected score category removed.

GRADE STRUCTURE

Overview

The grade structure for a course is set by the instructor. The instructor assigns the minimum grade equivalent in percentage for each grade symbol. Final grades for each course are given in grade symbols.

The figure below shows the Grade Structure page.



To find this page

Follow the steps below to view Grade Structure page.

- Step 1** Access a course.
Step 2 Click **Grade Structure** on the Courses *Sub Menu*.

Functions

The following table describes the functions available from this page.

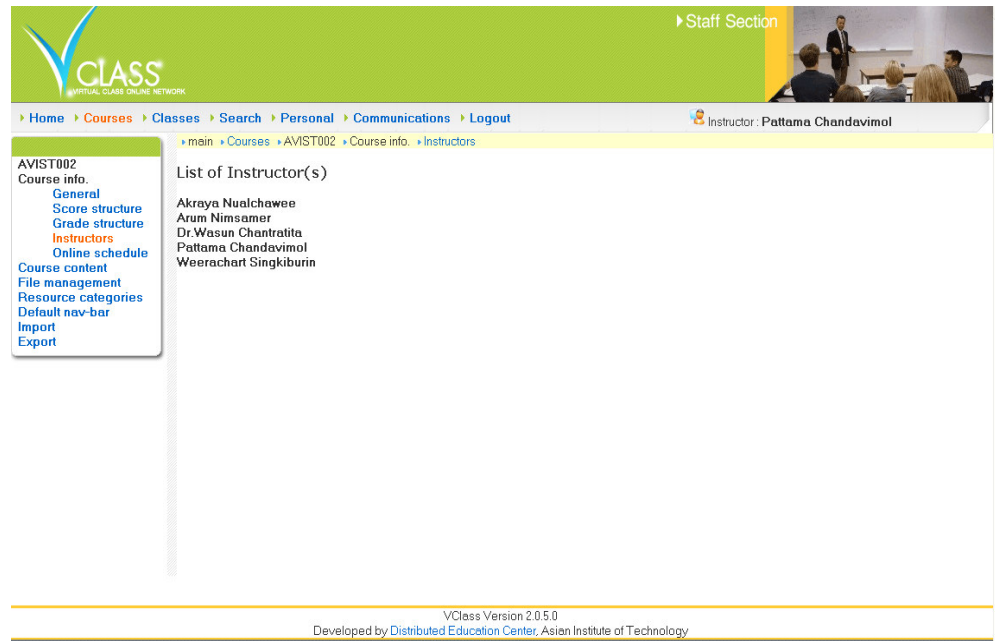
To	Then...
assign minimum grade equivalent	enter the minimum grade equivalent in percentage for each grade symbol. Click Update . Message will be displayed: <i>Grade structure has been updated successfully.</i>
edit minimum grade equivalent	enter new minimum grade equivalent in percentage for each grade symbol to be modified. Click Update . Message will be displayed: <i>Grade structure has been updated successfully.</i>

INSTRUCTORS

Overview

Instructors subfunction displays the list of instructors assigned to teach the course. Instructors are assigned by the registry.

The figure below shows the Instructors page.



To find this page

Follow the steps below to view Instructors page.

Step 1 Access a course.

Step 2 Click **Instructors** on the Courses *Sub Menu*.

ONLINE SCHEDULE

Overview

The instructor can set his online schedule for a course. Online schedule displays the days and time an instructor is available for online meeting during the whole semester or a certain period of time. This includes the regular online schedule in *General Schedule*, additions to the regular online schedule in *Additional Schedule*, and exceptions from the regular online schedule in *Exception Cases*.

The figure below shows the Instructor's Online Schedule page.

The screenshot displays the VClass Instructor Online Schedule page. The sidebar on the left contains navigation links for AVIST001, Course info, General, Score structure, Grade structure, Instructors, Online schedule (highlighted), Course content, File management, Resource categories, Default nav-bar, Import, and Export. The main content area is titled 'Instructor Online Schedule' and includes a breadcrumb trail: main > Courses > AVIST001 > Course info > Online schedule. The page is divided into three sections: General Schedule, Additional Schedule, and Exceptional Cases. Each section contains a table with columns for Day, Date, From (hh:mm), and To (hh:mm). The General Schedule table has rows for Mon through Sun. The Additional Schedule and Exceptional Cases tables have rows for specific dates (25 March 2005 and 21 March 2005). Each row in the tables has dropdown menus for selecting the start and end times and buttons for 'Update', 'Add', and 'Del'.

To find this page

Follow the steps below to view Instructor's Online Schedule page.

- Step 1** Access a course.
Step 2 Click **Online Schedule** on the Course *Sub Menu*.

Functions

The following table describes the functions available from this page.

To	Then...
set general schedule	in <i>General Schedule</i> , for each day to be online: set start time in <i>From</i> column by selecting hour, minute, am/pm from drop-down lists; set end time in <i>To</i> column by selecting hour, minute, am/pm from drop-down lists. Click Update .
edit general schedule	in <i>General Schedule</i> , for each day to edit: set a new start time in <i>From</i> column by selecting hour, minute, am/pm from drop-down lists; set a new end time in <i>To</i> column by selecting hour, minute, am/pm from drop-down lists. Click Update .

add an additional schedule	in <i>Additional Schedule</i> : click on the calendar icon in <i>Date</i> column and select a date; set start time in <i>From</i> column by selecting hour, minute, am/pm from drop-down lists; set end time in <i>To</i> column by selecting hour, minute, am/pm from drop-down lists. Click Add .
delete an additional schedule	in <i>Additional Schedule</i> : select the entry to delete and click Del .
specify an exception	in <i>Exception Cases</i> : click on the calendar icon in <i>Date</i> column and select a date; set start time in <i>From</i> column by selecting hour, minute, am/pm from drop-down lists; set end time in <i>To</i> column by selecting hour, minute, am/pm from drop-down lists. Click Add .
delete an exception case	in the <i>Exception Cases</i> : select the entry to delete and click Del .

COURSE CONTENT

Overview

Using the **Course Content** subfunction, instructor can manage content of courses he is teaching online. The instructor can create and modify the course syllabus, upload course content and specify additional resources.

Instructor creates the course syllabus by adding course sessions. Course syllabus contains details such as *Title* of course session, *Score*, *Category*, *Group*, and *Actions*. Content and additional resources for each course session is uploaded to the VClass LMS server.

The figure below shows the Course Content page.

To find this page

Follow the steps below to view Course Content page.

- Step 1** Access a course.
Step 2 Click **Course Content** on the Courses *Sub Menu*.

Fields

The table below details the fields on Course Content subfunction

Field	Description
Session Info	
Title	enter title of course session.
Description	enter description of course session.
Content and Assessment	
Plugins	select the plugin for the course content from the drop-down list.
URL (for plugins except VClass Player 2.0)	enter the URL where course content is located. Or click browse to use the file manager.

Player URL (for VClass Player 2.0 plugin)	select <i>Player URL</i> by clicking on appropriate link (Internal VClass Player (MS Media/Real/QT)).
Resources URL (for VClass Player 2.0 plugin)	enter <i>Resources URL</i> or click browse to use the file manager. Resources include events.js file and images folder.
VDO URL (for VClass Player 2.0 plugin)	enter <i>VDO URL</i> or click browse to use the file manager. VDO is the video used in the content, in the VDO folder.
Score Category	<i>If course session is an assessment:</i> select the <i>Score Category</i> from drop-down list. These are the score categories in course score structure.
Max Score	<i>If course session is an assessment:</i> enter the maximum score.
Mastery Score	<i>If uploading an assessment:</i> enter the passing score.
Group Work	tick on yes or no, if course session is a group work.
Add/Edit Resource	
Name	Enter the name of resource.
Description	Enter description of resource.
URL	Enter location of the resource. (Can click browse to use file manager).
Type	Enter type of resource. Type of resources are specified by instructor in Resource Categories subfunction.
Public	Mark checkbox if resource is public, can be viewed/searched by all users of VClass. Otherwise, resource can only be viewed/searched by students taking the course.
Visible	Mark checkbox if the resource is to be visible, can be seen by users of VClass. Otherwise, resource cannot be seen by users of VClass.

Plugins

The table below details the plug-ins for course content.

Plugins	Description
Generic SCO	Select for content materials which are SCORM compliant, not created using VClass Authoring Tool.
Wrapper for non-SCO	Select for content materials which are not-SCORM compliant, such as word documents/ppt files/html.
VClass Player	Select for content materials created using Vclass AT version 1, using Real Player.
VClass Player for Windows Media	Select for content materials created using VClass AT version 1, using Windows Media Player.
Flash Player	Select for content materials made or supported by Flash.
VClass Player 2.0	Select for content materials created using VClass AT higher than version 1.

Functions

The following table describes the functions available from this page.

To...	Then...
add a course session	<p>enter the title of course session in <i>Title</i> field. Click Add. The course session title is added into the course syllabus.</p> <p>Some options to format entries in the course syllabus can be used. Position of course session can be specified in <i>Position</i> drop-down list: select after to position title below the highlighted title on course syllabus, choose before to position title prior to the highlighted title on course syllabus. The buttons Move up, Move down, Move right and Move left buttons can be used to move a highlighted course session title around the course syllabus. To highlight course session, click on its title.</p>
modify course session info	<p>Select a course session to modify. Click on modify option in <i>Actions</i> column. In Session Info: enter new course session title in <i>Title</i> field, enter description of the course session on the <i>Description</i> field. Click Update.</p> <p>Message will display: <i>Session information has been updated</i>. Click Continue to return to the course syllabus.</p>
upload content for course session	<p>Select course session to upload content. Click modify option in <i>Actions</i> column.</p> <p>In Content and Assessment:</p> <ol style="list-style-type: none"> Choose a <i>Plug-in</i> from the drop-down list. <i>If plug-ins is not VClass Player 2.0:</i> Enter URL of course content or click browse to use the file manager. <i>If plug-in is Player 2.0:</i> Select <i>Player URL</i>. Enter the <i>Resources URL</i> or click browse to use the file manager. Enter <i>VDO URL</i> or click browse to use the file manager. If the course session is an assessment: <ol style="list-style-type: none"> Select <i>Score Category</i> from drop-down list. Enter the <i>Max Score</i>. Enter the <i>Mastery Score</i>. Select if course session is a groupwork or not Click Update. Message will display: <i>Session content has been updated</i>. Click Continue to return to the course syllabus.
change content of a course session	<p>select course session to change content. Click modify option in <i>Actions</i> column.</p> <p>In Content and Assessment: change all fields that need to be modified, click Update. Message will display: <i>Session content has been updated</i>. Click Continue to return to the course syllabus.</p>
remove content of a course session	<p>select course session to remove content. Click modify option in <i>Actions</i> column.</p> <p>In the Content and Assessment portion, click Del.</p>
view content of course session	<p>select course session to view content. Click view option in <i>Actions</i> column. The content will be displayed accordingly, in a web browser.</p>

add resource for course session	select course session to add resource. Click resources option in <i>Actions</i> column. Session resources table will be displayed, containing details such as <i>Name, Description, Type, Actions</i> . Click Add . Add/Edit Resource table will be displayed containing fields such as <i>Name, Description, URL, Type, Public, Visible</i> . Enter values for the fields. Click OK . Session Resource table will be displayed, reflecting the new resource added.
edit resource for a course session	select course session to edit resource. Click resources option in <i>Actions</i> column. <i>Session Resources</i> table will be displayed, containing details such as <i>Name, Description, Type, Actions</i> . Select the resource to edit and click Edit in <i>Actions</i> column. This will display the Add/Edit Release table. Modify the values of fields that needs to be edited. To save new resource click OK button. To retain previous entry, click Cancel . Session resources table will be displayed, reflecting the changes.
delete a resource for a course session	select course session to delete resource. Click resources option in <i>Actions</i> column. <i>Session Resources</i> table will be displayed, containing details such as <i>Name, Description, Type, Actions</i> . Select the resource to delete and click Delete in <i>Actions</i> column. Session resources table will be displayed, reflecting the changes.
remove a course session	select course session to remove. Click on the remove option in <i>Actions</i> column. Course Syllabus will reflect the changes.

FILE MANAGEMENT

Overview

The file management subfunction is used to manage files for a course. Storage space is allocated in the LMS server for each course. The instructor assigned to handle a course is given access to that storage space for course content/assessment/resources upload.

The file manager provides information such as total space, free space and used space. A table listing the files and directories is also shown, together with the size in bytes, the date files/directories are created, and the functions to manipulate them (download, rename, delete, copy, unzip, select).

The figure below shows the File Management page.

FILE MANAGER
The file manager lets the user to put their files to the server.

Total Space: 100000000 Kb Max File Size: 100000000 Kb
Free Space: 99295796 Kb Used Space: 704203 Kb

Create a new folder:

Upload a file:

Upload multiple or large files:

FILENAME	SIZE (bytes)	CREATED	FUNCTIONS
A2	1024 Feb 15 2005 17:40:36	RENAME DELETE	
activity1_3	512 Feb 15 2005 17:40:36	RENAME DELETE	
ebusiness	1024 Feb 15 2005 17:40:36	RENAME DELETE	
ecosysmgmt	6656 Feb 15 2005 17:40:36	RENAME DELETE	
GISGPS	512 Feb 15 2005 17:40:36	RENAME DELETE	
GIS_GPS_Pdf	512 Feb 15 2005 17:40:36	RENAME DELETE	
ICT	512 Feb 15 2005 17:40:36	RENAME DELETE	
module1	512 Feb 15 2005 17:40:36	RENAME DELETE	
module2	512 Feb 15 2005 17:40:36	RENAME DELETE	
module3	512 Feb 15 2005 17:40:36	RENAME DELETE	
PartII_Sustainable_Ecotourism	512 Feb 15 2005 17:40:36	RENAME DELETE	
ranemodule1session1	1024 Feb 15 2005 17:40:36	RENAME DELETE	
remote	512 Feb 15 2005 17:40:36	RENAME DELETE	
session1	1024 Feb 15 2005 17:40:36	RENAME DELETE	
session2	512 Feb 15 2005 17:40:36	RENAME DELETE	
session3	512 Feb 15 2005 17:40:36	RENAME DELETE	
session4	512 Feb 15 2005 17:40:36	RENAME DELETE	
session5	1024 Feb 15 2005 17:40:36	RENAME DELETE	
Tourism and Sustainability	1024 Feb 15 2005 17:40:36	RENAME DELETE	

To find this page

Follow the steps below to view Course Content page.

- Step 1** Access a course that you have been assigned to teach
- Step 2** Click **File Management** on the Courses *Sub Menu*.

Functions

The following table describes the functions available from this page.

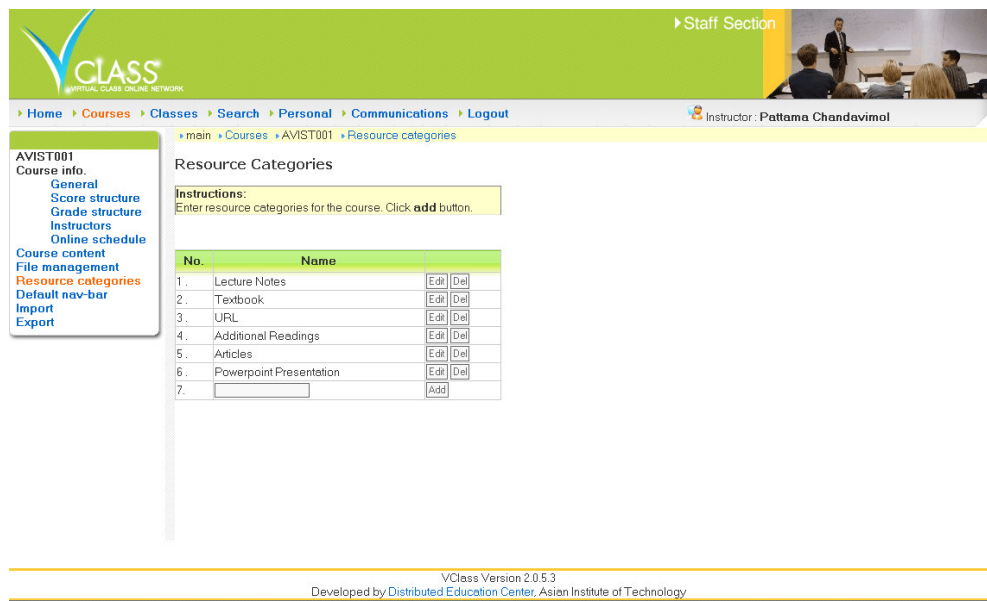
To...	Then...
upload course content	enter the URL of the course content on the <i>Upload a file</i> field, or click Browse button. If Browse is clicked, select the course content file from local machine. The URL of the selected file is automatically generated by the system. Click Upload . Course content file is uploaded to VClass LMS Server, and file list gets refreshed adding the new file. If file is quite big, FTP is recommended to transfer course content into the VClass LMS Server.
use FTP in uploading course content	click FTP/SFTP . This will run a Java FTP client applet. In the FTP applet: select the course content file in your local machine; Choose binary for word/ppt/flash/etc files, ascii for txt files; click Upload button, close the FTP applet. Course content file is transferred to the LMS server, and file list gets refreshed listing the new file. FTP is recommended for uploading multiple or large files.
create directories	enter directory name on <i>Create a new folder</i> field. Click Create Directory . Directory will be created in the VClass LMS server. This is reflected in the Files/Directory table. To create subdirectories, open main directory by clicking on its folder icon, then do steps above.
unzip	select a file to unzip. Click Unzip option in <i>Functions</i> column. Enter in <i>To</i> field located at top of file manager, the folder/directory name to place the extracted file(s). Click Unzip . Extracted files will be placed in the folder/directory specified. File manager reflects the changes.

RESOURCE CATEGORIES

Overview

The **resource categories** subfunction is used to specify resource categories of supplementary course materials for the selected course.

The figure below shows the Resource Categories page.



To find this page

Follow the steps below to view Resource Categories page.

- Step 1** Access a course that you have been assigned to teach
Step 2 Click **Resource Categories** on the Courses *Sub Menu*.

Functions

The following table presents the functions available to users on this page.

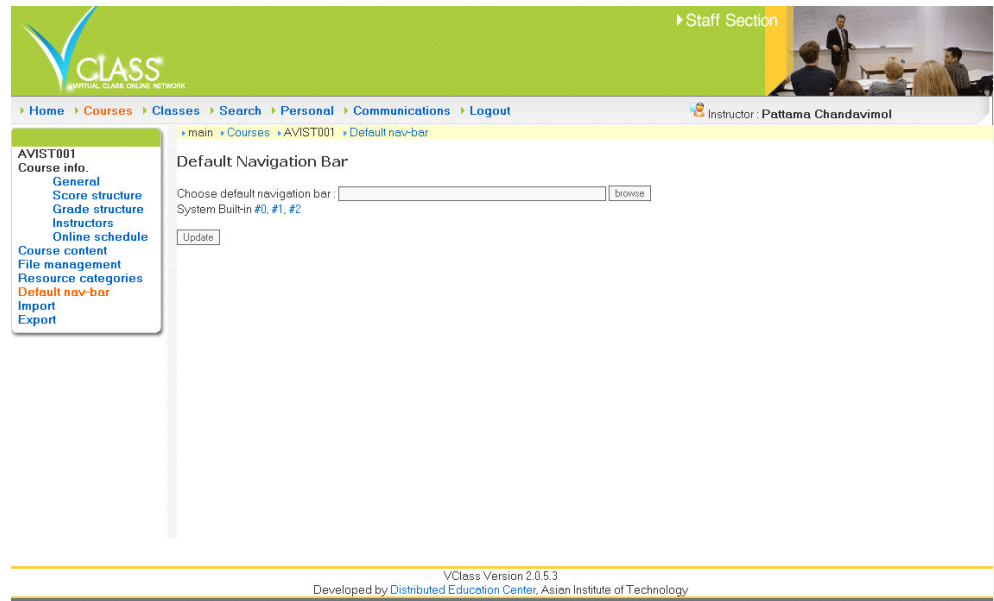
To...	click...
add resource categories	Enter name of resource category in Name field. Click Add .
edit a resource category	Select a resource category to edit. Click Edit . Enter the new resource category name. To save the changes: click Save . Score Structure will be updated. To retain previous value: click Cancel .
delete a resource category	Select a resource category to delete. Click Del .

DEFAULT NAV-BAR

Overview

The Default Nav-Bar subfunction is used to set the default navigation bar when session contents of selected course is viewed by students.

The figure below shows Default Nav-Bar page.



To find this page

Follow the steps below to view Default-Nav Bar page.

- Step 1** Access a course that you have been assigned to teach
Step 2 Click Default Nav-Bar on the Course *Sub Menu*.

Functions

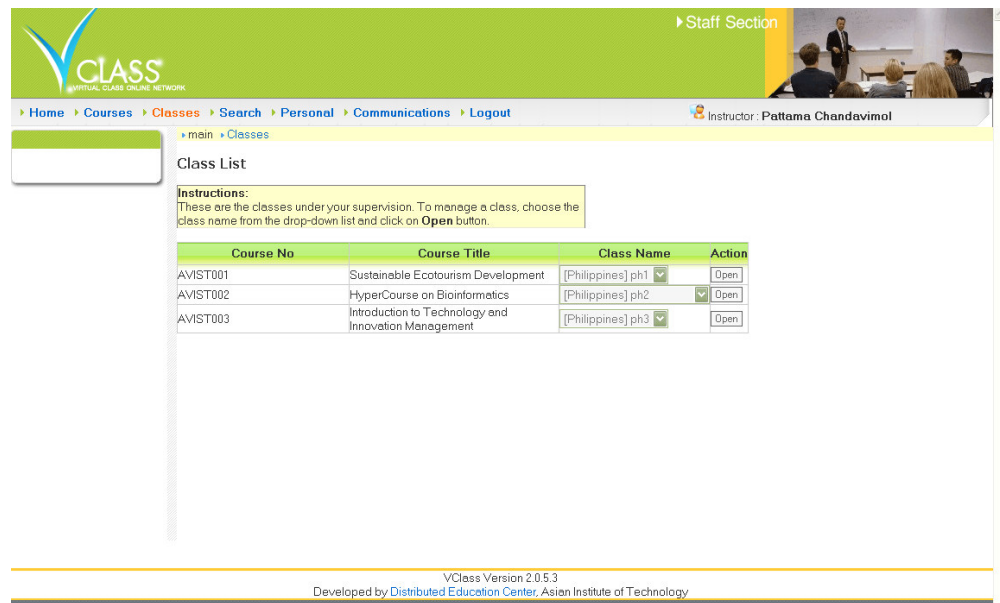
The following table presents the functions available to users on to this page.

To	click...
choose default navigation bar	Select among the built-in navigation bars #0, #1, #2, or click browse button to use the file manager.

CLASSES FUNCTION

Overview

The Classes function allows instructor to manage the classes for each course he is assigned to supervise. A course may have one or more classes.



Class List displays the classes for each course instructor has been assigned to teach online. The list details information for each class.

Course Info	Description
<i>Course No.</i>	Course number of enrolled course
<i>Course Title</i>	Course title of enrolled course
<i>Class Name</i>	Lists of all classes for the courses
<i>Action</i>	Only option available is to open the class. Click Open to access the class.

To find this page

Follow the steps below to open **Classes** function page.

- Step 1** Login to the VClass™ LMS.
Step 2 Click **Classes** function on the *Main Menu*.

Function

The following table describes the functions available from this page.

To...	Then...
to access a class	select a class name from the drop-down list. Click Open . The individual class web page will be displayed. Instructor can manage the class using the Class subfunctions available in the Class <i>Sub Menu</i> .

Classes Sub-Functions

The table below details subfunctions of the **Classes** function. Instructor can manage each class using the **Classes** subfunctions. The following list of sub-functions can be viewed after the instructor accesses a specific class. These sub-functions will be discussed separately in detail in the subsections.

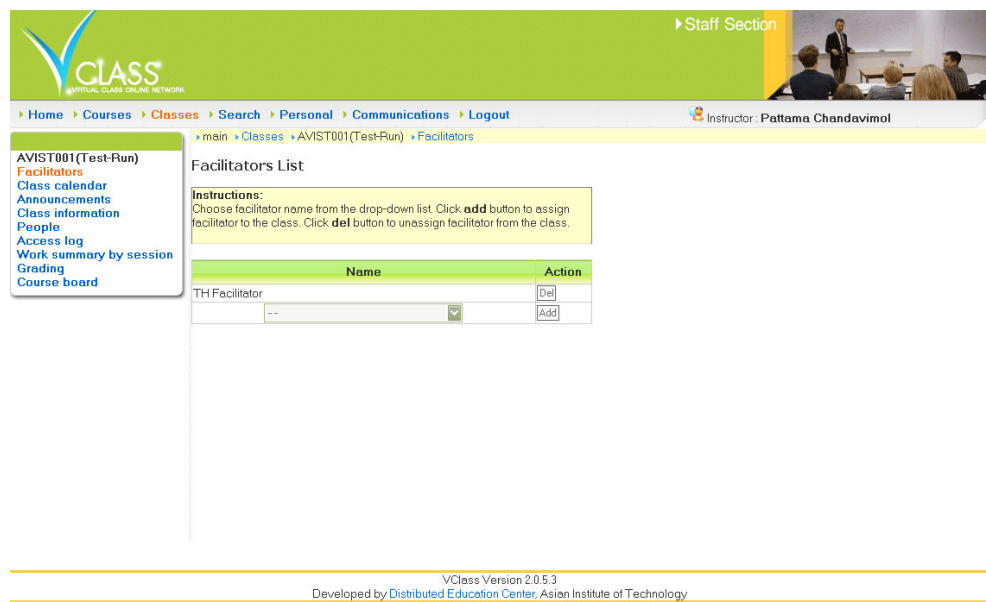
Subfunctions	Description
Facilitator	Instructor can assign facilitators for a class.
Class Calendar	Instructor can manage events for a class.
Announcements	Instructor can add and delete announcements for a class.
Class Information	Instructor can view information about a class as provided by the registry.
People	Instructor can view a list of enrolled students, instructors and facilitators of a class and send email to anyone in the list.
Access Log	Instructor can view the total number of times and number of hours enrolled students access the course session contents of a class.
Work Summary by Session	Instructor can manage work status of enrolled students for each course session of a class.
Grading	Instructor can manage the grade of enrolled students in a class.
Course Board	Instructor can communicate with students, other instructors and facilitators without having to be online at the same time.

FACILITATORS

Overview

Instructor can assign facilitators for the class. Class facilitators will assist instructors in all online class activities.

The figure below shows the Facilitators page.



To find this page

Follow the steps below to view Facilitators page.

Step 1 Access a class.

Step 2 Click **Facilitators** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on this page.

To	click...
add a facilitator	Select facilitator name from the drop-down list. Click Add .
delete a facilitator	Select a facilitator to delete. Click Del .

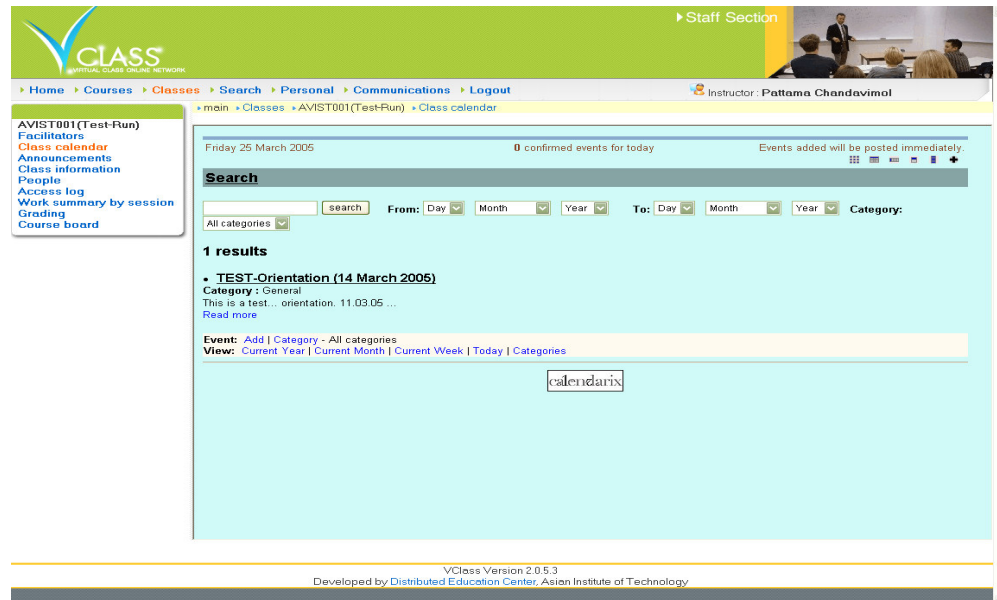
CLASS CALENDAR

Overview

The class calendar sub-function is used to view, search and add events in the class calendar.

Class events can be viewed annually, monthly, weekly, daily and by category. By default, the calendar displays all class events. Searching for events by entering keywords and specifying the dates and categories is possible. New class events can be added.

The figure below shows the Class Calendar page.



To find this page

Follow the steps below to view Class Calendar page.

- Step 1** Access a class.
- Step 2** Click **Class Calendar** on the *Classes Sub Menu*.

Functions

The following table details how to view, search and add class events in the Class Calendar.

To...	Then ...
view class events	<p>click on a <i>View</i> options link. View options include Current Year, Current Month, Current Week, Today, and Categories. Instructor can also click on <i>View</i> options icon on upper right hand side of the calendar. The events will be displayed annually, monthly, weekly, daily, and by category.</p> <p>By default, the calendar displays an <i>Event List</i> containing all system events.</p> <p>To view events for a specific category, click Category in <i>Event</i> option, on the pop-up window choose category from the drop-down list and click View.</p>

search for class events	enter keywords to search. Specify the dates which events have been posted in the From and To drop-down lists. Specify the category in the Category drop-down list. Click Search .
view details of a class event	in the <i>Event List</i> , click on Read more link for an event. For annual view, event details cannot be displayed. For monthly view, click on the event name. For weekly and daily views, click on Read more link for an event. This will display a pop-up window with event details including the date, time, event category, description, and contact information.
add a class event	Click Add on the <i>Event</i> options. On the pop-up window, enter values for the fields and select values from the drop-down lists. Click Add Event .

ANNOUNCEMENTS

Overview

Instructor can post and delete class announcements. These announcements are displayed in the Home function page for all users involved with the class

The figure below shows the Announcements page.

Class Announcements

Instructions:
To add class announcements, provide necessary information on the table below. To remove old announcements, click **Del** button.

No.	Text	Posted Date	Duration (days)	Type	Del
1.	Midterm Exam on 20 March 2005, 3-5 pm, Rm. 107 CSIM.	25 March 2005	10	General	Del
2.		25 March 2005		General	Add

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To find this page

Follow the steps below to view Announcements page.

Step 1 Access a class.

Step 2 Click **Announcements** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on Announcements page.

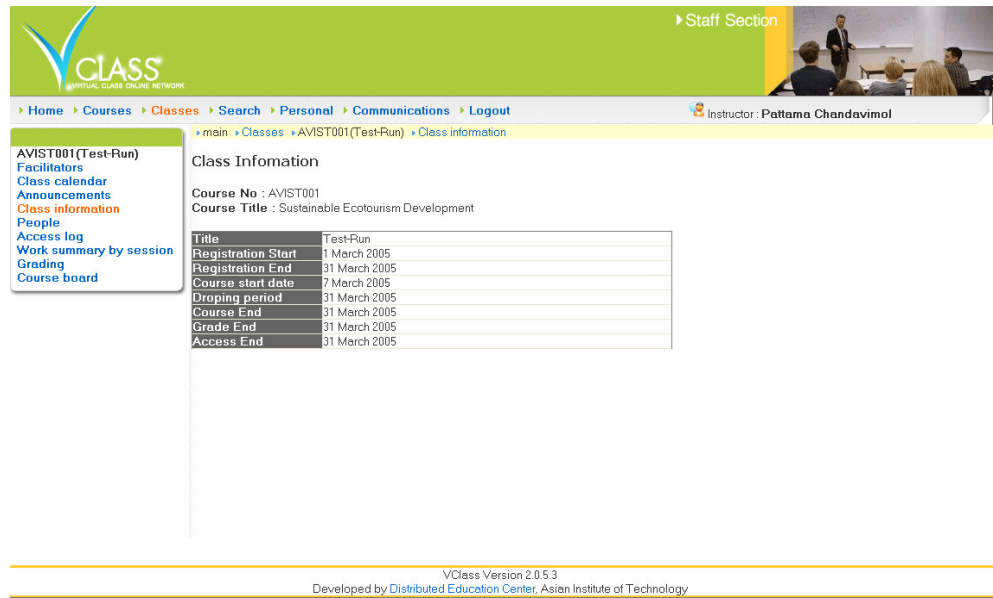
To...	Then ...
add an announcement	<p>enter announcement in the <i>Text</i> field. Enter the number of days announcement should be posted in <i>Duration</i> field. Select <i>Type</i> in the drop-down list. Click Add.</p> <p>New announcement will be added to the Announcement List. This announcement will be displayed in Home function page for all users for the entire duration period.</p>
delete an announcement	select an announcement to delete. Click Delete .

CLASS INFORMATION

Overview

Class information gives the details for a class.

The figure below shows the Class Information page.



The screenshot displays the VCLASS interface. At the top, there's a green header with the VCLASS logo and a navigation bar with links like Home, Courses, Classes, Search, Personal, Communications, and Logout. Below this, a sidebar on the left lists various options for the AVIST001 (Test-Run) course, including Facilitators, Class calendar, Announcements, Class information (highlighted), People, Access log, Work summary by session, Grading, and Course board. The main content area is titled 'Class Information' and shows the following details:

Class Information	
Course No :	AVIST001
Course Title :	Sustainable Ecotourism Development
Title	Test-Run
Registration Start	1 March 2005
Registration End	31 March 2005
Course start date	7 March 2005
Dropping period	31 March 2005
Course End	31 March 2005
Grade End	31 March 2005
Access End	31 March 2005

At the bottom of the page, it indicates 'VClass Version 2.0.5.3' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

To find this page

Follow the steps below to view Class Information page.

- Step 1** Access a class.
- Step 2** Click **Class Information** on the Classes *Sub Menu*.

CLASS PEOPLE

Overview

Class People lists all students enrolled in the class, instructors teaching the course, and class facilitators. Instructor can send email messages to anyone in the list.

The figure below shows the Class People page.

Class People

Instructions:
Check the box for each person to send email to or click Check All to send email to all people in the list. Click **send email** button.

Student(s):

Check	STUDENT ID	USER NAME	E-MAIL
<input type="checkbox"/>	TH0502000076	Nisarai Tunsakul	nisarai@ait.ac.th
<input type="checkbox"/>	weerachart	Weerachart Singlilabun	weerachart@avist.org
<input type="checkbox"/>	3	Pattana Chandavimol	pattana@ait.ac.th
<input type="checkbox"/>	TH0502000092	TH Student	akiraya@nrcda.or.th
<input type="checkbox"/>	TH0502000075	Pattana, Thai Chandavimol	pattana@ait.ac.th
<input type="checkbox"/>	MY0506000030	MY TestStudent2	charitylourdes@yahoo.com
<input type="checkbox"/>	ID0504000002	dk-shie faucie	dk-shie@lapulib.ac.id
<input type="checkbox"/>	MY0506000028	zahid ahad	zulfham@sum.my
<input type="checkbox"/>	TH0502000107	Test Stud19	charitylourdes@yahoo.com
<input type="checkbox"/>	TH0502000108	Test Stud20	charitylourdes@yahoo.com
<input type="checkbox"/>	MY0506000024	AHMAD BABA	zulfham@sum.my

Instructor(s):

NO	USER NAME	E-MAIL
<input type="checkbox"/> 1.	Dr.Kanchana Kanchanasut	kk@cs.ait.ac.th
<input type="checkbox"/> 2.	Liz Ashton	e.c.ashton@eie.ac.uk
<input type="checkbox"/> 3.	Surat Lertlum	surat@ait.ac.th
<input type="checkbox"/> 4.	Valcharapom Esichakul	valchara@ait.ac.th
<input type="checkbox"/> 5.	Pattana Chandavimol	charitylourdes@yahoo.com
<input type="checkbox"/> 6.	Panu Leelakuckana	pattana@ait.ac.th
<input type="checkbox"/> 7.	Dr.Ranee Esichakul	esichai@yahoo.com

To find this page

Follow the steps below to view Class People page.

- Step 1** Access a class.
Step 2 Click **Class People** on the Classes *Sub Menu*

Functions

The following table describes the functions available from this page.

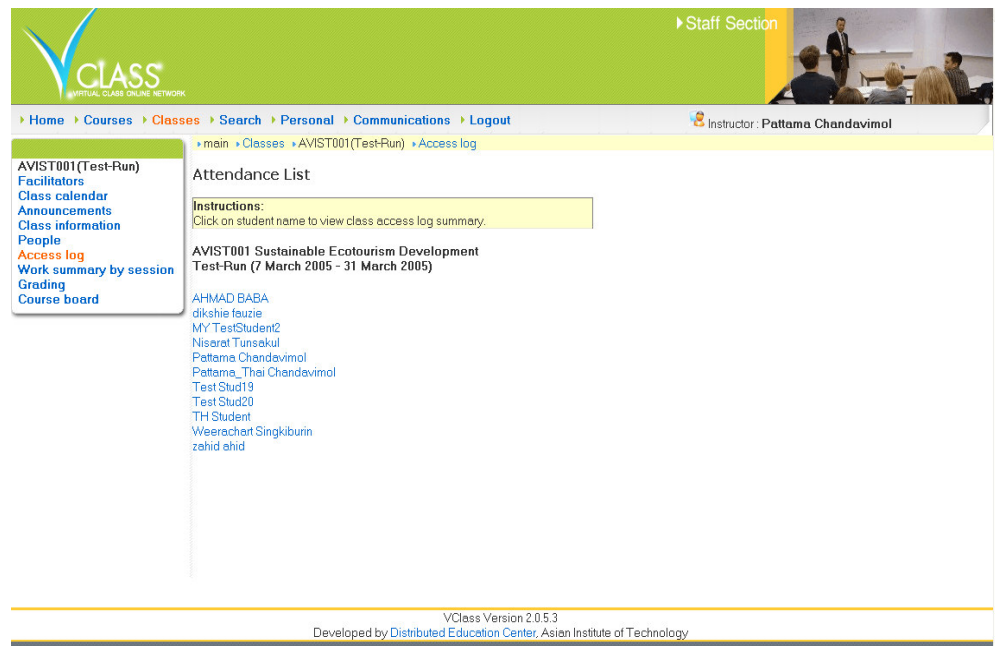
To	Then...
send email	tick the name of student, instructor or facilitator. Click send email button. The default email client will be loaded. Instructor can also send email to all people in the list by clicking on Check All option.

ACCESS LOG

Overview

Access Log subfunction shows the time spent by students in accessing the course online. A Class Access Log Summary table lists the course sessions, number of times each course session is accessed, and total amount of time spent in accessing each course session.

The figure below shows the Access Log page.



To find this page

Follow the steps below to view Access Log page.

- Step 1** Access a class.
Step 2 Click **Access Log** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on the Access Log page.

To...	Then ...
view class access log summary of a student	Click on a student's name on the <i>Attendance List</i> . <i>Class Access Log Summary</i> displays the course sessions, no. of times course session is accessed, and the amount of time spent accessing course session.

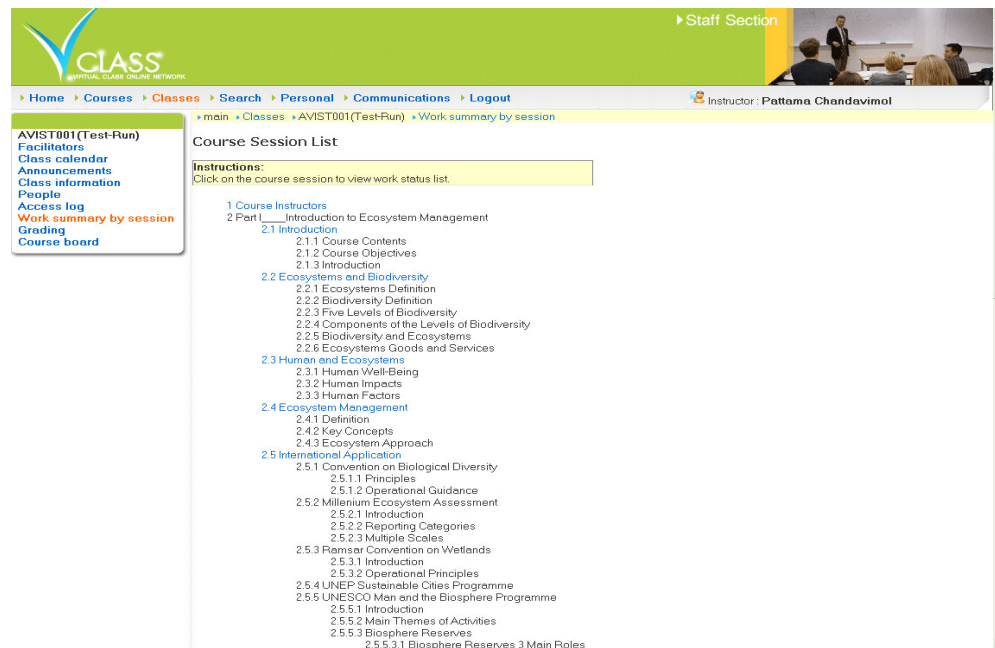
view access and exit time for a course session	View class access log summary of a student. Select a name on the <i>Attendance List</i> and click on it. <i>Class Access Log Summary</i> will be displayed. Click on a course session title on the Class Access Log Summary table. A detailed access log for the course session will be displayed, which includes access time and exit time.
--	--

WORK SUMMARY BY SESSION

Overview

Work Summary by Session allows instructor to track and view class activities. Using this subfunction, instructor will know which course sessions have been completed or not, the scores for assessments students have taken, and dates students have submitted assignments or projects.

The figure below shows Work Summary by Session page.



To find this page

Follow the steps below to view Work Summary by Session.

- Step 1** Access a class.
Step 2 Click **Work Summary by Session** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on the Course Board.

To	Then ...
view work status of enrolled students for a course session	Click on selected course session on the list. This will display <i>Work Status List</i> , containing names of all enrolled students with their corresponding work status (pass, fail, completed, incomplete, browsed, not attempted) and score (if session is an assessment).
set work status and score of an enrolled student for a course session:	click on the student name on the work status list. Edit Work Status page will be displayed. Enter values for the fields. Click Update . Work status list will reflect the changes made.

Fields

The table below details the fields on the Edit Work Status page.

Fields	Description
Access Status	Select value from the drop-down list(pass, fail, completed, incomplete, browsed, not attempted).
Score	Enter the score of student if it is an assessment.
Max Score	Enter the maximum score for the assessment.
Comment	Enter comment.

GRADING

Overview

Grading subfunction is used to manage the grades of enrolled students in the class. The instructor can set the grade for each student.

The figure below shows the Grading page.

The screenshot shows the VClass Grading page. The top navigation bar includes links for Home, Courses, Classes, Search, Personal, Communications, and Logout. The left sidebar contains a menu for AVIST001 (Test-Run) with options like Facilitators, Class calendar, Announcements, Class information, People, Access log, Work summary by session, Grading, and Course board. The main content area displays the Grade List for AVIST001 Sustainable Ecotourism Development Test-Run (7 March 2005 - 31 March 2005). The table below shows the list of students and their current grades.

Student No	Student Name	Grade
MY0506000024	AHMAD BABA	N/A
ID0504000002	dikshie fauzie	N/A
MY0506000030	MY TestStudent2	N/A
TH0502000076	Nisarat Tunsakul	N/A
3	Pattama Chandavimol	N/A
TH0502000075	Pattama_Thai Chandavimol	N/A
TH0502000107	Test Stud19	N/A
TH0502000108	Test Stud20	N/A
TH0502000092	TH Student	N/A
weerachart	Weerachart Singkiburin	N/A
MY0506000028	zahid ehid	N/A

At the bottom of the page, it states: VClass Version 2.0.5.3, Developed by Distributed Education Center, Asian Institute of Technology.

To find this page

Follow the steps below to view Grading Location page.

- Step 1** Access a class.
Step 2 Click **Grading** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on the Grading page.

To...	Then ...
set the grade for a student	Select a student and click on the name in the <i>Student Name</i> column of <i>Grade List</i> . This will display a Score Summary by Category table; grade is computed automatically by the system. Set the letter grade on the Grade box. Click Approve . This will display an <i>Approved Grade</i> table, showing a summary of score category and scores, and the final letter grade. The instructor can no longer make any changes after approving the grade. Approved grade will be reflected in the <i>Grade List</i> .

COURSE BOARD

Overview

Instructor can communicate with students, other instructors and facilitators through the **Course Board** without the need to be online at the same time. Sometimes referred to as forums or discussion groups, students and instructors can share information by posting messages directly to **Course Board** conferences and reading responses.

A forum is automatically created for each course. Some forums are password protected, users should ask permission from the administrator to have an access. In a forum, the student can post new topic and reply to messages.

The figure below shows the Course Board.

The screenshot displays the VClass Webboard interface. At the top, there is a green header with the VClass logo and a 'Staff Section' link. Below the header, a navigation bar shows the path: Home > Courses > Classes > Search > Personal > Communications > Logout. The instructor's name, Pattama Chandavimol, is displayed on the right. The main content area shows the 'Course board' for AVIST001 (Test-Run). A table lists the forums:

Forum Name	Description	Posts in Forum	Latest Post	Moderator(s)
AVIST001				
NEW AVIST001 - General	Sustainable Ecotourism Development	14	03/16/05 at 2:47:56 pm	admin
AVIST002				
NEW AVIST002 - General	HyperCourse on Bioinformatics	3	08/17/04 at 4:24:33 pm	admin
AVIST003				
NEW AVIST003 - General	Introduction to Technology and Innovation Management	4	03/11/05 at 8:00:58 am	admin

A note below the table states: Note : The [lock icon] are password protected forums. Users should ask permission from the administrator of this forum to have an access.

At the bottom, the footer indicates: VClass Version 2.0.5.3, Developed by Distributed Education Center, Asian Institute of Technology.

To find this page

Follow the steps below to view the Course Board.

- Step 1** Access a class.
- Step 2** Click **Course Board** on the Classes *Sub Menu*.

Functions

The following table presents the functions available to users on the Course Board.

To...	Then ...
access a forum	Click on a course forum name. This will display all the topics/threads in the forum, with their corresponding no. of messages posted, date/time of last message posted, date/time when topic/thread was created, and the person who created the topic/thread.
post a new topic	Access a forum. Click on New Topic button. This will display a page to make a new post. Enter topic in Title box. Enter message to post in Message box. Click Post button.
read messages	Access a forum. Click on a topic/thread name. This will display all messages posted for the topic. To return to course forum main page, click on the forum name link.
post reply to a message	Access a forum. Click on a topic/thread name. This will display all messages posted for the topic. Click on New Reply button. This will display a page to post a message. Enter message title in the Title box. Enter message to post in Message box. Click Post button.
mark all forums read	Click on Mark All Forum Read link.
mark all forums unread	Click on Mark All Forum Unread link.
mark a forum as read	Access a forum. Click on Mark This Forum Read link.

SEARCH FUNCTION

Overview

Search function allows an instructor to search for registered users, either students or staff.

The figure below shows the Search function page. By default, Search function page displays People Search sub-function page.

The screenshot displays the VClass web interface. At the top, there is a green header with the VClass logo and a 'Staff Section' link. Below the header is a navigation bar with links: Home, Courses, Classes, Search, Personal, Communications, and Logout. The user is logged in as 'Instructor: Pattama Chandavimol'. The main content area is titled 'Search People Profiles' and includes instructions: 'Enter the first few characters of ID or name, and click Search button.' There are two search sections: 'Search Students' and 'Search Staff'. Each section has input fields for 'ID' and 'name', and a 'Search' button. The footer indicates 'VClass Version 2.0.5.0' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

To find this page

Follow the steps below to open Search function page.

- Step 1** Login to the *VClass™ LMS*
- Step 2** Click **Search** function on the *Main Menu*.

Search Sub-functions

The table below details the sub-functions of the **Search** function. Instructor can search for registered users of VClass LMS. This sub-function will be discussed separately in detail in the subsections.

Subfunctions	Description
People Search	Search for all registered users of VClass LMS.

PEOPLE SEARCH

Overview

Instructor can search for registered users in the VClass LMS. The People Search subfunction allows an instructor to search for students or staff via ID or name.

The figure below shows the People Search page.

Staff Section

Home Courses Classes Search Personal Communications Logout

Instructor: Pattama Chandavimol

main Search People search

People search

Search People Profiles

Instructions:
Enter the first few characters of ID or name, and click Search button.

Search Students

Student by ID : Search

Student by name : Search

Search Staff

Staff by ID : Search

Staff by name : Search

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To find this page

Follow the steps below to view People Search page.

- Step 1** Open Search function page.
Step 2 Click **People Search** on the Search Sub Menu.

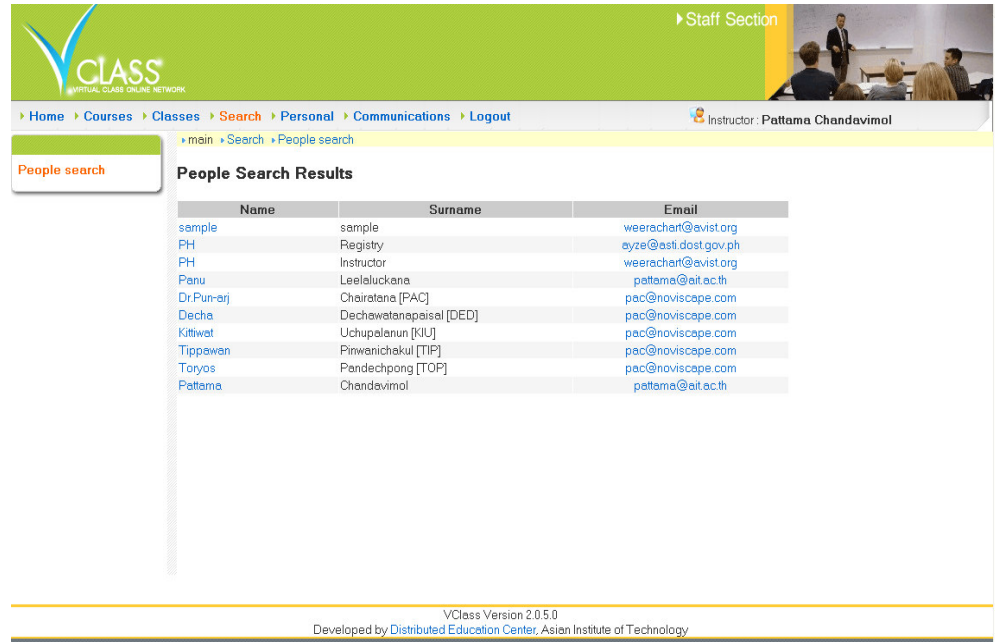
Functions

The table below details how to search for registered users.

To...	Then ...
search for students	in the <i>Search Students</i> area, enter the ID in <i>Student by ID</i> field or name in <i>Student by name</i> field. ID or name can be partial or complete. Click Search . <i>People Search Results</i> table will list all matches.
search for staff	in the <i>Search Staff</i> area, enter the ID in <i>Staff by ID</i> field or name in <i>Staff by name</i> field. ID or name can be partial or complete. Click Search . <i>People Search Results</i> table will list all matches.

People Search Results

People Search Results table will display all the matches after the instructor submits a search query. Result details include *First Name*, *Surname*, and *Email*. *ID* no. is shown for student search results. Personal profiles of registered users in the list can be viewed by clicking on the First Name. Emails can be sent to registered users by clicking on the email address.



The screenshot displays the VCLASS interface for the 'People Search Results' page. The header includes the VCLASS logo and a 'Staff Section' link. The navigation menu shows 'Home', 'Courses', 'Classes', 'Search', 'Personal', 'Communications', and 'Logout'. The 'Search' menu is expanded, showing 'main', 'Search', and 'People search'. The 'People search' option is selected, and the 'People Search Results' table is displayed. The table has three columns: 'Name', 'Surname', and 'Email'. The table lists several users, including 'sample', 'PH', 'Panu', 'Dr.Pun-arj', 'Decha', 'Kittiwat', 'Tippawan', 'Toriyos', and 'Pattama'. The footer of the page indicates 'VClass Version 2.0.5.0' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

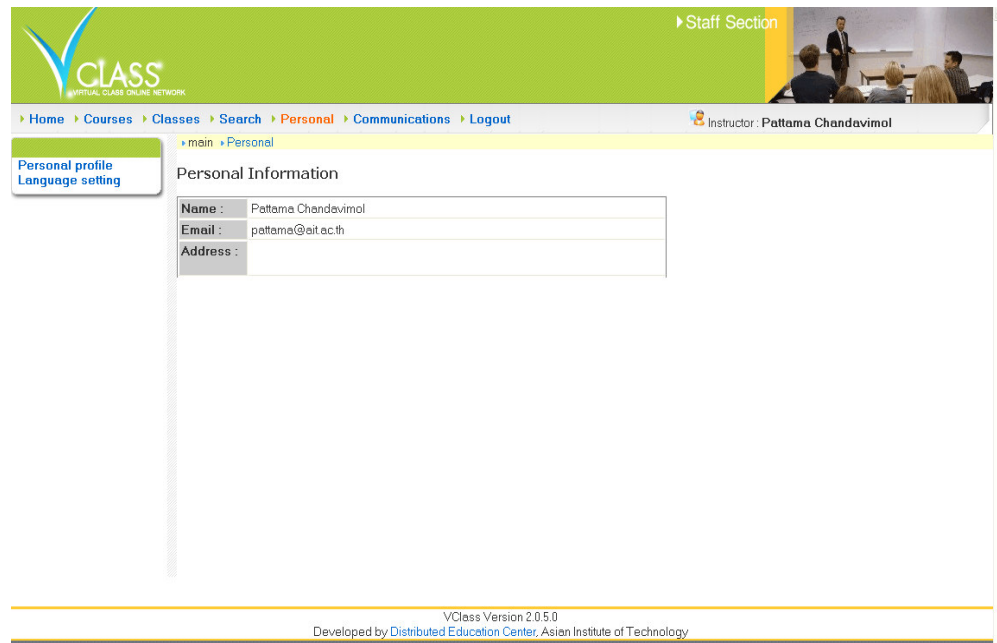
Name	Surname	Email
sample	sample	weerachart@evisd.org
PH	Registry	ayze@estd.dost.gov.ph
PH	Instructor	weerachart@evisd.org
Panu	Leelaluckana	pattama@ait.ac.th
Dr.Pun-arj	Chairatana [PAC]	pac@noviscape.com
Decha	Dechawatanapaisai [DED]	pac@noviscape.com
Kittiwat	Uchupatanun [KIU]	pac@noviscape.com
Tippawan	Pirwanichakul [TIP]	pac@noviscape.com
Toriyos	Pandechpong [TOP]	pac@noviscape.com
Pattama	Chandavimol	pattama@ait.ac.th

PERSONAL FUNCTION

Overview

Personal function allows an instructor to view and modify their personal profile and to set the language used in VClass LMS.

The figure below shows the Personal function page.



To find this page

Follow the steps below to open Personal function page.

- Step 1** Login to the *VClass™ LMS*
Step 2 Click **Personal** function on the *Main Menu*.

Personal Sub-functions

The table below details the sub-functions of the **Personal** function. These sub-functions will be discussed separately in detail in the subsections.

Subfunctions	Description
Personal Profile	Allows instructor to view and modify their personal profiles
Language Setting	Allows instructor to set the language for VClass LMS.

PERSONAL PROFILE

Overview

Personal Profile sub-function allows instructor to view personal profile and modify it.

The figure below shows the Personal Profile page.

The screenshot displays the 'Modify Personal Profile' page in the Vclass system. The page has a green header with the Vclass logo and a navigation bar. The main content area is titled 'Modify Personal Profile' and includes an instruction: 'To modify profile, simply go to the respective field which should be edited.' Below this is a form with the following fields:

Node :	Thai
Role :	Instructor
Login :	pattama_instructor
New Password * :	
Retype new Password * :	
First Name :	Pattama
Surname :	Chendavimol
Email * :	pattama@at.ac.th
Address :	
City :	
Country :	Select country
Postal :	
Home Phone :	
Business Phone :	
Business Fax :	

An 'update' button is located at the bottom left of the form.

To find this page

Follow the steps below to view Personal Profile page.

- Step 1** Open Personal function page.
Step 2 Click **Personal Profile** on the *Personal Sub Menu*.

Fields

The table below details the fields on the Personal Profile page.

Fields	Description
Node	The local node of instructor.
Role	The user role, i.e., instructor.
Login	The login name of instructor.
New Password *	Enter a new password. This field is case sensitive.
Retype New Password *	Re-enter new password.
First Name *	Enter first name.
Surname *	Enter last name.
Email *	Enter email address.
Address:	Enter address.
City:	Enter city.
Country:	Select country from the drop-down list.
Postal:	Enter the postal code
Home Phone:	Enter home phone number.
Business Phone:	Enter business phone number.
Business Fax:	Enter business fax number

Functions

The table below describes the functions available in View Cart page.

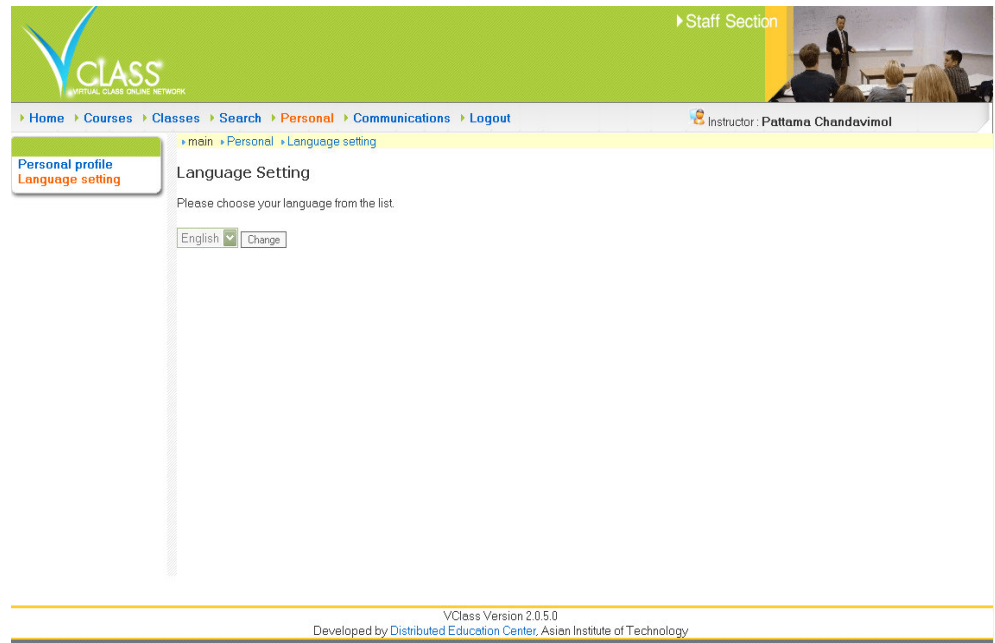
To...	Click ...
modify personal profile	update after entering new values for all fields to modify. Message will be displayed: <i>Profile has successfully been updated.</i>

LANGUAGE SETTING

Overview

Instructor can select the language used in VClass LMS. Two languages are available, English and Thai.

The figure below shows the Language Setting page.



To find this page

Follow the steps below to go to Language Setting page.

- Step 1** Open Personal function page.
Step 2 Click **Language Setting** on the Personal *Sub Menu*.

Functions

The table below describes the functions available in Language Setting page.

To...	Then ...
change language setting	select English or Thai in the drop-down list. Click Change .

COMMUNICATIONS FUNCTION

Overview

Interaction between people within the VClass™ LMS is both *synchronous* and *asynchronous*. For asynchronous communication, students and teachers do not have to be logged in at the same time in order to exchange messages. As a student, you may post a new discussion topic in the WebBoard sub-function on a Sunday evening. Another student may read the message Monday morning and post a reply. You might read the other student's contribution later that day, and post a follow-up comment the next morning and so on. This method of exchanging messages over a period of hours, days or even weeks is not foreign to anyone who uses ordinary Internet e-mail or even traditional paper letters dropped into the corner mailbox to be delivered by the postal service.

In contrast, the VClass™ LMS Online Chat sub-function, is a *synchronous* communications medium. In order for two people to exchange messages using online chat, they must be logged into the Online Chat sub-function at the same time. While the other modules are analogous to Internet e-mail, chat can be compared to a telephone call when there are only two people chatting, or to a conference call, if there are several people in the Chat room.

Because of the synchronous nature of chat, it is always best to schedule a chat session. With the Online Schedule sub-function, everyone, both the students and instructors, know in advance when a chat session will take place, thus, eliminating the chances of not meeting someone. The instructor posts his online schedule for the entire semester or a particular time. Students are also free to meet with each other in the Online Chat without their instructor. In that case, they can schedule their own meeting times using WebBoard or through email.

To find Communications page

Follow the steps below to open Communications function page.

- Step 1** Login to the VClass™ LMS
Step 2 Click **Communications** function on the *Main Menu*.
-

Communications Sub-functions

The table below details the sub-functions of the **Communications** function. These sub-functions will be discussed separately in detail in the subsections.

Subfunctions	Description
Web Board	Allows instructor to post topics, read and reply to messages.
Online Chat	Allows instructor communication between students and instructors.
Calendar	Allows instructor to view and search for events.

WEB BOARD

Overview

A web board is a threaded discussion where the instructor can communicate with students, other instructors and facilitators without having to be online at the same time.

A forum is automatically created by the system for each course. Instructor can access all forums for all courses in the system. In a forum, students can read messages, reply to a message, and post a new topic.

The figure below shows the Web Board page.

The screenshot displays the VClass Web Board interface. At the top, there is a green header with the VClass logo and a 'Staff Section' link. Below the header is a navigation bar with links: Home, Courses, Classes, Search, Personal, Communications, and Logout. The 'Communications' link is highlighted. On the left side, there is a sidebar with links: Web board, Online chat, and Calendar. The main content area shows a table of forums. The table has columns: Forum Name, Description, Posts in Forum, Latest Post, and Moderator(s). There are three forums listed: AVIST001, AVIST002, and AVIST003. Each forum has a 'NEW' icon, a title, a description, the number of posts, the latest post date and time, and the moderator(s). A note at the bottom states that the forums are password protected and users should ask permission from the administrator for access.

Forum Name	Description	Posts in Forum	Latest Post	Moderator(s)
AVIST001				
NEW AVIST001 - General	Sustainable Ecotourism Development	3	08/17/04 at 4:22:14 pm	admin
AVIST002				
NEW AVIST002 - General	HyperCourse on Bioinformatics	3	08/17/04 at 4:24:33 pm	admin
AVIST003				
NEW AVIST003 - General	Introduction to Technology and Innovation Management	3	08/17/04 at 4:26:00 pm	admin

Note : The are password protected forums. Users should ask permission from the administrator of this forum to have an access.

VClass Version 2.0.5.0
Developed by Distributed Education Center, Asian Institute of Technology

To find this page

Follow the steps below to go to the Web Board.

- Step 1** Open Communications function page.
- Step 2** Click **Web Board** on the Communications *Sub Menu*.

Functions

The following table presents the functions available to users on the Web Board.

To...	Then ...
access a forum	click on a forum name. This will display all the topics/threads in the forum, with their corresponding no. of messages posted, date/time of last message posted, date/time when topic/thread was created, and the person who created the topic/thread.
post a new topic	access a forum. Click on New Topic button. This will display a page to make a new post. Enter topic in Title box. Enter message to post in Message box. Click Post button.
read messages	access a forum. Click on a topic/thread name. This will display all messages posted for the topic. To return to course forum main page, click on the forum name link.
post reply to a message	access a forum. Click on a topic/thread name. This will display all messages posted for the topic. Click on New Reply button. This will display a page to post a message. Enter message title in the Title box. Enter message to post in Message box. Click Post button.
mark all forums read	click on Mark All Forum Read link.
mark all forums unread	click on Mark All Forum Unread link.
mark a forum as read	access a forum. Click on Mark This Forum Read link.

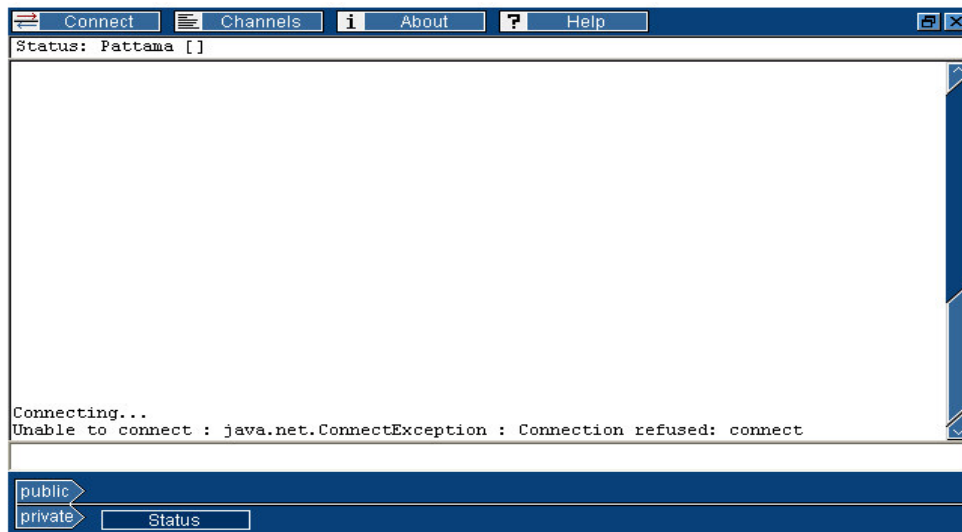
ONLINE CHAT

Overview

The online chat facility is used for communication among users of VClass LMS having to be online at the same time. VClass Online Chat uses the IRC Java-Applet for its online chat.

Internet Relay Chat or IRC (original code was written by Jarkko Oikarinen) is a multi-user, multi-channel chatting network. It allows people all over the Internet to talk to one another in real-time.

Welcome to VClass online chat. !



To find this page

Follow the steps below to go to Online Chat.

- Step 1** Open Communications function page.
Step 2 Click **Online Chat** on the Communications *Sub Menu*.

Online Chat Commands

The following table presents the functions available to users on the Online Chat.

To...	Then ...
Connect to online chat	click Connect . By default, will go to #lobby channel. <i>Chatters List</i> displays online users in the channel. Messages from users will appear in the public conversation window.
Enter a channel	Connect to online chat. Click Channels . A list of channels will be displayed. Click on a channel name. Or Connect to online chat. Enter /join #channelname in channel input area, e.g. /join #ITCZM. Changes current channel to the channel specified.

Enter a message in a channel public conversation	Enter a channel. Enter message in the channel input area. Message will appear in the conference.
Open a private window to talk privately to someone	Enter a channel. Click on a user in the chatters list. OR Enter channel. Enter <code>/query nickname</code> in channel input area. Private conversation window will appear.
Send a private message to another user	Open a private window to talk privately to someone. Enter message in input area. Message will be sent and will appear in the private conversation window. Replies will appear in same window. Exchanges of messages can be done. OR Enter <code>/msg nickname message</code> in channel input area, can be from any channel to any user in any channel. Message will be sent to the private chat window of nickname..
Leave a channel	Type <code>/leave #channelname</code> in the channel input area. User will part from the current channel. <code>/part</code> can also be used.
Create a new channel	Enter <code>/join newchannelname</code> in channel input area. New channel will be created. Window for new channel opens. Chat List contains one user, the chatter who created the channel. <i>Public</i> includes new channel button. Other chatters can access new channel.
Invite user to a channel	Enter <code>/INVITE buddy #channelname</code> in channel input area. People can only join channel if an operator permits it.
Change nick	Enter <code>/nick newnickname</code> in channel input area. Nick will change to newnickname.
Ignore a user	Enter <code>/ignore username</code> in the main message box.
Quit from online chat	Click Disconnect . OR Enter <code>/quit</code> in input area of any channel. Leaves the chatroom.

CALENDAR

Overview

The calendar sub-function is used to view and search the system calendar. Only the administrator and registry can post events in the system calendar. Instructors, facilitator and students, can only view and search system events. Class events are not displayed in the system calendar.

System events can be viewed annually, monthly, weekly, daily and by category. By default, the calendar displays all system events. Searching for events by entering keywords and specifying the dates and categories is possible.

The figure below shows the system calendar.



To find this page

Follow the steps below to go to the Calendar page.

- Step 1** Open Communications function page.
- Step 2** Click **Calendar** on the Communications *Sub Menu*.

Functions

The following table details how to view and search system events in the Calendar.

To...	Then ...
view system events	click on a <i>View</i> options link. View options include Current Year , Current Month , Current Week , Today , and Categories . Student can also click on <i>View</i> options icon on upper right hand side of the calendar. The events will be displayed annually, monthly, weekly, daily, and by category. By default, the calendar displays an <i>Event List</i> containing all system events. To view events for a specific category, click Category in <i>Event</i> option, on the pop-up window choose category from the drop-down list and click View .
search for system events	enter keywords to search. Specify the dates which events have been posted in the From and To drop-down list. Specify the category in the Category drop-down list. Click Search .
view details of a system event	in the <i>Event List</i> , click on Read more link for an event. For annual view, event details cannot be displayed. For monthly view, click on the event name. For weekly and daily views, click on Read more link for an event. This will display a pop-up window with event details including the date, time, event category, description, and contact information.