

# **VCLASS™**

## ***Learning Management System***

### **Administrator Manual**

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## ABOUT THE VCLASS™ LEARNING MANAGEMENT SYSTEM ADMINISTRATOR MANUAL

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### 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.

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### 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

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### 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.
<b>Steps</b>	Tasks users should perform.
<b>Bold type</b>	A button, link, or field name that can be clicked. For example: Click <b>OK</b> .
<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 <b>Next</b> .
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: Syllabus

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## 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](mailto: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.

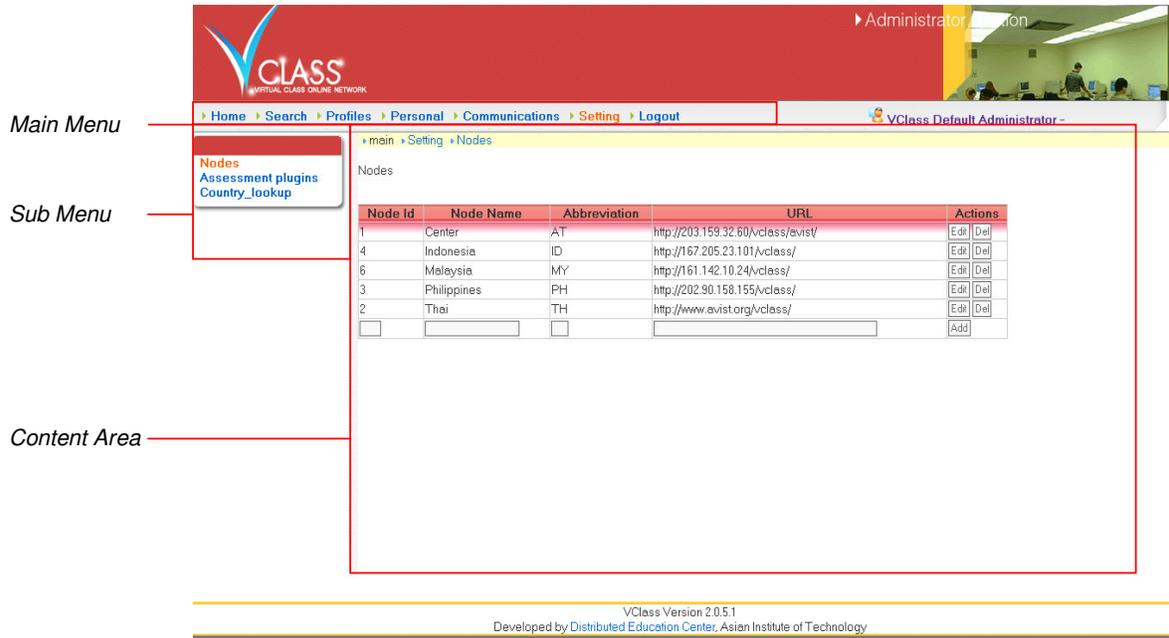
The **VClass™ LMS** was developed by the Distributed Education Center, a subunit of Internet Education and Research Laboratory, at the Asian Institute of Technology. The system was first released in its entirety on the Internet under the name, **Web Class On Demand** or **WCoD**.

### 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 *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.

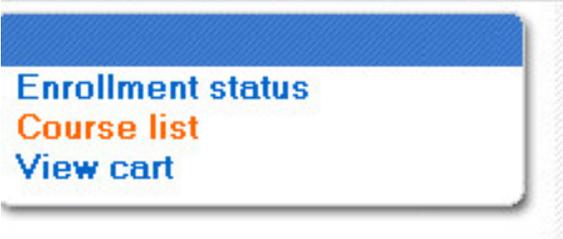
The *Content Area* displays the function and subfunction pages that appear when accessed through one of the items in the *Main Menu* or *Sub Menu*. Function and subfunction pages contain specific content or features.

### 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
<p><b>Main Menu</b></p> 	<p>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.</p>

<p><b>Sub Menu</b></p> 	<p>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.</p>
<p><b>Button</b></p> 	<p>Click a button to navigate to a page within the VClass LMS. In addition, buttons execute functions.</p>
<p><b>Path</b></p> 	<p>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.</p>

### 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

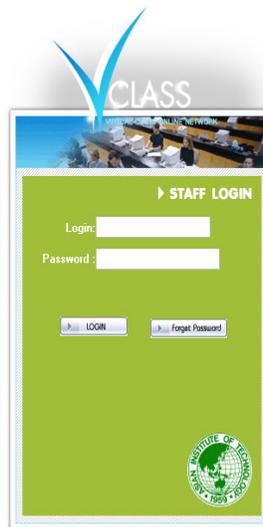
This chapter covers a number of basic skills and concepts that apply to all **VClass™ LMS** administrator functions.

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### 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.

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**Logging out from the VClass™ LMS**

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

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# **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.

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### In this section

This section discusses the six administrator functions.

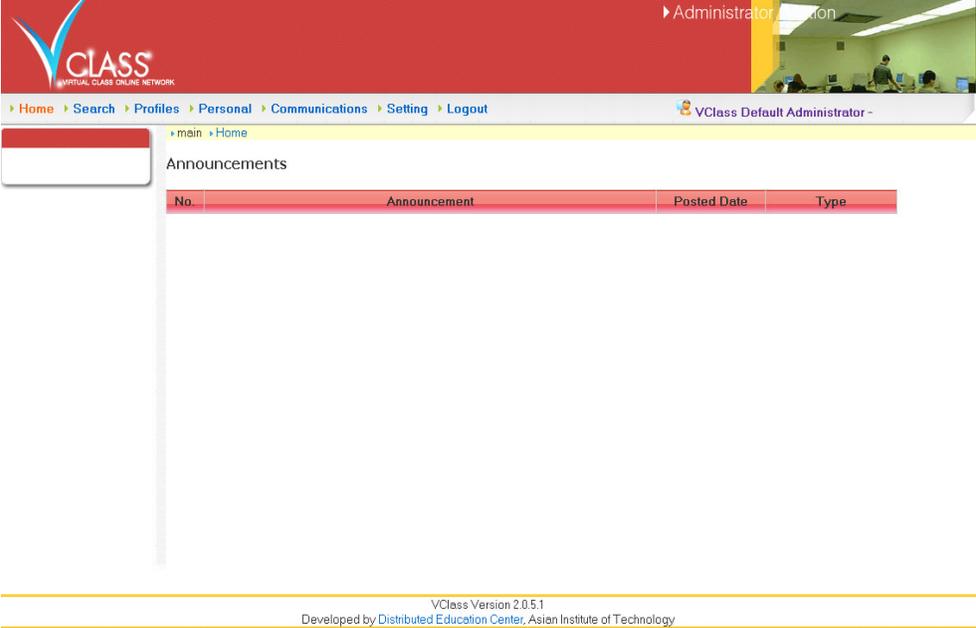
Function	Description
<b>Home</b>	Administrator can view the system announcements.
<b>Search</b>	Administrator can search for registered users, either students or staff.
<b>Profiles</b>	Administrator can create, modify, and delete staff profiles, and reset passwords.
<b>Personal</b>	Administrator can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

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# 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.



Administrator

VCLASS  
VIRTUAL CLASS ONLINE NETWORK

Home Search Profiles Personal Communications Setting Logout

VClass Default Administrator -

main Home

Announcements

No.	Announcement	Posted Date	Type
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VClass Version 2.0.5.1  
Developed by Distributed Education Center, Asian Institute of Technology

## To find this page

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

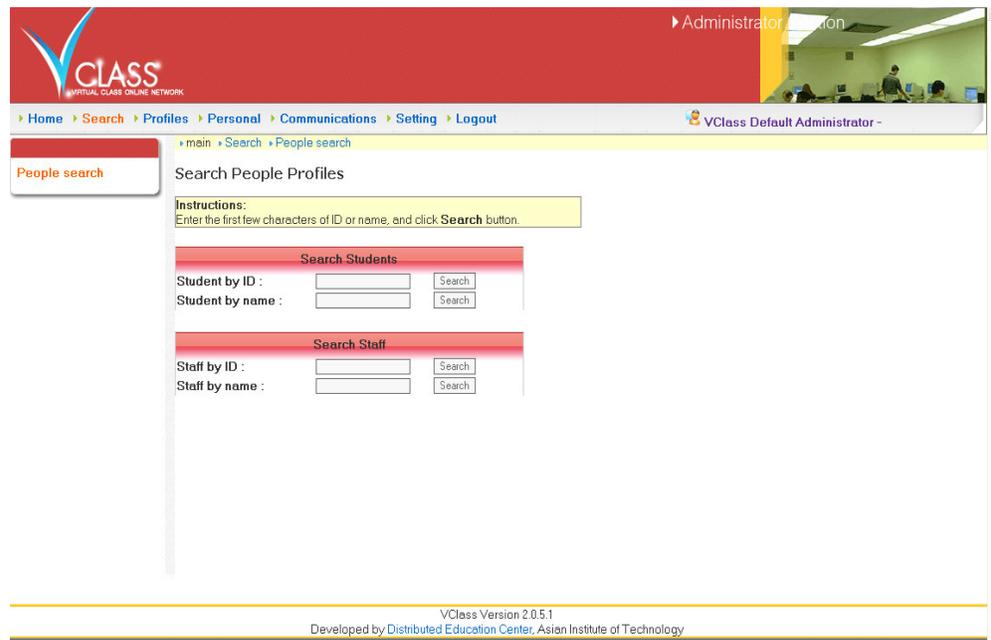
- Step 1** Login to the VClass™ LMS
- Step 2** Click **Home** function on the *Main Menu*. By default, Home function page is displayed after logging into the VClass™ LMS

# 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.

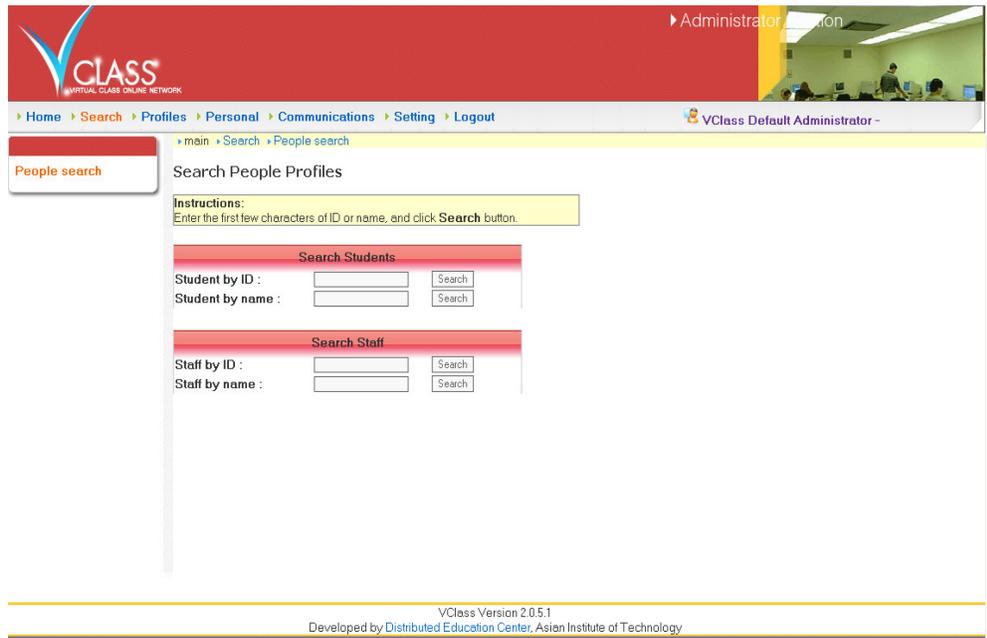
Subfunctions	Description
People Search	Search for all registered users of VClass LMS.

## 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*.

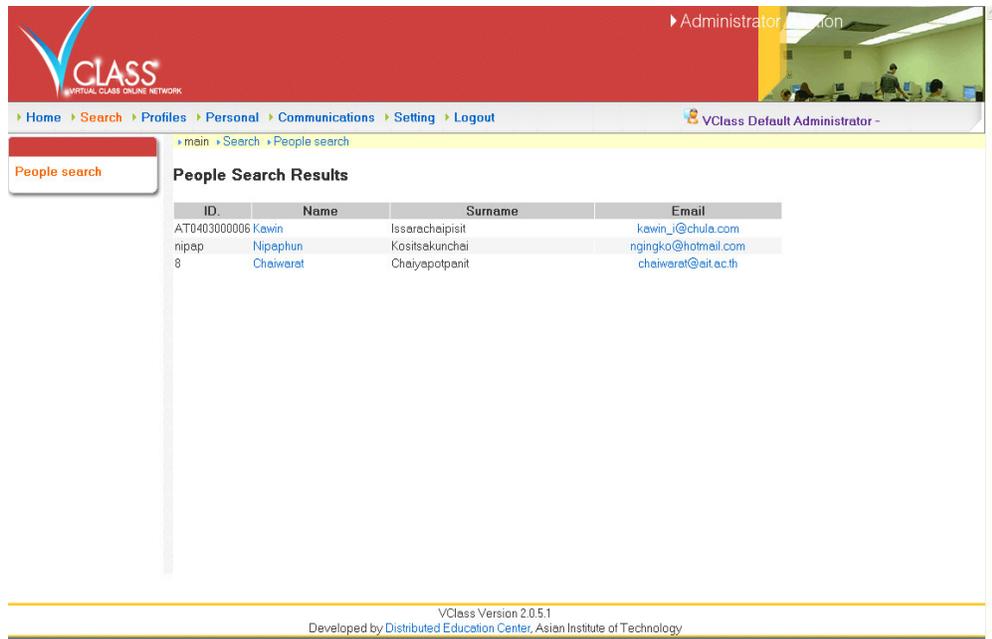
### Functions

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 <b>Search</b> . <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 <b>Search</b> . <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 interface for the 'People Search Results' page. The page features a red header with the VCLASS logo and navigation links. A sidebar on the left contains a 'People search' button. The main content area shows a table with the following data:

ID.	Name	Surname	Email
AT0403000006	<a href="#">Kewin</a>	Issaracheipisit	<a href="mailto:kewin_i@chula.com">kewin_i@chula.com</a>
nipap	<a href="#">Nipaphun</a>	Kositsakunchai	<a href="mailto:ngingko@hotmail.com">ngingko@hotmail.com</a>
8	<a href="#">Chaiwarat</a>	Chaiyepotpanit	<a href="mailto:chaiwarat@ait.ac.th">chaiwarat@ait.ac.th</a>

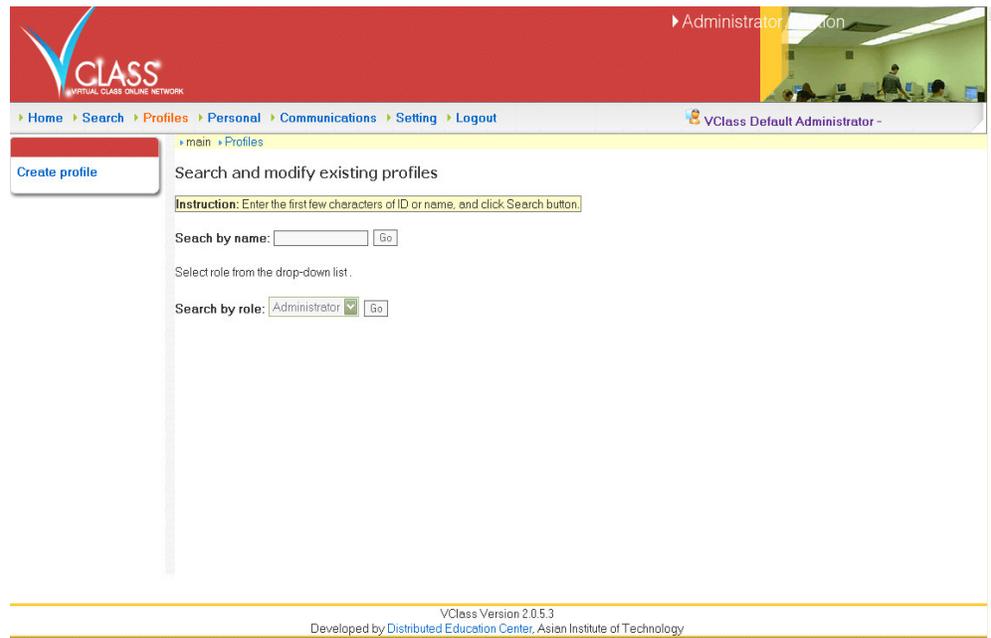
The footer of the page indicates 'VClass Version 2.0.5.1' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

# 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 <b>Go</b> . Search Result will be displayed.
Search by role	Select role from the drop-down list. Click <b>Go</b> . 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 <b>Del</b> .

Reset password	Search by name or Search by role. Select staff profile to reset password, and click <b>Reset Password</b> . 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
<b>Node *</b>	Select the node from the drop-down list.
<b>Role *</b>	Select the role from the drop-down list.
<b>Login *</b>	Enter the login name.
<b>New Password *</b>	Enter a new password. This field is case sensitive.
<b>Retype New Password *</b>	Re-enter new password.
<b>First Name *</b>	Enter staff's first name.
<b>Surname *</b>	Enter staff's last name.
<b>Email *</b>	Enter staff's email address.
<b>Address:</b>	Enter staff's address.
<b>City:</b>	Enter staff's city.
<b>Country:</b>	Select staff's country from the drop-down list.
<b>Postal:</b>	Enter the postal code
<b>Home Phone:</b>	Enter staff's home phone number.
<b>Business Phone:</b>	Enter staff's business phone number.
<b>Business Fax:</b>	Enter staff's business fax number
<b>Birthdate:</b>	Enter staff's birth date.
<b>Marital Status:</b>	Select staff's marital status from the radio buttons.
<b>Gender:</b>	Select staff's gender from the radio buttons.
<b>Comment:</b>	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
<b>Create Profile</b>	Administrator can create staff profile.

## CREATE PROFILE

### Overview

Administrator can create staff profile.

The figure below shows Create Profile page.

The screenshot shows the 'Create Staff Profile' page in the VClass system. The page includes a navigation menu with options like Home, Search, Profiles, Personal, Communications, Setting, and Logout. The main form contains the following fields:

- Node \***: Select Node (dropdown)
- Role \***: Select Role (dropdown)
- Login \***: Text input
- Password \***: Password input
- First Name \***: Text input
- Surname \***: Text input
- Email \***: Text input
- Address**: Text area
- City**: Text input
- Country**: Select country (dropdown)
- Postal**: Text input
- Home Phone**: Text input
- Business Phone**: Text input
- Business Fax**: Text input
- Birthdate**: Text input (format: yyyy-mm-dd)
- Marital Status**: Radio buttons for Single and Married
- Gender**: Radio buttons for Male and Female
- Comment**: Text area

A 'create' button is located at the bottom of the form. The page footer indicates 'VClass Version 2.0.5.3'.

### 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
<b>Node *</b>	Select the node from the drop-down list.
<b>Role *</b>	Select the user role from the drop-down list.
<b>Login *</b>	Enter the login name.
<b>Password *</b>	Enter a password. This field is case sensitive.
<b>First Name *</b>	Enter staff's first name.
<b>Surname *</b>	Enter staff's last name.
<b>Email *</b>	Enter staff's email address.
<b>Address:</b>	Enter staff's address.
<b>City:</b>	Enter staff's city.
<b>Country:</b>	Select t staff's country from the drop-down list.
<b>Postal:</b>	Enter the postal code.
<b>Home Phone:</b>	Enter the staff's home phone number.
<b>Business Phone:</b>	Enter the staff's business phone number.
<b>Business Fax:</b>	Enter the staff's business fax number

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<b>Birthdate:</b>	Enter staff's birth date.
<b>Marital Status:</b>	Select staff's marital status from the radio buttons.
<b>Gender:</b>	Select staff's gender from the radio buttons.
<b>Comment:</b>	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 <b>Create</b> . Staff Profile will be created. Email notification will be sent to staff, containing login name and password.

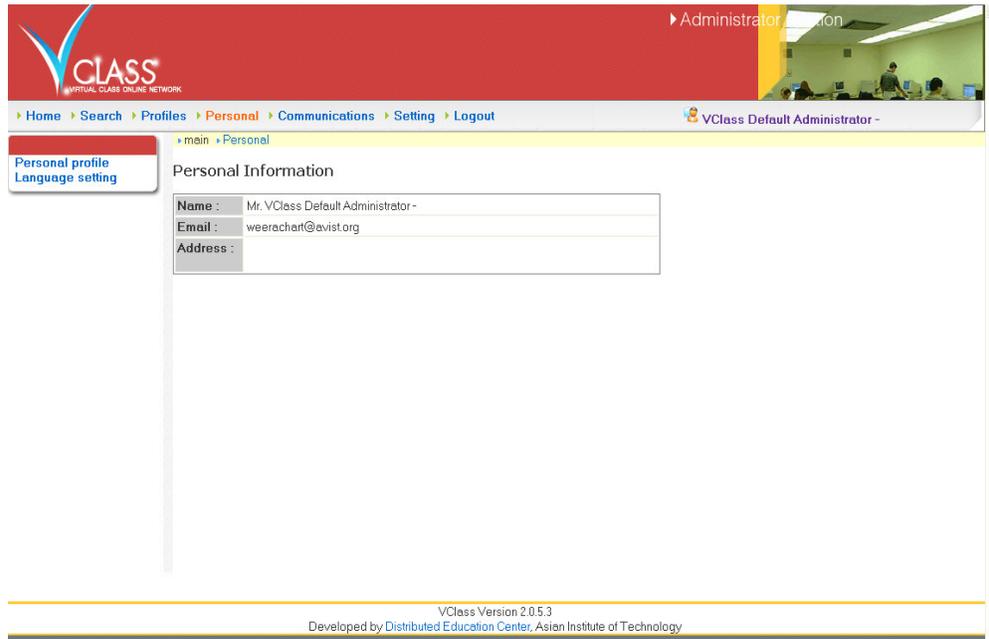
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# PERSONAL FUNCTION

## 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
<b>Personal Profile</b>	Allows administrator to view and modify personal profile.
<b>Language Setting</b>	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.

### 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
<b>Node *</b>	Select the node from the drop-down list.
<b>Role *</b>	Select the role from the drop-down list.
<b>Login *</b>	Enter the login name.
<b>New Password *</b>	Enter a new password. This field is case sensitive.
<b>Retype New Password *</b>	Re-enter new password.
<b>First Name *</b>	Enter first name.
<b>Surname *</b>	Enter last name.
<b>Email *</b>	Enter email address.
<b>Address:</b>	Enter address.
<b>City:</b>	Enter city.
<b>Country:</b>	Select country from the drop-down list.
<b>Postal:</b>	Enter the postal code
<b>Home Phone:</b>	Enter home phone number.
<b>Business Phone:</b>	Enter business phone number.

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<b>Business Fax:</b>	Enter business fax number
<b>Birthdate:</b>	Enter birth date.
<b>Marital Status:</b>	Select marital status from the radio buttons.
<b>Gender:</b>	Select gender from the radio buttons.
<b>Comment:</b>	Enter comments.

---

## Functions

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

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

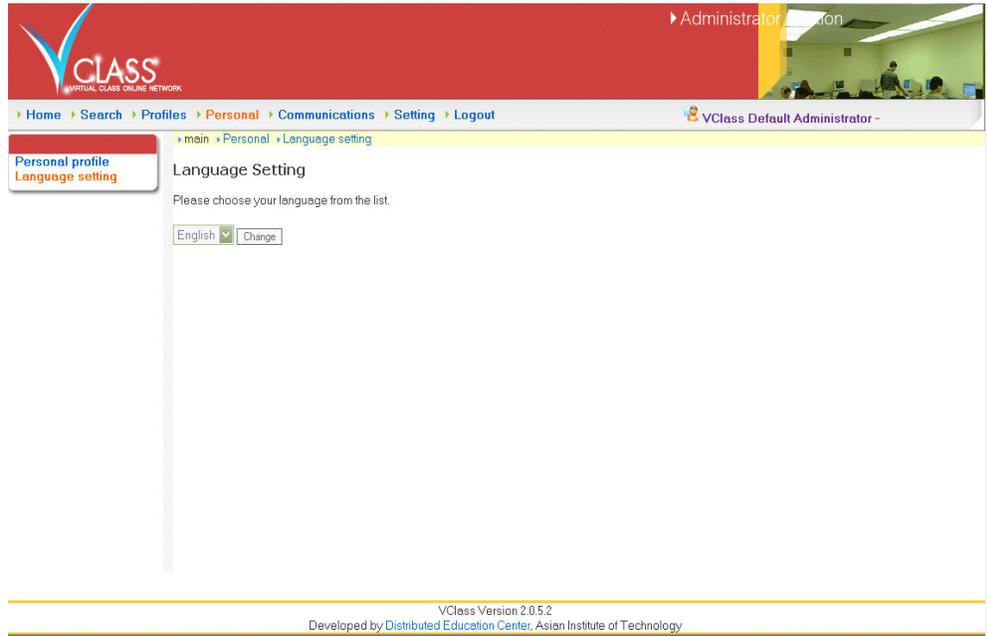
---

## 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 <b>Change</b> .

# 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
<b>Announcements</b>	Allows administrator to post and delete system announcements.
<b>Web Board</b>	Allows administrator to post topics, read and reply to messages.
<b>Online Chat</b>	Allows synchronous communication with other users who are online.
<b>Calendar</b>	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.

main » Communications » Announcements

Announcements  
Web board  
Online chat  
Calendar

**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"/>	General	<input type="button" value="Add"/>

VClass Version 2.0.5.2  
Developed by Distributed Education Center, Asian Institute of Technology

### 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
<b>Text *</b>	Enter the announcement to post.
<b>Duration *</b>	Enter number of days to post announcement.
<b>Type *</b>	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 <b>Add</b> .  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 <b>Delete</b> . Announcement will be deleted from the <i>Announcement List</i> .

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## 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.

VClass's Webboard

42 registered users

Forum Name	Description	Posts in Forum	Latest Post	Moderator(s)
AVIST001				
NEW AVIST001 - General	Sustainable Ecotourism Development	13	03/11/05 at 4:43:20 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

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

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### 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 <b>New Topic</b> button. This will display a page to make a new post. Enter topic in <b>Title</b> box. Enter message to post in <b>Message</b> box. Click <b>Post</b> 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 <b>New Reply</b> button. This will display a page to post a message. Enter message title in the <b>Title</b> box. Enter message to post in <b>Message</b> box. Click <b>Post</b> button.
mark all forums read	click on <b>Mark All Forum Read</b> link.
mark all forums unread	click on <b>Mark All Forum Unread</b> link.
mark a forum as read	access a forum. Click on <b>Mark This Forum Read</b> link.

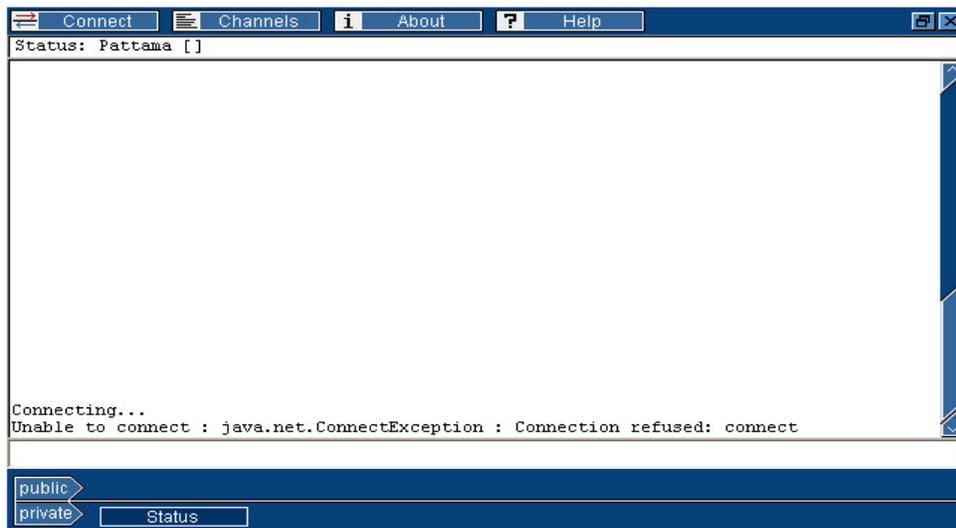
## ONLINE CHAT

### 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 <b>Connect</b> . 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 <b>Channels</b> . 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 <b>Disconnect</b> . 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.

The screenshot displays the VClass system calendar interface. At the top, there is a navigation bar with the VClass logo and a user profile for 'Administrator'. Below the navigation bar, there is a sidebar with links for 'Announcements', 'Web board', 'Online chat', and 'Calendar'. The main content area shows the date 'Tuesday 15 March 2005' and '0 confirmed events for today'. A search bar is present with a 'search' button and filters for 'From' and 'To' dates (Day, Month, Year) and 'Category'. Below the search bar, there are 32 results listed, each with a title, category, and a 'Read more' link. The results include:

- **First day for Admission and Enrollment (10 June 2004)**  
Category: General  
First day for Admission and Enrollment for AVIST test-run courses. ...  
[Read more](#)
- **FIRST DAY FOR AVIST TEST-RUN (16 June 2004)**  
Category: General  
FIRST DAY FOR AVIST TEST-RUN ...  
[Read more](#)
- **AVIST Test-run Period (16 June 2004)**  
Category: General  
AVIST Test-run Period ...  
[Read more](#)
- **AVIST Test-run Period (17 June 2004)**  
Category: General  
AVIST Test-run Period ...  
[Read more](#)
- **AVIST Test-run Period (18 June 2004)**  
Category: General

At the bottom of the page, there is a footer with the text: 'VClass Version 2.0.5.2' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

### 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.

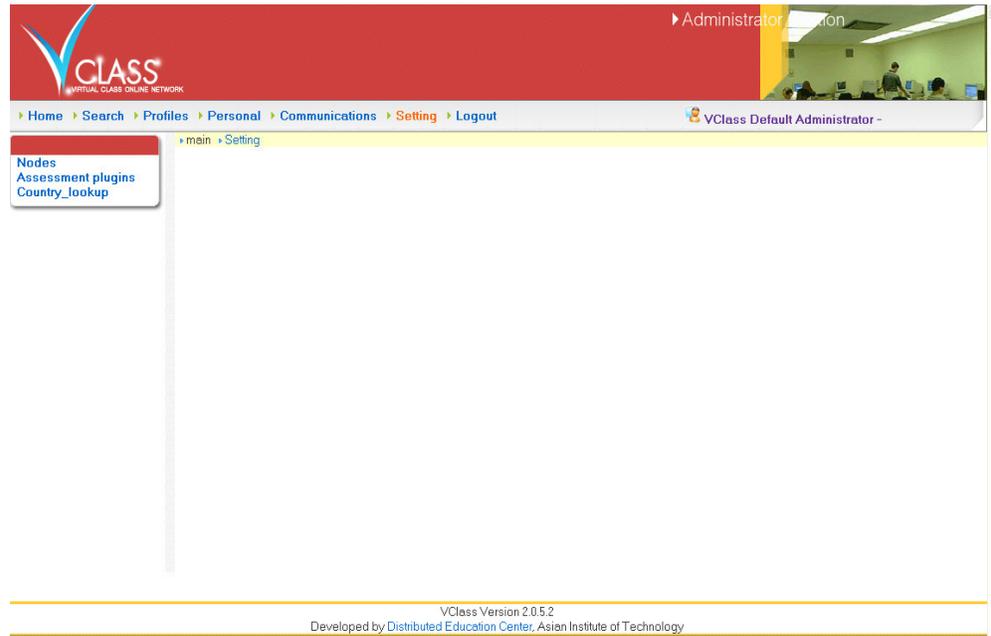
To...	Then ...
view system events	click on a <i>View</i> options link. View options include <b>Current Year</b> , <b>Current Month</b> , <b>Current Week</b> , <b>Today</b> , and <b>Categories</b> . Student can also click on <i>View</i> options icon on upper right hand side of the calendar. The events 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 <b>Category</b> in <i>Event</i> option, on the pop-up window choose category from the drop-down list and click <b>View</b> .
search for system events	enter keywords to search. Specify the dates which events have been posted in the <b>From</b> and <b>To</b> drop-down list. Specify the category in the <b>Category</b> drop-down list. Click <b>Search</b> .
view details of a system event	in the <i>Event List</i> , click on <b>Read more</b> 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 <b>Read more</b> 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 <b>Add</b> 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 <b>Add Event</b> .

# 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
<b>Nodes</b>	Administrator can add, edit and delete school nodes.
<b>Assessment Plugins</b>	Administrator can add, edit and delete assessment plug-ins.
<b>Country_Lookup</b>	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.

The screenshot shows the VClass Administrator interface. The top navigation bar includes 'Home', 'Search', 'Profiles', 'Personal', 'Communications', 'Setting', and 'Logout'. The 'Setting' menu is expanded to show 'Nodes'. The main content area displays a table of nodes with the following data:

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="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	Add

At the bottom of the page, it says 'VClass Version 2.0.5.2' and 'Developed by Distributed Education Center, Asian Institute of Technology'.

### 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
<b>Node Id *</b>	Enter ID of node.
<b>Node Name *</b>	Enter name of node.
<b>Abbreviation *</b>	Enter abbreviation or short name for node.
<b>URL *</b>	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 <b>Add</b> . New node will be added to the <i>Node List</i> .
edit a node	Select a node to edit, click <b>Edit</b> . Enter new values for fields to modify. To save new values, click <b>Save</b> . Change will be reflected in the <i>Node List</i> . To retain previous values, click <b>Cancel</b> .
delete a node	Select a node to delete, click <b>Del</b> . 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.

The screenshot displays the 'Assessment Plugins' subfunction page in the VClass Administrator interface. The page features a table with the following data:

No.	Name	Launch url	Param editor	Actions
1.	Generic SCO	%1	instructor/default_ass_param_editor.php	Edt Del
2.	Wrapper for non-SCO	%0/epps/sco_wrapper.php?url=%1	instructor/default_ass_param_editor.php	Edt Del
3.	Vclass Player	%0/epps/vclass_player/vclass_player.php?url=%1	instructor/default_ass_param_editor.php	Edt Del
4.	Vclass Player for Windows Media	%0/epps/vclass_player/vclass_player_mm.php?url=%1	instructor/default_ass_param_editor.php	Edt Del
5.	Flash Player	http://www.avist.org/flashplayer.php?url=%1	instructor/default_ass_param_editor.php	Edt Del
6.	VClass Player 2.0	%1	instructor/vp2_param_editor.php	Edt Del
7.				Add

The page footer indicates: VClass Version 2.0.5.2, Developed by Distributed Education Center, Asian Institute of Technology.

### 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
<b>Name *</b>	Enter assessment plugin name.
<b>Launch URL *</b>	Enter Launch URL of assessment plugin.
<b>Param Editor *</b>	Enter parameter editor of assessment plugin.

## Functions

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

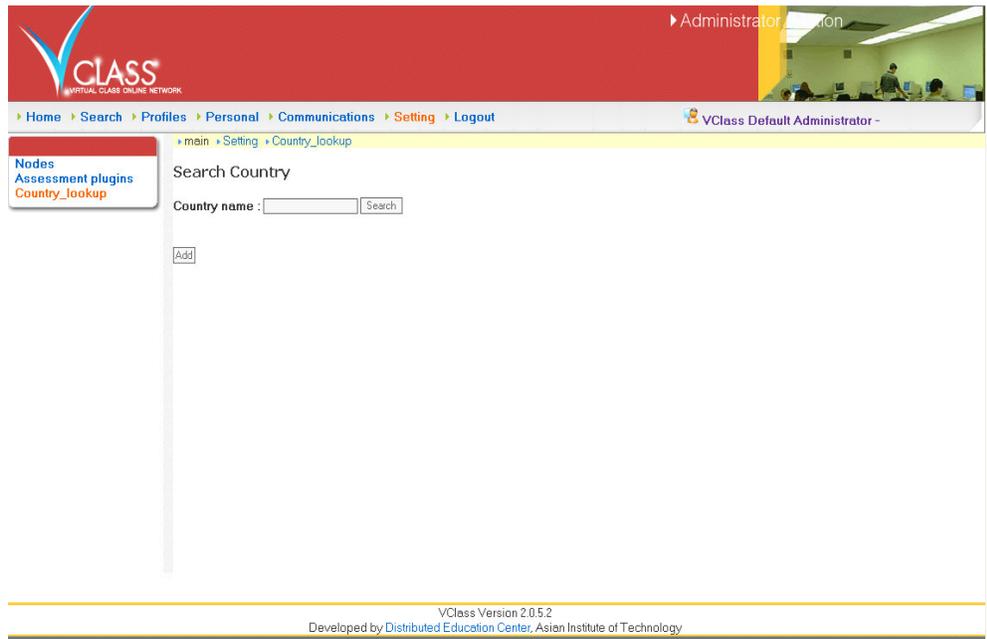
To...	Then ...
add a new assessment plugin	Enter name, launch URL and parameter editor of assessment plugin in their respective fields. Click <b>Add</b> . New assessment plugin will be added to the <i>Assessment Plugin List</i> .
edit an assessment plugin	Select an assessment plugin to edit, click <b>Edit</b> . Enter new values for fields to modify. To save new values, click <b>Save</b> . Change will be reflected in the <i>Assessment Plugin List</i> .
delete an assessment plugin	Select an assessment plugin to delete, click <b>Del</b> . 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 <b>Search</b> . Search result displays a list of countries matching keyword searched.
Edit country name	Search for a country to edit. Select country, click <b>Edit</b> . Enter new name in <i>Country Name</i> field. Click <b>Save</b> . Change will be reflected in the <i>Country List</i> .
Delete a country	Search for a country to delete. Select country, click <b>Del</b> . Selected country is deleted from <i>Country List</i> .
Add a country	Click <b>Add</b> . Country Categories page will appear. Enter name in <i>Country Name</i> field. Click <b>Add</b> . <i>Country List</i> will be displayed with new country added.