

VCLASS™

Learning Management System

Administrator Manual

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ABOUT THE VCLASS™ LEARNING MANAGEMENT SYSTEM ADMINISTRATOR 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 administrator manual aims to provide system administrators 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 administrator 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 administrator is presented with the 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: On the <i>Welcome</i> screen, click Next .
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 Administrator Manual is updated periodically.

To report any comments or suggestions regarding this manual, please contact VClass 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 course 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 the class on demand, the 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, students, registry and administrator 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

The screenshot shows the VClass Administrator interface. The **Main Menu** is located at the top, containing links: Home, Search, Profiles, Personal, Communications, Setting, and Logout. The **Sub Menu** is located on the left, containing links: Nodes, Assessment plugins, and Country_lookup. The **Content Area** is the main section, displaying a table of Nodes.

Node Id	Node Name	Abbreviation	URL	Actions
1	Center	AT	http://203.159.32.60/vclass/avist/	[Edit] [Del]
4	Indonesia	ID	http://167.205.23.101/vclass/	[Edit] [Del]
6	Malaysia	MY	http://161.142.10.24/vclass/	[Edit] [Del]
3	Philippines	PH	http://202.90.158.155/vclass/	[Edit] [Del]
2	Thai	TH	http://www.avist.org/vclass/	[Edit] [Del]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	[Add]

At the bottom of the page, it says: VClass Version 2.0.5.1
Developed by Distributed Education Center, Asian Institute of Technology

The *Main Menu* lists all the six functions available for the administrator 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.

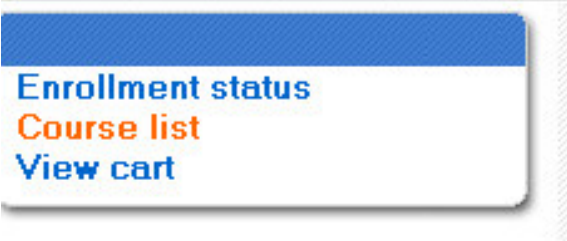


The *Content Area* displays the function and subfunction pages that appear when accessed through one of the items in the *Main Menu* or *Sub Menu*. Function and subfunction pages contain specific content or features.

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.

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.
- **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

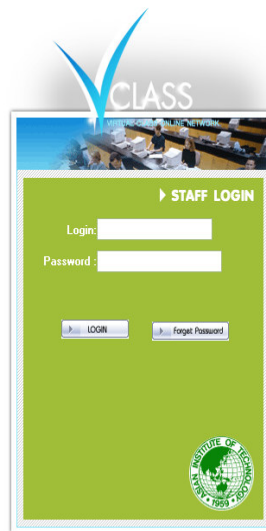
Overview

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

Logging into the VClass™ LMS

The administrator can login to VClass™ LMS using a valid login name and password.

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



To login as administrator of 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 your browser's Back and Forward buttons while navigating through **VClass™ LMS**. Instead, click 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 administrator to exit from **VClass™ LMS** completely.

SECTION 3:

VCLASS™ LMS

ADMINISTRATOR FUNCTIONS



SECTION 3: VCLASS™ LMS ADMINISTRATOR FUNCTIONS

Overview

VClass™ Learning Management System consists of six separate areas called functions. Each administrator function consists of sub-functions for course and student management.

In this section

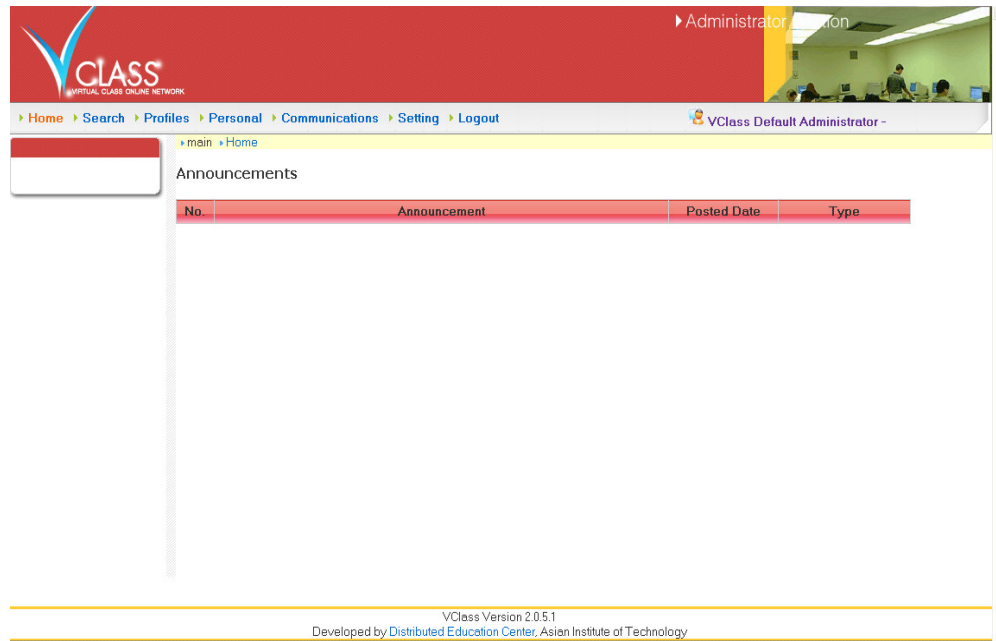
This section discusses the six administrator functions.

Function	Description
Home	Administrator can view the system announcements.
Search	Administrator can search for registered users, either students or staff.
Profiles	Administrator can create, modify, and delete staff profiles, and reset passwords.
Personal	Administrator can view and modify his personal profile and set the language used in VClass LMS
Communications	Administrator can communicate with other users.
Settings	Administrator can set nodes, assessment plugins, and countries.

HOME FUNCTION

Overview

When the administrator logs in successfully, the Home function page will be shown. If the administrator has posted general announcements, all users will be able to view these in the Home function page. Announcement details include announcement, date announcement was posted, and type of announcement.



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

SEARCH FUNCTION

Overview

Search function allows administrator 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.

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-function

The table below details the sub-function of the **Search** function. Administrator can search for registered users of VClass LMS. These sub-function will be discussed separately in detail in the subsection.

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

PEOPLE SEARCH

Overview

Administrator can search for registered users in the VClass LMS. The People Search sub-function allows administrator to search for other students or staff via ID or name.

The figure below shows the People Search page.

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.

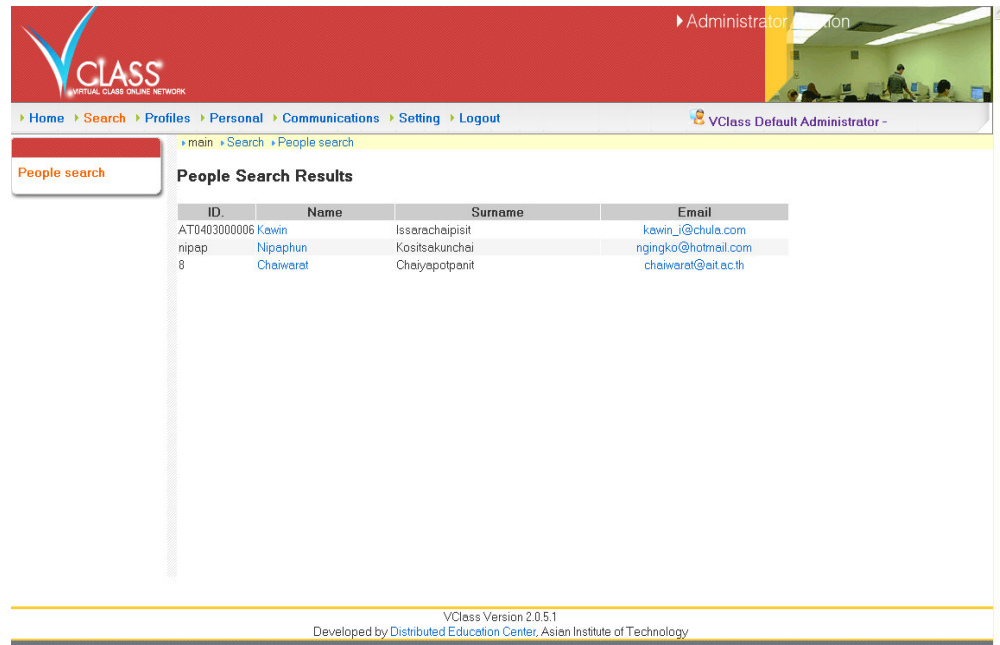
Functions

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 an administrator 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 web interface. At the top, there is a red header with the VCLASS logo and the text "VIRTUAL CLASS ONLINE NETWORK". To the right of the header, there is a navigation bar with links: Home, Search, Profiles, Personal, Communications, Setting, and Logout. Below the header, there is a sidebar on the left with a "People search" button. The main content area is titled "People Search Results" and contains a table with the following data:

ID.	Name	Surname	Email
AT0403000006	Kewin	Issaracheipisit	kewin_i@chula.com
nipap	Nipaphun	Kositsakunchai	ngingko@hotmail.com
8	Chaiwarat	Chaiyepotpanit	chaiwarat@ait.ac.th

At the bottom of the page, there is a footer with the text "VClass Version 2.0.5.1" and "Developed by Distributed Education Center, Asian Institute of Technology".

PROFILES FUNCTION

Overview

Administrator can create, modify and delete staff profiles.

The figure below shows the Profiles function page.

To find this page

Follow the steps below to open Profiles function page.

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

Functions

The table below details the functions available in Profiles page.

To...	Then ...
Search by name	Enter name in <i>Search by name</i> field. Click Go . Search Result will be displayed.
Search by role	Select role from the drop-down list. Click Go . Search Result will be displayed.
Modify staff profile	Search by name or Search by role. Select staff profile to modify by clicking on the login name. Modify staff profile page will be displayed. Enter new values for fields to modify. Click update. Message will be displayed: <i>Staff profile has successfully been updated</i> .
Delete staff profile	Search by name or Search by role. Select staff profile to delete, and click Del .

Reset password	Search by name or Search by role. Select staff profile to reset password, and click Reset Password . Email notification will be sent to staff, with new password.
----------------	--

Modify Staff Profile Fields

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

Fields	Description
Node *	Select the node from the drop-down list.
Role *	Select the role from the drop-down list.
Login *	Enter the login name.
New Password *	Enter a new password. This field is case sensitive.
Retype New Password *	Re-enter new password.
First Name *	Enter staff's first name.
Surname *	Enter staff's last name.
Email *	Enter staff's email address.
Address:	Enter staff's address.
City:	Enter staff's city.
Country:	Select staff's country from the drop-down list.
Postal:	Enter the postal code
Home Phone:	Enter staff's home phone number.
Business Phone:	Enter staff's business phone number.
Business Fax:	Enter staff's business fax number
Birthdate:	Enter staff's birth date.
Marital Status:	Select staff's marital status from the radio buttons.
Gender:	Select staff's gender from the radio buttons.
Comment:	Enter comments.

Profiles Subfunction

The table below details the sub-function of the **Profiles** function. This sub-function will be discussed separately in detail in the subsection.

Subfunctions	Description
Create Profile	Administrator can create staff profile.

CREATE PROFILE

Overview

Administrator can create staff profile.

The figure below shows Create Profile page.

To Find This Page

Follow the steps below to view Create Profile page.

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

Fields

The table below details the fields on Create Profile page.

Fields	Description
Node *	Select the node from the drop-down list.
Role *	Select the user role from the drop-down list.
Login *	Enter the login name.
Password *	Enter a password. This field is case sensitive.
First Name *	Enter staff's first name.
Surname *	Enter staff's last name.
Email *	Enter staff's email address.
Address:	Enter staff's address.
City:	Enter staff's city.
Country:	Select staff's country from the drop-down list.
Postal:	Enter the postal code.
Home Phone:	Enter the staff's home phone number.
Business Phone:	Enter the staff's business phone number.
Business Fax:	Enter the staff's business fax number.

Birthdate:	Enter staff's birth date.
Marital Status:	Select staff's marital status from the radio buttons.
Gender:	Select staff's gender from the radio buttons.
Comment:	Enter comments.

Functions

The table below details the functions available in Create Profile page.

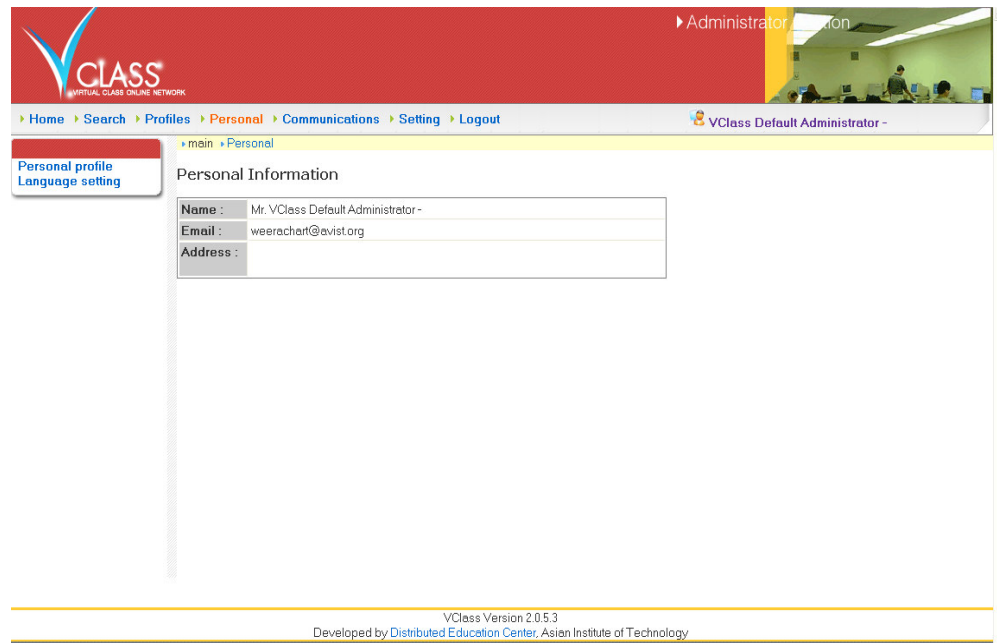
To...	Then ...
create a staff profile	enter the values for all the fields. Click Create . Staff Profile will be created. Email notification will be sent to staff, containing login name and password.

PERSONAL FUNCTION

Overview

Personal function allows administrators 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 Subfunctions

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 administrator to view and modify personal profile.
Language Setting	Allows administrator to set the language for VClass LMS.

PERSONAL PROFILE

Overview

Personal Profile sub-function allows an administrator to view his personal profile and modify it.

The figure below shows the Personal Profile page.

Modify Staff Profile

Instruction : To modify profile, simply go to the respective field which should be edited.

Node *	Thai
Role *	Administrator
Login *	admin
New Password *	
Retype new Password *	
First Name *	VClass Default Admin
Surname *	
Email *	veerachart@vavist.org
Address :	
City :	
Country :	Select country
Postal :	
Home Phone :	
Business Phone :	
Business Fax :	
Birthdate :	0000-00-00 (yyyy-mm-dd)
Marital Status :	<input checked="" type="radio"/> Single <input type="radio"/> Married
Gender :	<input checked="" type="radio"/> Male <input type="radio"/> Female
Comment :	
<input type="button" value="Update"/>	

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 menu

Fields

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

Fields	Description
Node *	Select the node from the drop-down list.
Role *	Select the role from the drop-down list.
Login *	Enter the login name.
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
Birthdate:	Enter birth date.
Marital Status:	Select marital status from the radio buttons.
Gender:	Select gender from the radio buttons.
Comment:	Enter comments.

Functions

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

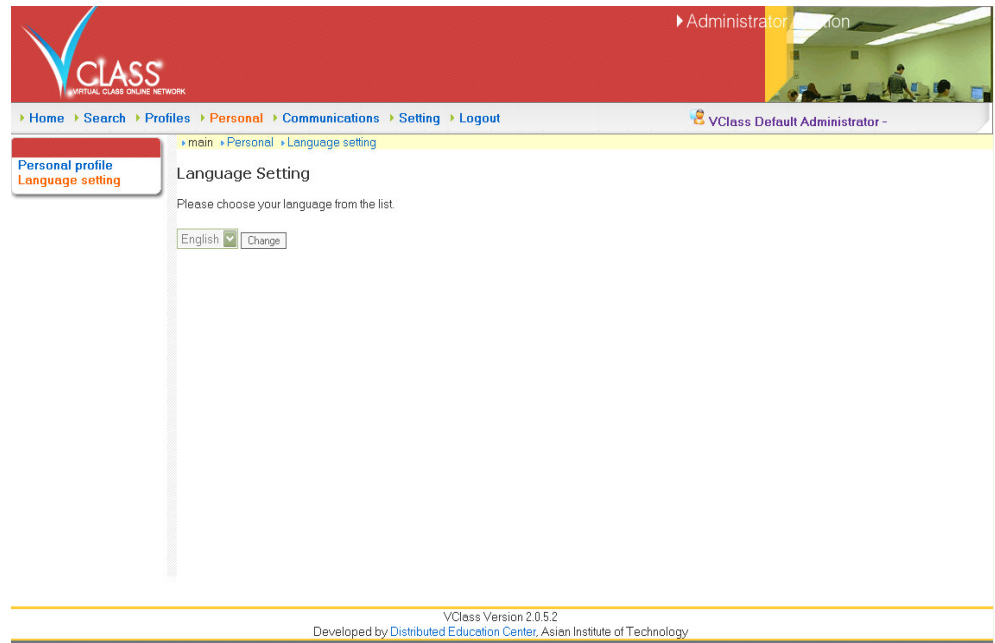
To...	Click ...
modify personal profile	update after entering new values for all fields to modify. Message will be displayed: <i>Profile has successfully been updated.</i>

LANGUAGE SETTING

Overview

Administrator 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 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, users do not have to be logged in at the same time in order to exchange messages. A user may post a new discussion topic, read and reply to messages in the WebBoard. Another user may read the message Monday morning and post a reply. You might read the other user'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 VClass™ LMS at the same time. Because of the synchronous nature of chat, it is always best to schedule a chat session.

Administrator can post system announcements and events for all users in the VClass™ LMS. Announcements subfunction allows administrator to post system announcements. While Calendar subfunction allows for posting of system events.

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 Subfunctions

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
Announcements	Allows administrator to post and delete system announcements.
Web Board	Allows administrator to post topics, read and reply to messages.
Online Chat	Allows synchronous communication with other users who are online.
Calendar	Allows administrator to post, search and view system events.

ANNOUNCEMENTS

Overview

Administrator can post and delete system announcements. System announcements are displayed in the Home function page for all users.

The figure below shows the Announcements page.

Add/Delete Announcements

Instructions:
To add an announcement, provide the information in the respective fields and click **Add** button. To delete an announcement click **Del** button.

No.	Text	Posted Date	Duration (days)	Type	Action
1.	Courses testing period: June-July 2004. Please send your suggestions to info@evist.org	12 June 2004	45	General	<input type="button" value="Del"/>
2.	CHAT SESSION: Wednesday, July 14, 2004 - 14:00 hrs. Thailand time.	12 July 2004	30	General	<input type="button" value="Del"/>
3.	CHAT ANNOUNCEMENT: For those who didn't join the chat session on July 14, 2004, we will be scheduling another session soon. The exact schedule and time will be announced later. If you experienced difficulties accessing the online chat earlier, please consult helpdesk@evist.org	15 July 2004	30	General	<input type="button" value="Del"/>
4.	Welcome to ASEAN Virtual Institute for Science and Technology	7 May 2004	30	General	<input type="button" value="Del"/>
5.	<input type="text"/>	15 March 2005	<input type="text"/>	<input type="text" value="General"/>	<input type="button" value="Add"/>

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To find this page

Follow the steps below to go to Announcements page.

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

Fields

The table below details the fields on the Announcements page.

Field	Description
Text *	Enter the announcement to post.
Duration *	Enter number of days to post announcement.
Type *	Select from drop-down list type of announcement.

Functions

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

To...	Then ...
add an announcement	enter text and duration in the appropriate fields. Select type in the drop-down list. Click Add . New announcement will be added to the <i>Announcement List</i> . This announcement will be displayed in Home function page of all users for the entire duration period.
delete an announcement	select an announcement to delete. Click Delete . Announcement will be deleted from the <i>Announcement List</i> .

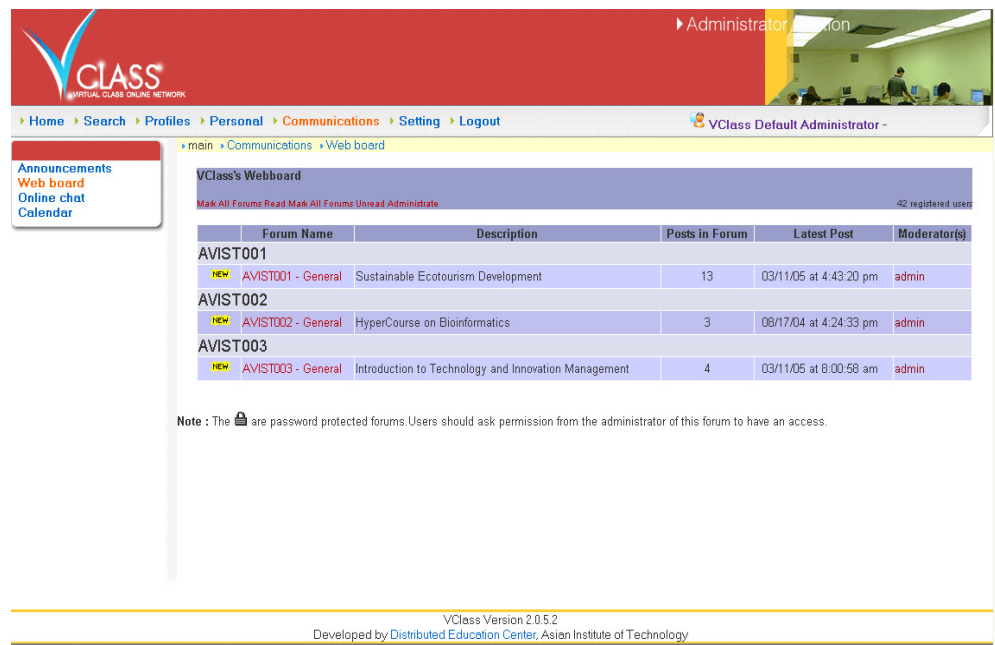
WEB BOARD

Overview

A web board is a threaded discussion where the administrator can communicate with other users without having to be online at the same time.

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

The figure below shows the Web Board page.



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.

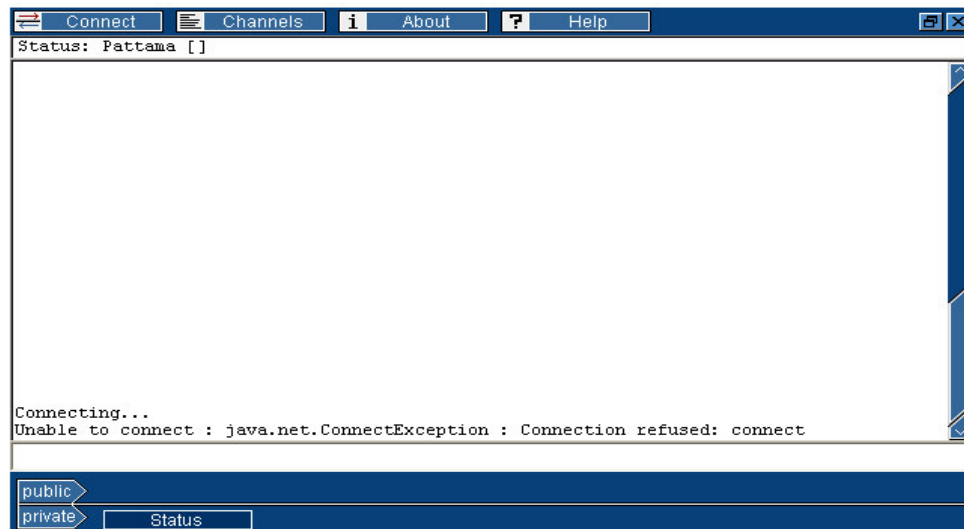
ONLINE CHAT

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.

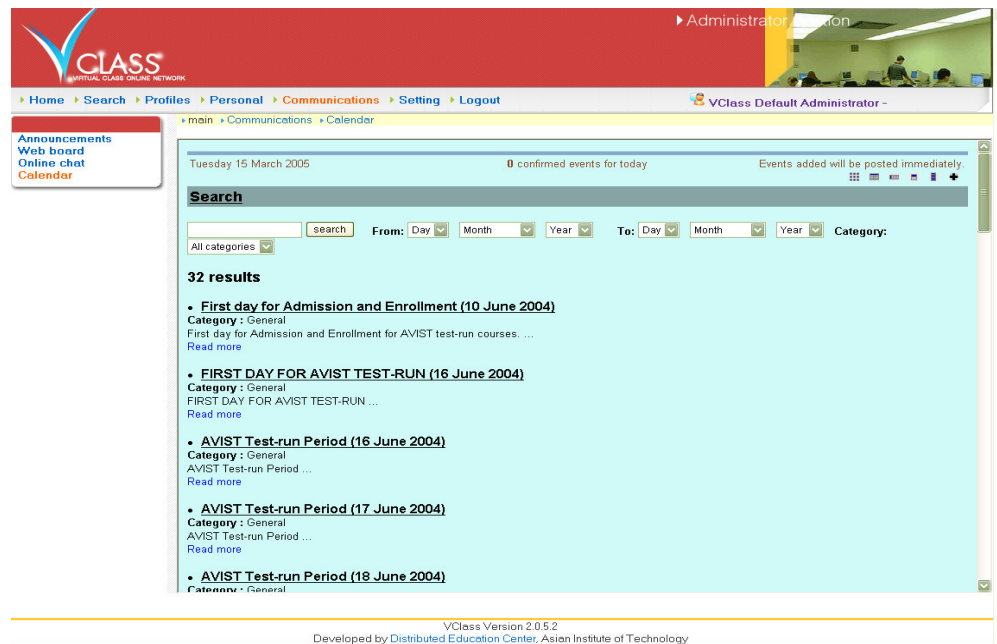
CALENDAR

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. New system event can be added.

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.

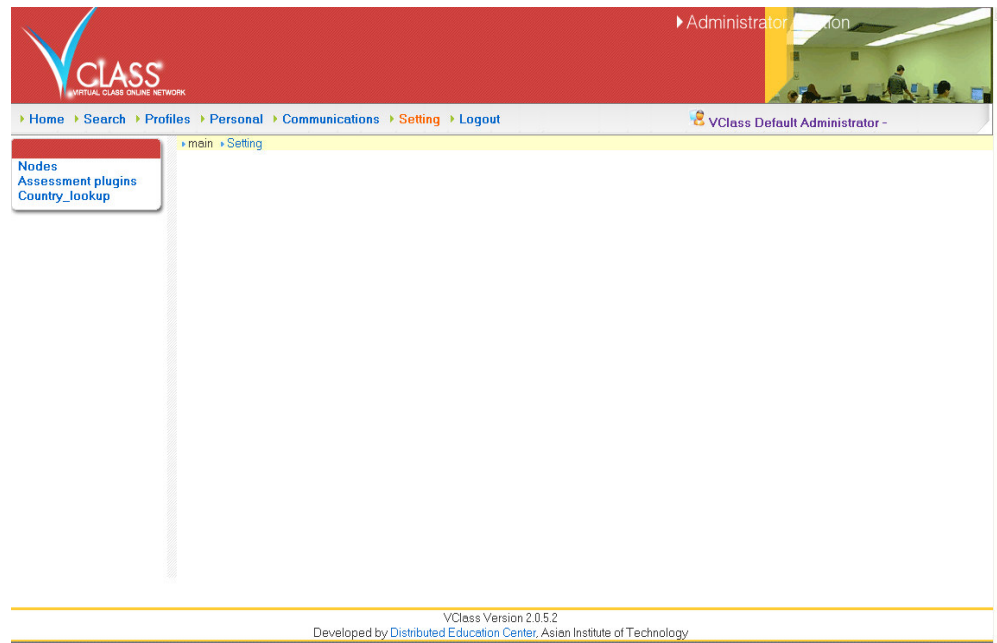
To...	Then ...
view system events	click on a <i>View</i> options link. View options include Current Year , Current Month , Current Week , Today , and Categories . Student can also click on <i>View</i> options icon on upper right hand side of the calendar. The events will be displayed annually, monthly, 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.
add a system 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 .

SETTINGS FUNCTION

Overview

In the Settings function, administrator can set the nodes, assessment plugins and country list for VClass.

The figure below shows the Settings function page.



To find this page

Follow the steps below to open Settings function page.

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

Settings Subfunctions

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

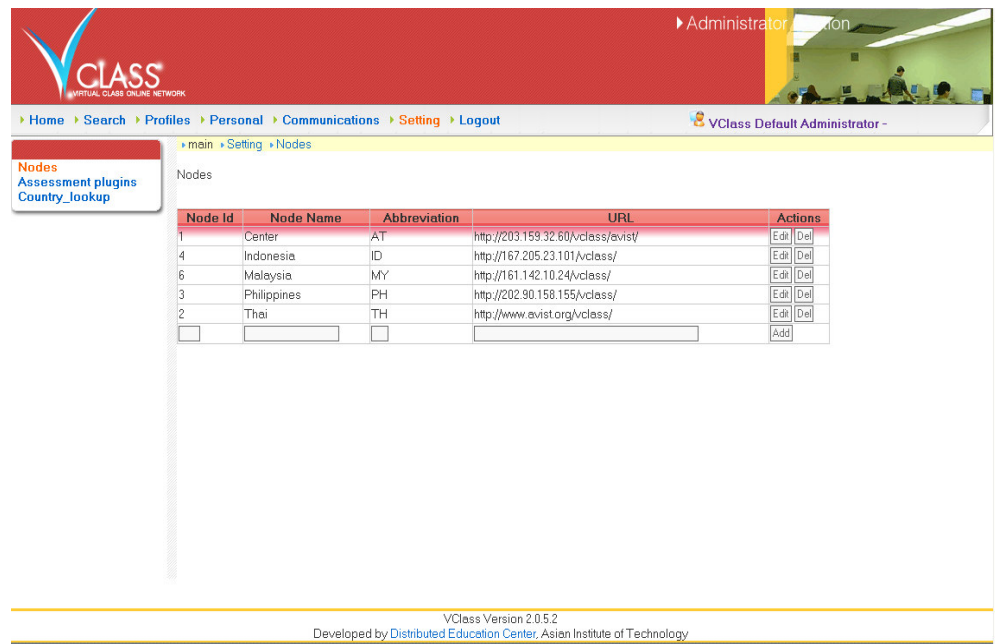
Subfunctions	Description
Nodes	Administrator can add, edit and delete school nodes.
Assessment Plugins	Administrator can add, edit and delete assessment plug-ins.
Country_Lookup	Administrator can search, edit, delete and add countries.

NODES

Overview

Nodes subfunction allows administrator to add, edit and delete nodes.

The figure below shows the Nodes subfunction page.



To find this page

Follow the steps below to view Nodes subfunctions page.

- Step 1** Open Settings function page.
Step 2 Click **Nodes** on the Settings *Sub Menu*.

Fields

The table below details the fields on the Nodes subfunction page.

Field	Description
Node Id *	Enter ID of node.
Node Name *	Enter name of node.
Abbreviation *	Enter abbreviation or short name for node.
URL *	Enter the URL of node.

Functions

The table below details the functions available in Nodes page.

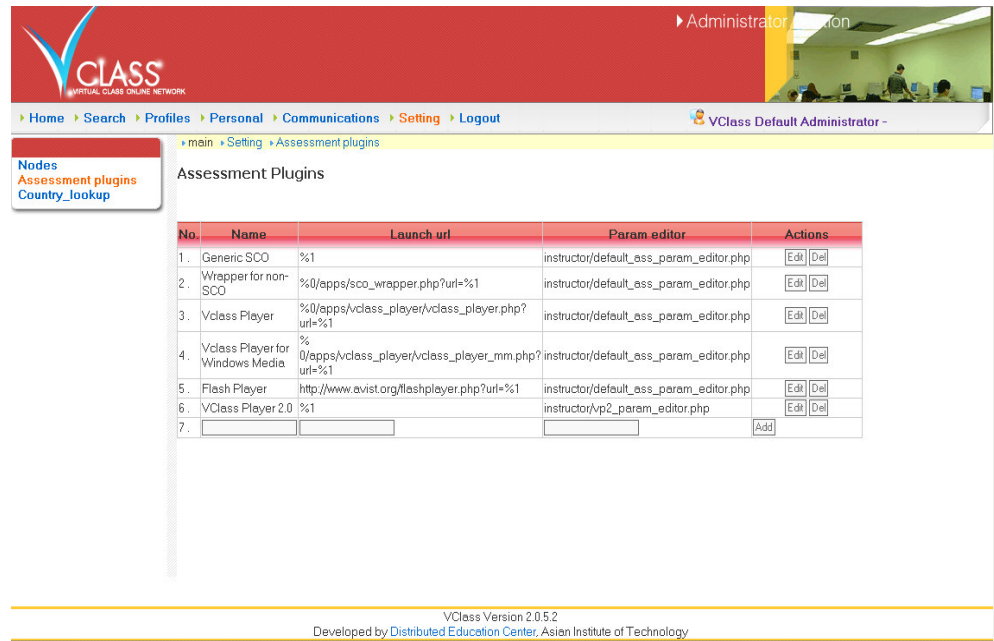
To...	Then ...
add a new node	Enter node id, node name, abbreviation for node, and URL in their respective fields. Click Add . New node will be added to the <i>Node List</i> .
edit a node	Select a node to edit, click Edit . Enter new values for fields to modify. To save new values, click Save . Change will be reflected in the <i>Node List</i> . To retain previous values, click Cancel .
delete a node	Select a node to delete, click Del . Selected node will be deleted from <i>Node List</i> .

ASSESSMENT PLUGINS

Overview

Assessment Plugins subfunction allows administrator to add, edit and delete assessment plugins.

The figure below shows the Assessment Plugins subfunction page.



To find this page

Follow the steps below to view Assessment Plugins subfunction page.

- Step 1** Open Settings function page.
Step 2 Click **Assessment Plugins** on the Settings *Sub Menu*.

Fields

The table below details the fields on the Assessment Plugins subfunction page.

Field	Description
Name *	Enter assessment plugin name.
Launch URL *	Enter Launch URL of assessment plugin.
Param Editor *	Enter parameter editor of assessment plugin.

Functions

The table below details the functions available in Assessment Plugins page.

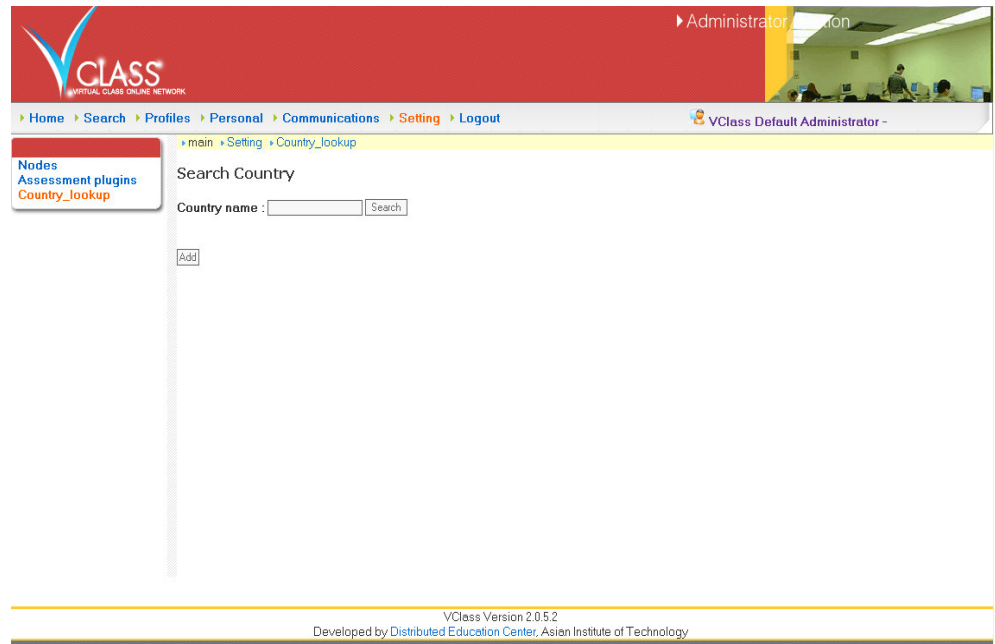
To...	Then ...
add a new assessment plugin	Enter name, launch URL and parameter editor of assessment plugin in their respective fields. Click Add . New assessment plugin will be added to the <i>Assessment Plugin List</i> .
edit an assessment plugin	Select an assessment plugin to edit, click Edit . Enter new values for fields to modify. To save new values, click Save . Change will be reflected in the <i>Assessment Plugin List</i> .
delete an assessment plugin	Select an assessment plugin to delete, click Del . Selected node will be deleted from <i>Assessment Plugin List</i> .

COUNTRY_LOOKUP

Overview

Country_Lookup subfunction allows administrator to search, edit, delete and add countries.

The figure below shows the Country_Lookup page.



To find this page

Follow the steps below to view Country_Lookup page.

- Step 1** Open Settings function page.
Step 2 Click **Country_Lookup** on the Settings *Sub Menu*.

Functions

The table below details the functions available in Country_Lookup page.

To...	Then ...
Search for a country	Enter keyword to search. Click Search . Search result displays a list of countries matching keyword searched.
Edit country name	Search for a country to edit. Select country, click Edit . Enter new name in <i>Country Name</i> field. Click Save . Change will be reflected in the <i>Country List</i> .
Delete a country	Search for a country to delete. Select country, click Del . Selected country is deleted from <i>Country List</i> .
Add a country	Click Add . Country Categories page will appear. Enter name in <i>Country Name</i> field. Click Add . <i>Country List</i> will be displayed with new country added.