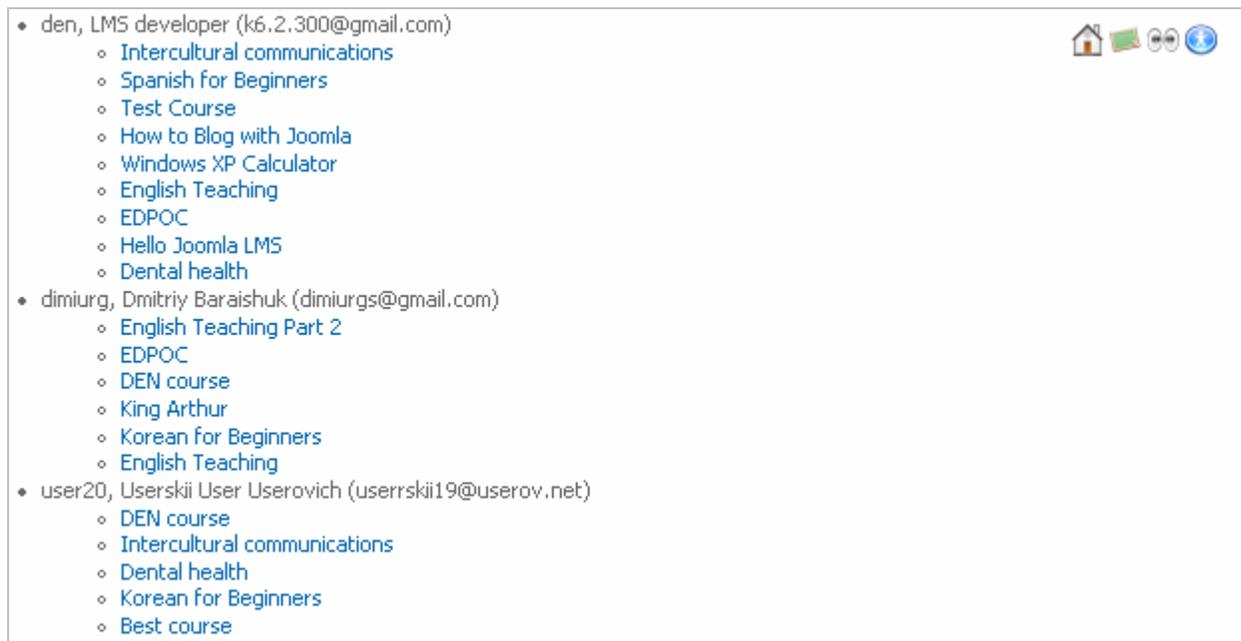


<b>INTRODUCTION</b> .....	<b>2</b>
1.1 COURSE HOME PAGE.....	2
1.2 ANNOUNCEMENTS.....	3
<b>1.2.1 Announcements List</b> .....	<b>4</b>
<b>1.2.2 Viewing Announcements</b> .....	<b>6</b>
1.3 HOME WORK.....	7
<b>1.3.1 Viewing Homework Statistics</b> .....	<b>8</b>
1.4 REGISTER OF ATTENDANCE.....	8
1.5 GRADEBOOK.....	9
1.6 USER OPTIONS.....	10

## INTRODUCTION

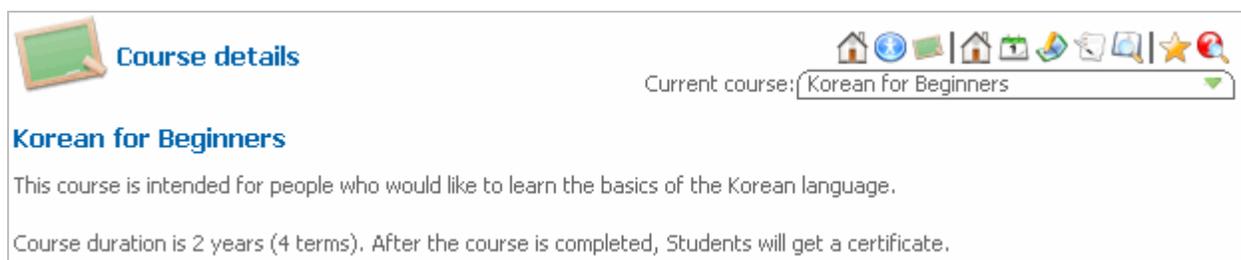
The **CEO/ Parent** user role is intended for people who will be administering Students and tracking Student's results. Every CEO/ Parent user can have a group of Students assigned to him/ her. To view the list of your Students (and courses they are subscribed to), click the CEO/ Parent access icon (👤) in the menu on the Home page. The list looks in the following way:



- den, LMS developer (k6.2.300@gmail.com)
  - Intercultural communications
  - Spanish for Beginners
  - Test Course
  - How to Blog with Joomla
  - Windows XP Calculator
  - English Teaching
  - EDPOC
  - Hello Joomla LMS
  - Dental health
- dimiurg, Dmitriy Baraishuk (dimiurgs@gmail.com)
  - English Teaching Part 2
  - EDPOC
  - DEN course
  - King Arthur
  - Korean for Beginners
  - English Teaching
- user20, Userskii User Userovich (userrskii19@userov.net)
  - DEN course
  - Intercultural communications
  - Dental health
  - Korean for Beginners
  - Best course

**Fig. 'List of Students Assigned to a CEO/ Parent User'**

Under the name of each Student you can view a list of courses into which s/he is enrolled. Click a course link to enter a corresponding course:



**Course details**

Current course: Korean for Beginners

**Korean for Beginners**

This course is intended for people who would like to learn the basics of the Korean language.

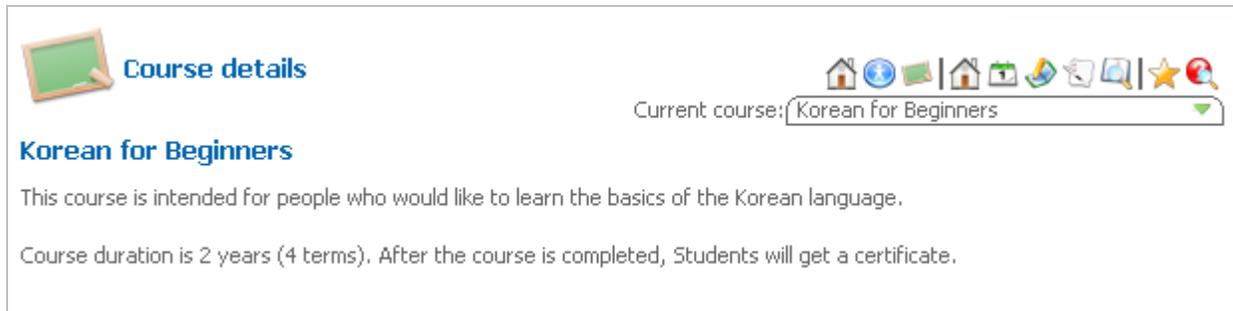
Course duration is 2 years (4 terms). After the course is completed, Students will get a certificate.

**Fig. 'Course Details Page'**

To view all learning options, see the [Course Home Page](#) section.

### 1.1 Course Home Page

The **Course Home page** is displayed as soon as the CEO/Parent clicks a link of a necessary course on the [Home Page](#).



**Fig. 'Course Home Page'**

The Course Home page displays general description of a course. Course modules can be accessed if the CEO/Parent clicks a corresponding icon in the top course menu:

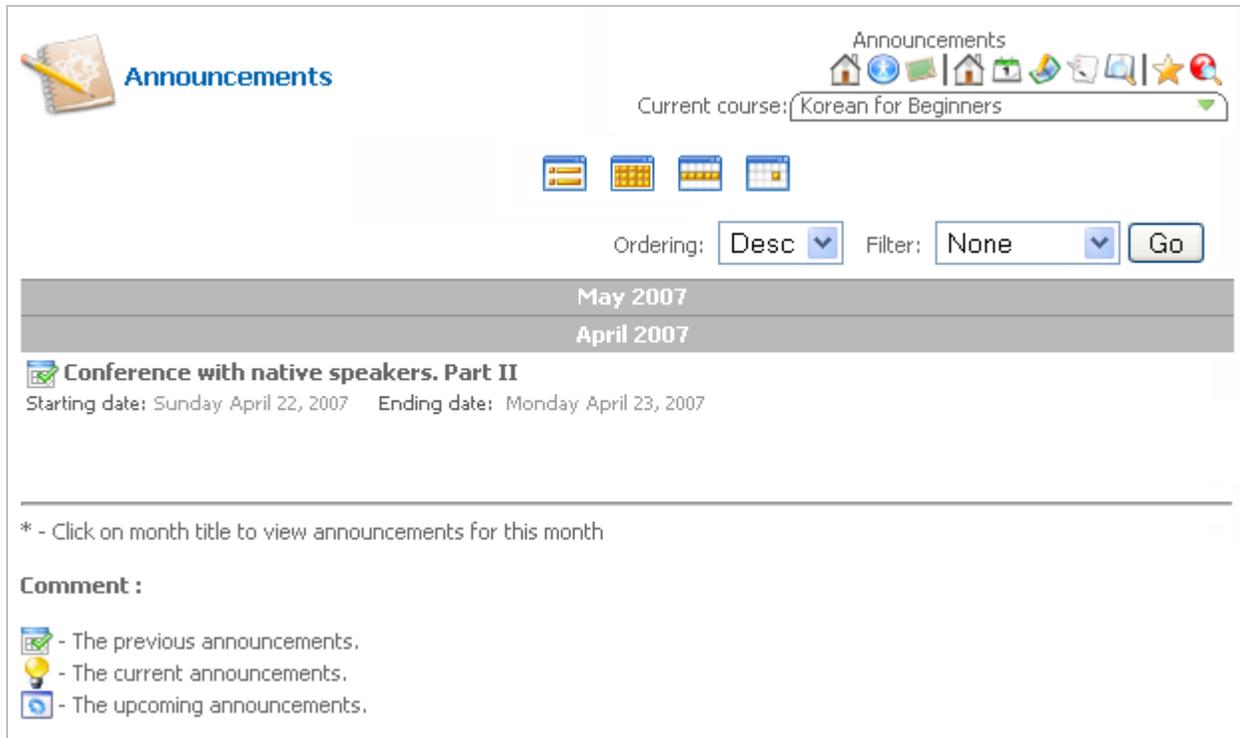
Icon	Name	Description
	Home	Brings the CEO/Parent to the Home Page.
	Subscriptions	Brings the CEO/Parent to the <a href="#">Subscriptions page</a> .
	Courses	Brings the CEO/Parent to the <a href="#">Courses list</a> .
	Course Home	Brings the CEO/Parent to the <a href="#">Course Home page</a> .
	Announcements	Allows the CEO/Parent to <a href="#">view course announcements</a> .
	HomeWork	Allows the CEO/Parent to <a href="#">view course home tasks</a> and statistics on their completion.
	Attendance	Allows the CEO/Parent to <a href="#">view the attendance data</a> .
	Gradebook	Allows the CEO/Parent to <a href="#">view grades for the course</a> .
	User options	Allows the CEO/Parent to <a href="#">change the current user settings</a> : the language for user interface representation and the role for course viewing (Student, Teacher or CEO/Parent).
	Help	Displays online JoomlaLMS documentation.

**Tip** You can easily move to the Home page of another course from the current Course Home page: simply select a necessary entry in the **Current course** list located under the top course menu.

## 1.2 Announcements

**Announcements** are intended for informational purposes: if the Teacher needs to share some important message with Students, s/he creates an announcement that will be viewed by all course participants. The CEO/Parent logged into the system can view created announcements.

To pass to the **Announcements** section, click the **Announcement** icon ( ) in the top page menu.



**Fig. 'Announcements'**

The home page of this section displays the list of announcements ([previous](#), [current](#) or [upcoming](#)). The announcements are listed by months. To view only the announcements of a specific month, click its title (for example, *May 2007*).

<b>Tip</b>	To provide better view representation, you can sort out announcements using the filter of the List announcements section: <ol style="list-style-type: none"> <li>1. In the <b>Ordering</b> field select the sorting order: <b>Ascending</b> or <b>Descending</b>.</li> <li>2. In the <b>Filter</b> field select the group of announcements: <b>None</b>, <b>Current</b> or <b>Upcoming</b>.</li> <li>3. Click the <b>Go</b> button; as a result, announcements will be filtered by the specified criteria.</li> </ol>
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### 1.2.1 Announcements List

To pass to the **Announcements list** section, click the **Announcements list** icon () in the section menu.

**Fig. 'Announcements List'**

All announcements are divided into three groups:

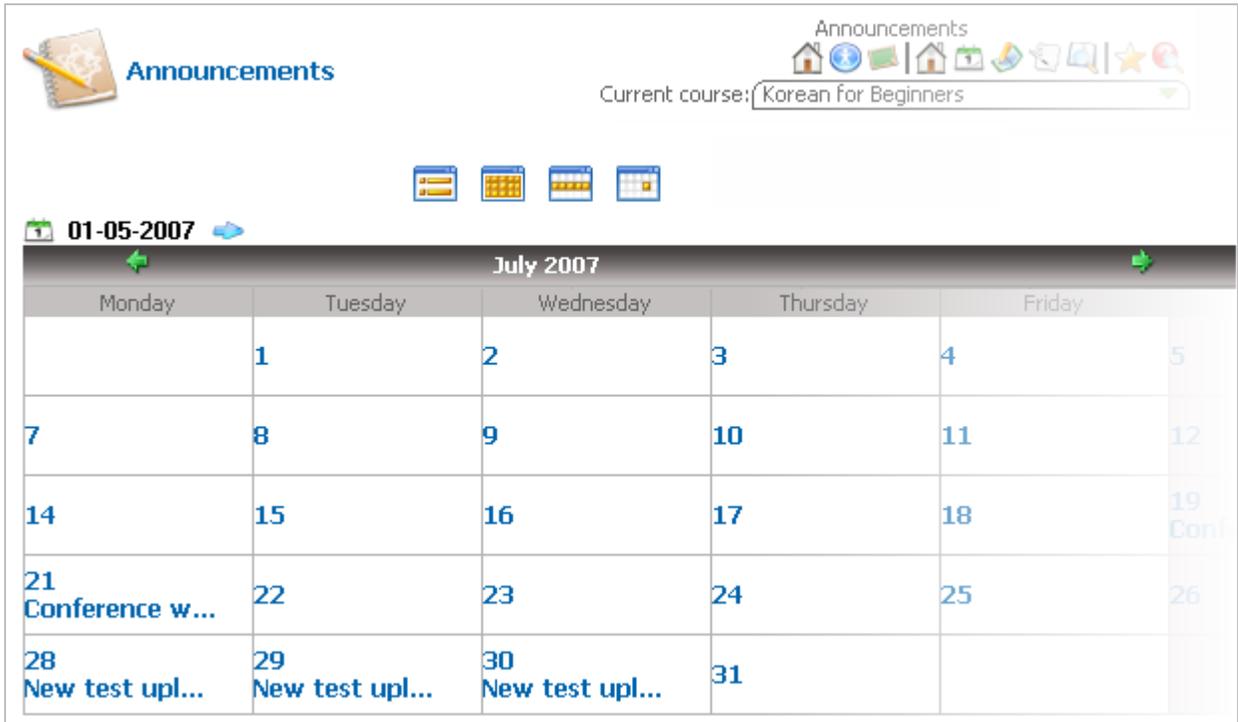
- *Previous announcements* - announcements that are outdated and no longer current;
- *Current announcements* - announcements that are valid for the present moment of time;
- *Upcoming announcements* - announcements that are not valid yet and will come into effect in future.

The **Announcements list** displays all announcements that have ever been created, listing them by months. To view only the announcements of a specific month, click its title (for example, *April 2007*).

- Tip** To provide better view representation, you can sort out announcements using the filter of the List announcements section:
1. In the **Ordering** field select the sorting order: **Ascending** or **Descending**.
  2. In the **Filter** field select the group of announcements: **None**, **Current** or **Upcoming**.
  3. Click the **Go** button; as a result, announcements will be filtered by the specified criteria.

### 1.2.2 Viewing Announcements

The **Monthly view** () , **Weekly view** () and **Daily view** () sections of the **Announcements** section allows the CEO/Parent to keep track of announcements in the form of a timetable. If you want to see all announcements per month, week or day, click a corresponding icon in the top section menu. The system will display a table with all announcements available for the specified period of time.



Announcements

Current course: Korean for Beginners

01-05-2007

July 2007					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19 Conf
21 Conference w...	22	23	24	25	26
28 New test upl...	29 New test upl...	30 New test upl...	31		

Fig. 'Announcements Monthly View'



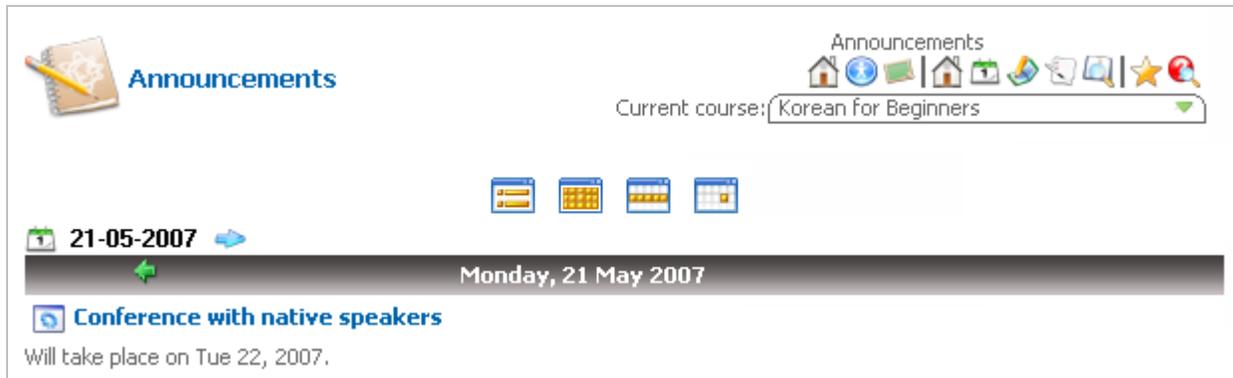
Announcements

Current course: Korean for Beginners

21-05-2007

(Monday 21 May 2007 - Sunday 27 May 2007)					
May 21 Monday	May 22 Tuesday	May 23 Wednesday	May 24 Thursday	May 25 Friday	May 26 Saturday
Conference w...					

Fig. 'Announcements Weekly View'



**Fig. 'Announcements Daily View'**

Clicking an announcement in the table will bring you to the home page of the Announcements section, where the selected announcement will be highlighted.



**Fig. 'Highlighted Announcement'**

**Tip** To move along the timetable (i.e., to pass to the next month or week), use the back (←) and the forward (→) icons in the table. You can also use the calendar icon (📅) at the left top corner of the table to pass to a necessary date.

## 1.3 Home Work

The **HomeWork** section allows the CEO/Parent to view the statistics for home tasks within the course. All set home tasks on the HomeWork page are presented as a list. Every task is described by a title, starting date, ending date and a detailed description. To provide better view representation, a user may use a filter: the number of entries to be presented in the list should be specified in the **Display#** field.

HomeWork

Current course: Korean for Beginners

Display # 50 Results 1 - 2 of 2

#	HomeWork	Date	End date	Description
1	Practising writing	24-05-2007	26-05-2007	Practise the rules of writing of Unit II
2	Reading	18-05-2007	18-05-2007	

<< Start < Prev 1 Next > End >>

**Fig. 'HomeWork'**

### 1.3.1 Viewing Homework Statistics

A home task is assigned to all Students who participate in the course. The **HomeWork** section gives the CEO/Parent of the course a possibility to view the statistics of tasks performing. The CEO/Parent can see whether tasks have been completed by Students or not, and the date of their completing.

To view the homework statistics, click the title of a corresponding task in the Homework section. As a result, the information page for the task will be displayed:

Practising writing

Current course: Korean for Beginners

Display # 50 Results 1 - 2 of 2

Homework task: Practising writing

Homework date: 24-05-2007

End date: 26-05-2007

Back

#	Student	Group	State
1	dimiurg	Users without group	Incomplete
2	user2	Users without group	Incomplete

<< Start < Prev 1 Next > End >>

**Fig. 'Homework Statistics'**

The statistics for a task represents a list of Students taking part in the course. Next to every Student there is a group to which s/he belongs, and the state of the task:

- As soon as a Student has confirmed that he/she has completed a task, the **Completed** (✓) icon is displayed next to his/her name.
- If the task has not been completed, it will be marked by the **Incomplete** (⊘) icon.

## 1.4 Register of Attendance

The **Register of Attendance** section allows the CEO/Parent to view the statistics on Students' attendance. All Students are listed in the table where every person is registered as attending the course hours of the current date

or not. Every course hour is presented as a separate column in the table; under every column there are two icons: **Attended** (✓) and **Unattended** (✗) that are used for setting the data.

**Register of attendance**

Attendance

Current course: Korean for Beginners

28-05-2007

Display # 50 Results 1 - 2 of 2

28-05-2007

#	Student	Group	08:00 - 08:45	09:00 - 09:45	10:00 - 10:45	11:00 - 11:45	11:45 - 12:30
1	dimiurg		✗	✗	✗	✗	✗
2	user2		✗	✗	✗	✗	✗

<< Start < Prev 1 Next > End >>

**Fig. 'Register of Attendance'**

The home page of this section proposes a table of attendance for the current date. The CEO/Parent can pass to other dates by selecting a necessary day in the calendar. To select a date, click a necessary date in the **Calendar** (📅) and click the **Go** icon (➡).

**Tip** To provide better viewing representation, you can sort out the list of Students using the filters at the top of the page: enter the number of entries to be displayed in the list in the **Display#** field.

## 1.5 Gradebook

The **Gradebook** is a tool that helps the Teacher to assess Students' activity in various aspects of the learning process. The CEO/ Parents can track Students' grades and results on a certain course.

To view the list of grades:

1. Click the **CEO/ Parent access** icon (👤) in the menu on the Home page.
2. From the list choose a Student whose grades you want to view and enter the necessary course.
3. Click the **Gradebook** icon (📖) in the top course menu. The system will display a list of your Students enrolled into this course and their results:

**Gradebook**

Gradebook

Current course: Korean for Beginners

#	Student	Group	Grammar Basic...	Word Choice	Homework task...	Test	Certificate
1	dimiurg		-	-	Excellent	Satisf.	✓
2	user20		✓ Satisf. (50 pts.)	✓ Excellent (20 pts.)	Unsatisf.	Satisf.	✗

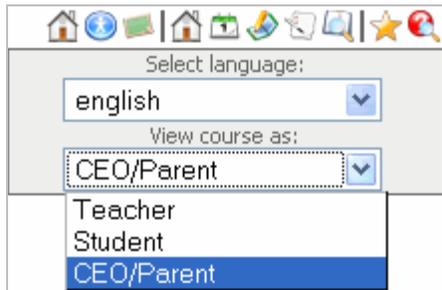
**Fig. 'Gradebook'**

Each row in the list contains results of a certain Student: you can check grades on various aspects of the learning process, learning path and quiz results. The last column shows whether a Student can download or print the course certificate.

## 1.6 User Options

The **User Options** section allows you to change user role (if you perform several roles in the system) and switch between different interface languages:

1. Click the **CEO/ Parent access** icon (👤) in the menu on the Home page.
2. From the displayed list choose a course that you want to enter and click the necessary course name.
3. Click the **User Options** icon (★) in the top course menu. A drop-down pane will be displayed:



**Fig. 'User Options'**

- Default interface language in the system is English. However it is possible to change the language to your native one and facilitate the work with the application. From the **Select language** list choose a language for system interface (currently you can choose between eight languages: Brazilian, Danish, English, French, German, Italian, Norwegian or Spanish).
- If you perform several roles in the system, it is possible to switch to the necessary role (this can be used if you want to see the course not as a CEO/ Parent but as a Student or a Teacher). From the **View course as** list select the required role. Wait till the changes are applied.