**1 INTRODUCTION ..... 2**

1.1 HOME PAGE ..... 2
1.2 COURSES LIST ..... 2
**1.2.1 Enrolling into Courses ..... 3**
1.3 COURSE HOME PAGE ..... 4
1.4 SUBSCRIPTIONS ..... 5
1.5 ANNOUNCEMENTS ..... 6
**1.5.1 Announcements List ..... 8**
**1.5.2 Viewing Announcements ..... 9**
1.6 DOCUMENTS ..... 10
1.7 LEARNING PATHS ..... 11
**1.7.1 Completing Learning Paths ..... 12**
1.8 LINKS ..... 13
1.9 QUIZZES ..... 13
1.10 DROPBOX ..... 14
**1.10.1 Adding Items to DropBox ..... 15**
1.11 HOME WORK ..... 16
1.12 REGISTER OF ATTENDANCE ..... 16
1.13 FORUM ..... 17
1.14 CHAT ..... 19
1.15 CONFERENCE ..... 20
**[1] Camera and Voice Pane ..... 22**
**[2] Students List ..... 22**
**[3] Chat Pane ..... 23**
**[4] WhiteBoard Pane ..... 23**
**1.15.1 Working with Conference Archive ..... 23**
1.16 GRADEBOOK ..... 23
1.17 MAILBOX ..... 24
1.18 USER OPTIONS ..... 25

# 1 INTRODUCTION

The Students interface is intended for Students participating in the specific course. The Students can perform main course activities (such as follow course paths and processing course documents), get to know course related information (view course announcements, links and forum) and check his/her own progress in the process of learning (view gradebook and register of attendance). To view all learning options, see the Course Home Page section.

## 1.1 Home Page

The **Home page** is the first page displayed after authorization in the system. This page becomes available if a logged user is enrolled into any courses (as *Student*). This page becomes available if a logged user is enrolled into any courses (*as Student*). If a user is not enrolled/registered he will enter the system as guest. The guest access allows to navigate through the list of courses and subscribe to them. Every guest will be prompted to login/register before the enrollment/checkout.

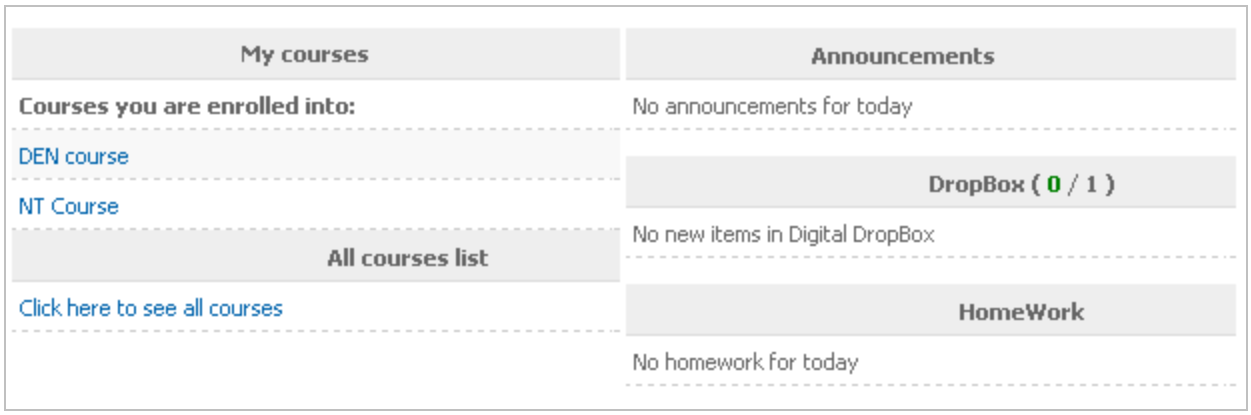


**Fig. 'Home Page'**

The Home page consists of five sections:

- **My courses** - this section lists all courses the Student is enrolled into;
- **All courses list** - this section allows the Student to access the list of all currently registered courses;
- **Announcements** - this section lists all actual announcements for courses;
- **DropBox** - this section lists all course documents currently placed into the DropBox (new/old);
- **HomeWork** - this section lists all actual home tasks set for courses into which the Student is enrolled.

All entries in the sections are presented as links: to pass to a necessary item, simply click a corresponding link.

| **Note** | – If a user is not enrolled into any courses as a Student, he/she will be automatically transferred to the Courses List right after logging in.<br>– If a user is not logged into the system, he/she will be automatically transferred to the Courses List without a possibility to enter any course. |
|---|---|

## 1.2 Courses List

The **Courses list** gives you a possibility to view a full list of all currently registered courses. A user logged in as *Student* can enroll into courses published by other users. As soon as the Student has enrolled into any course, the **Already subscribed** icon ( ) will be displayed next to a corresponding entry in the list.

The **Courses list** displays the following data for every course:

- **Course Name** - a concise description of a course;
- **Category** - a group to which a course relates (for example, *Dentistry education* or *Language courses*);
- **Fee type** - payment basis of a course: *Free* or *Paid*.

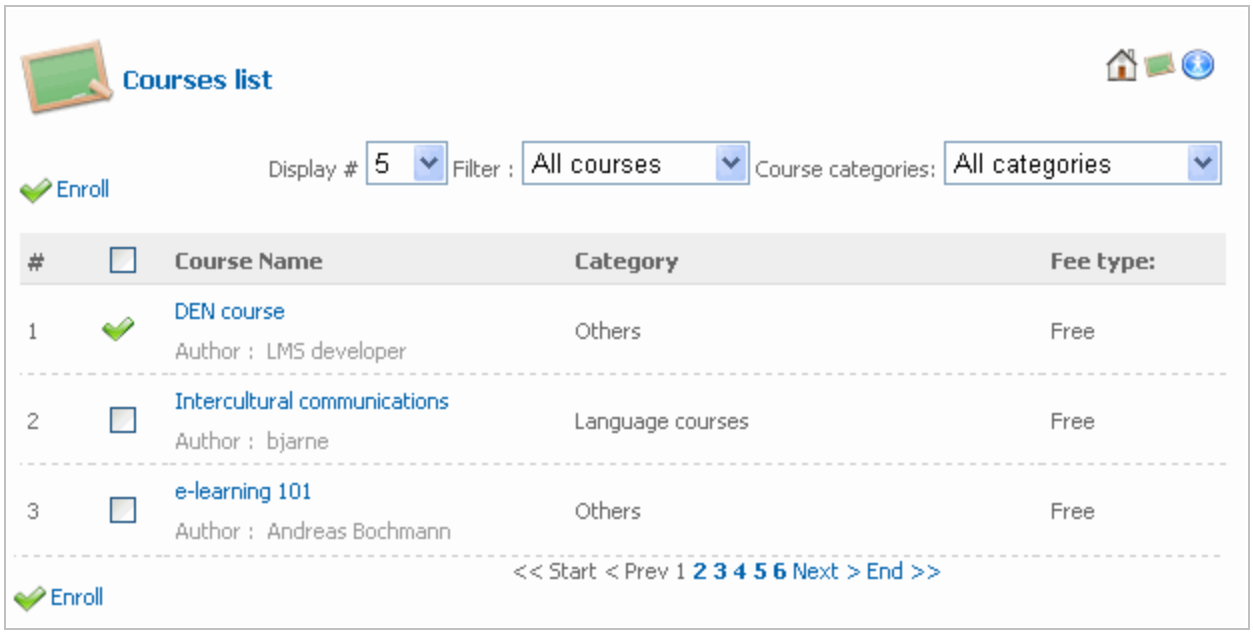


**Fig. 'Courses List'**

| | |
|---|---|
| **Tip** | To provide better viewing representation, you can sort out the list of courses using the filter at the top of the page.<br>– From the **Filter** list select the owner criterion: *All courses*, *My courses*, *Not my courses*;<br>– From the **Course categories** list select a category to which courses should relate;<br>– In the **Display** field specify the number of entries to be displayed per page.<br>As soon as you have selected necessary values, the list will be sorted by the specified criteria. |

## 1.2.1 Enrolling into Courses

A Student, who desires to attend some course, needs to be enrolled into it. Depending on the course settings, enrolling into courses can be performed in two ways:

- By the Student him-/herself. If the **Self registration** option is enabled for a course, the Student will be able to register him/herself without addressing the Teacher. Such courses have a check box next to them.
- By the Teacher administrating a corresponding course. If the **Self registration** option is disabled for a course, a user will need to send an email to the course Teacher, who will have to decide whether to enroll the Student to a course or not. Such courses are marked with an email icon ( ) instead of a check box.

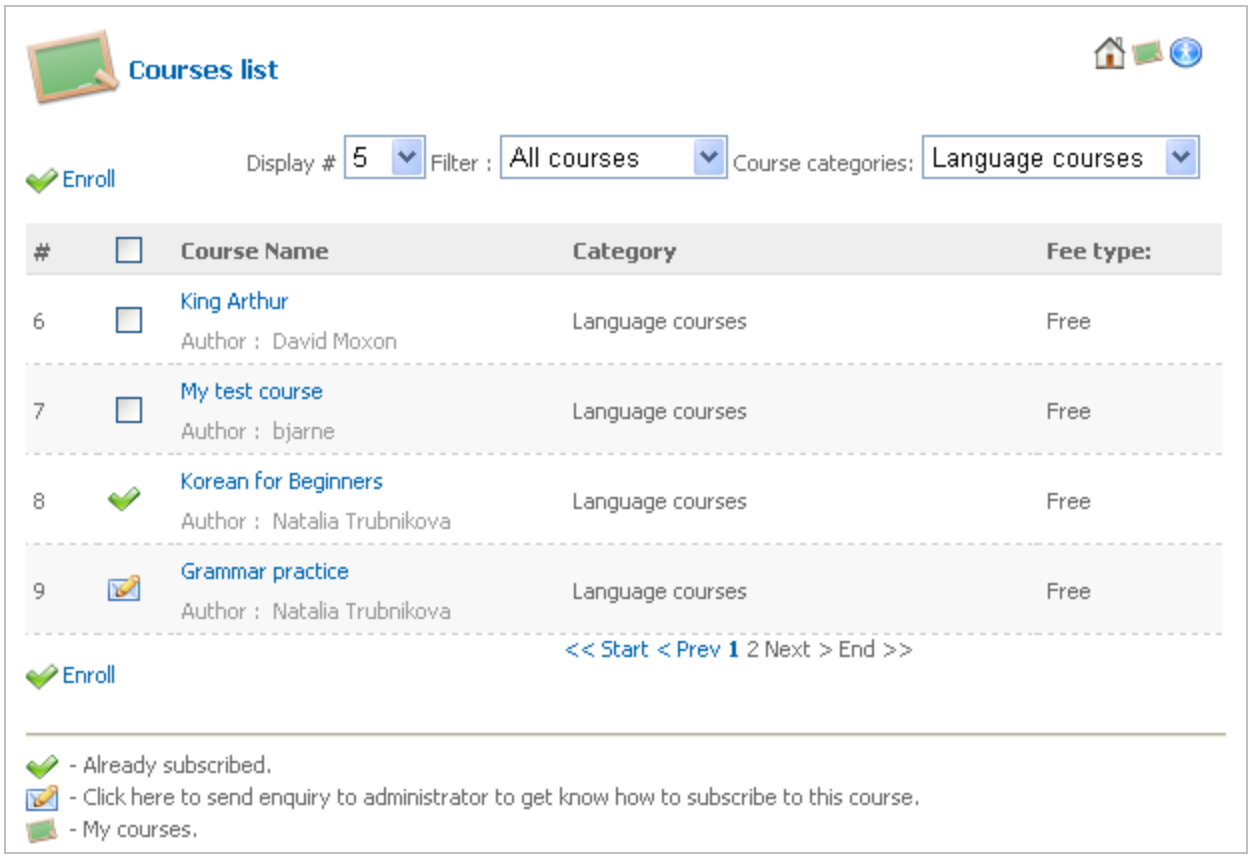


**Fig. 'Enrolling into Courses'**

To be enrolled into a course **with self-registration**:

1. Select the check box next to a necessary entry in the **Courses list**.
2. Click the **Enroll** link at the top or at the bottom of the **Courses list** page.
3. Select the check box on the **Subscription** form to confirm your agreement with the course terms and conditions.
4. Click the **Subscribe** button.

As a result, the course will get the **Already subscribed** icon ( ) in the Courses list section.

To be enrolled into a course **without self-registration**:

1. Click the e-mail icon next to a necessary course. Your current mail client will be used to create and send an email to the Teacher of the course.
2. Make up an email in the free form; then send it.
3. As a result, after the Teacher has received your email, he/she will add you to the users group him/herself.

## 1.3 Course Home Page

The **Course Home** page is displayed as soon as the Student clicks a link of a necessary course on the Home Page.

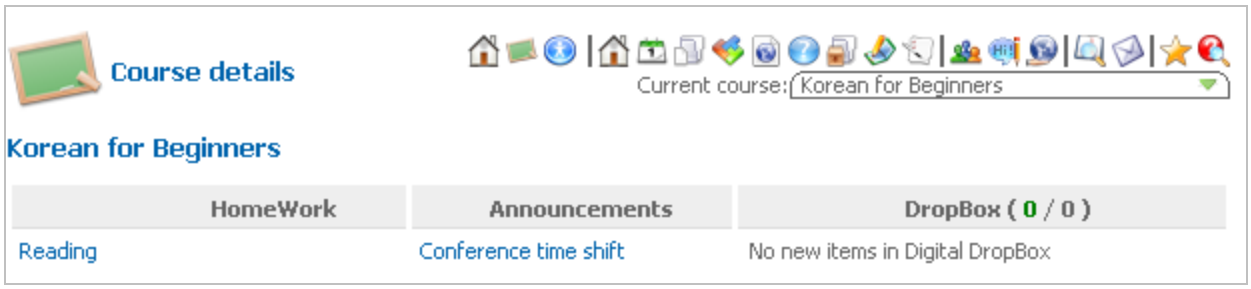


**Fig. 'Course Home Page'**

The **Course Home** page displays general description of a course, and gives the Student an access to basic modules of the course. Course modules can be accessed if the Student clicks a corresponding icon in the top course menu:

| Icon | Name | Description |
|---|---|---|
| | *Home* | Brings the Student to the Home Page. |
| | *Courses* | Brings the Student to the Courses list. |
| | *Subscriptions* | Brings the Student to the Subscriptions page. |
| | *Course Home* | Brings the Student to the Course Home page. |
| | *Announcements* | Allows the Student to view course announcements. |
| | *Documents* | Allows the Student to work with course documents. |
| | *Learning paths* | Allows the Student to work with course learning paths. |
| | *Links* | Allows the Student to work with course links. |
| | *Quizzes* | Allows the Student to work with course quizzes. |
| | *DropBox* | Allows the Student to work with files for shared usage. |
| | *HomeWork* | Allows the Student to view and perform course home tasks. |
| | *Attendance* | Allows the Student to view the attendance data. |
| | *Forum* | Brings the Student to the course forum. |
| | *Chat* | Brings the Student to the course chat room. |
| | *Conference* | Allows the Student to enter Online Video Conference. |
| | *Gradebook* | Allows the Student to view grades for the course. |
| | *Mailbox* | Allows the Student to work with email sending. |
| | *User options* | Allows the Student to change the current settings: the language for user interface representation and the role for course viewing (Student or Teacher). |
| | *Help* | Displays online JoomlaLMS documentation. |

The Course Home page can display the main modules of the course: **HomeWork**, **Announcements** and **Dropbox**, so that the Student can have easy access to them. Please note that these modules are not obligatorily displayed: the layout of the course home page depends on the course home page settings.

| **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. |
|---|---|

## 1.4 Subscriptions

The **Subscriptions** section is available for courses that are marked with the '*Paid*' attribute. This section allows a user to subscribe for the current course using one of the offered payment processors: PayPal, 2CheckOut and so on.

To pass to this section, click the **Subscriptions** icon ( ) in the top menu of the course.

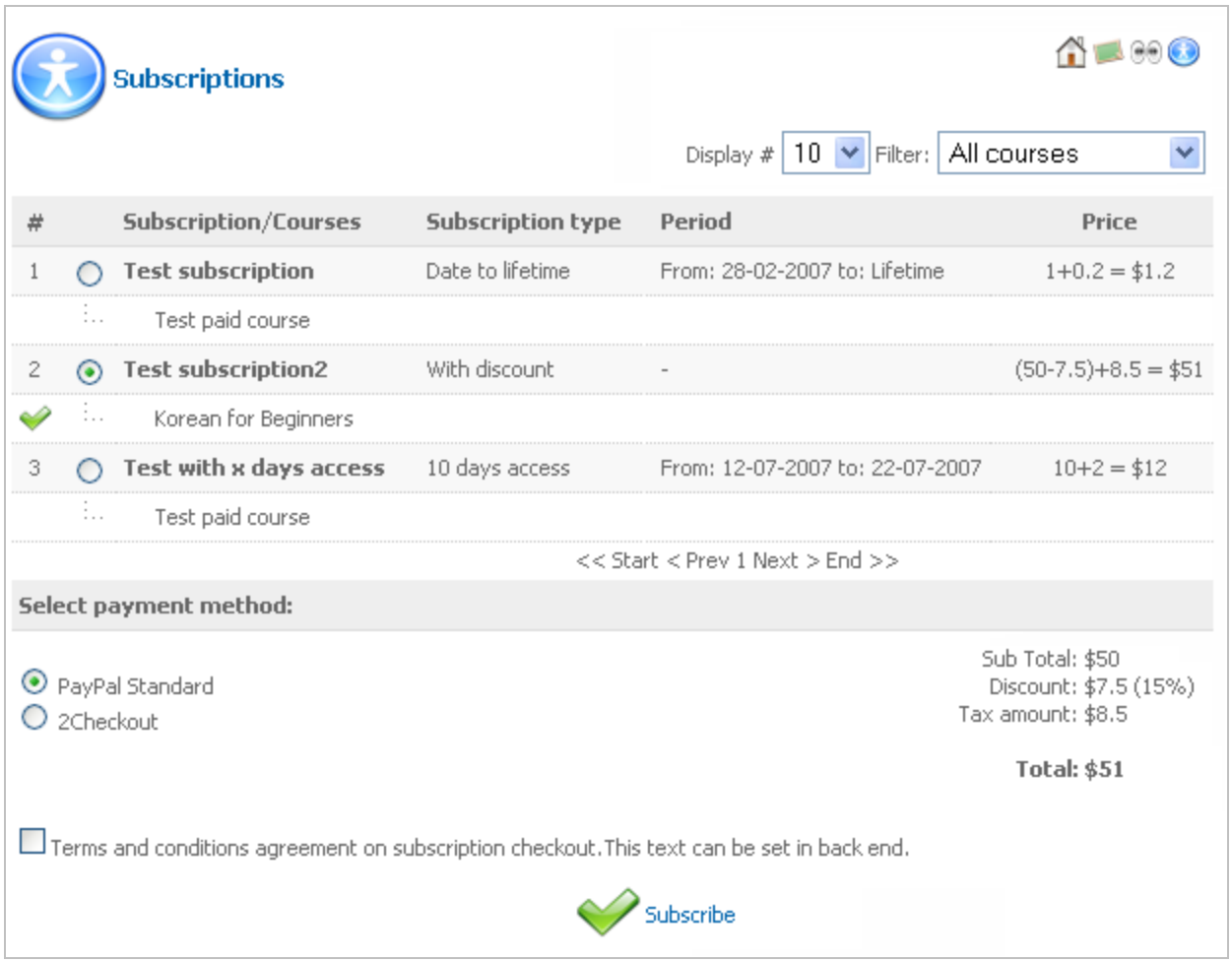


**Fig. 'Subscriptions List'**

The Subscriptions section displays a list of all available subscriptions together with a list of means of payment. To pay for the course:

1. Select a necessary subscription and payment processor on the page.
2. Select the check box next to the course terms and conditions.
3. Click the **Subscribe** link at the bottom of the page.

After that you will be asked to perform your payment in the way common for the selected payment processor.

## 1.5 Announcements

**Announcements** are intended for informational purposes: if the Teacher needs to share some important message with Students, he/she creates an announcement that will be viewed by all course participants. The current announcements are displayed on the Home Page, as well as on the Course Home page (if other is not specified by the Course Home page settings).

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

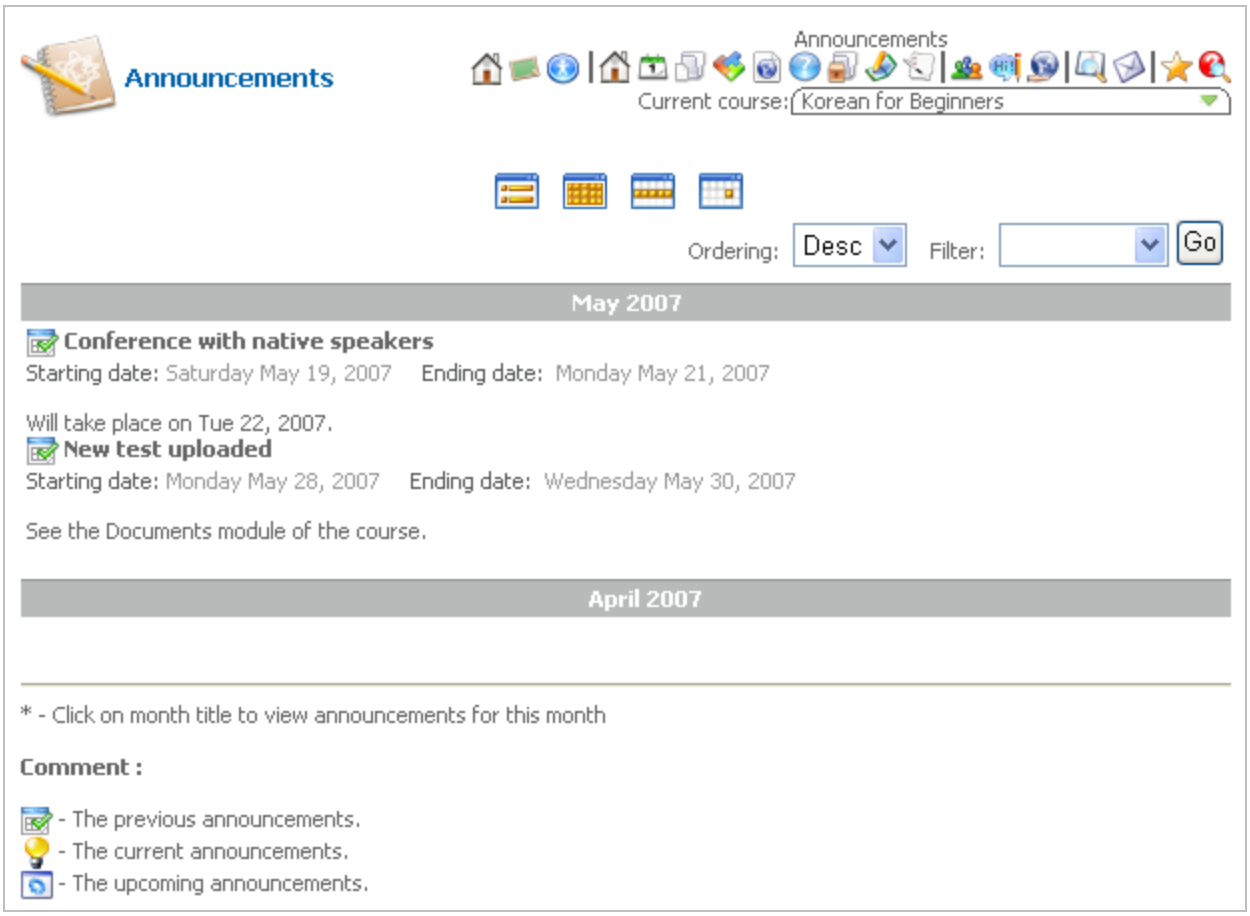


**Fig. 'Announcements'**

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, *April 2007*).

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

## 1.5.1 Announcements List

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

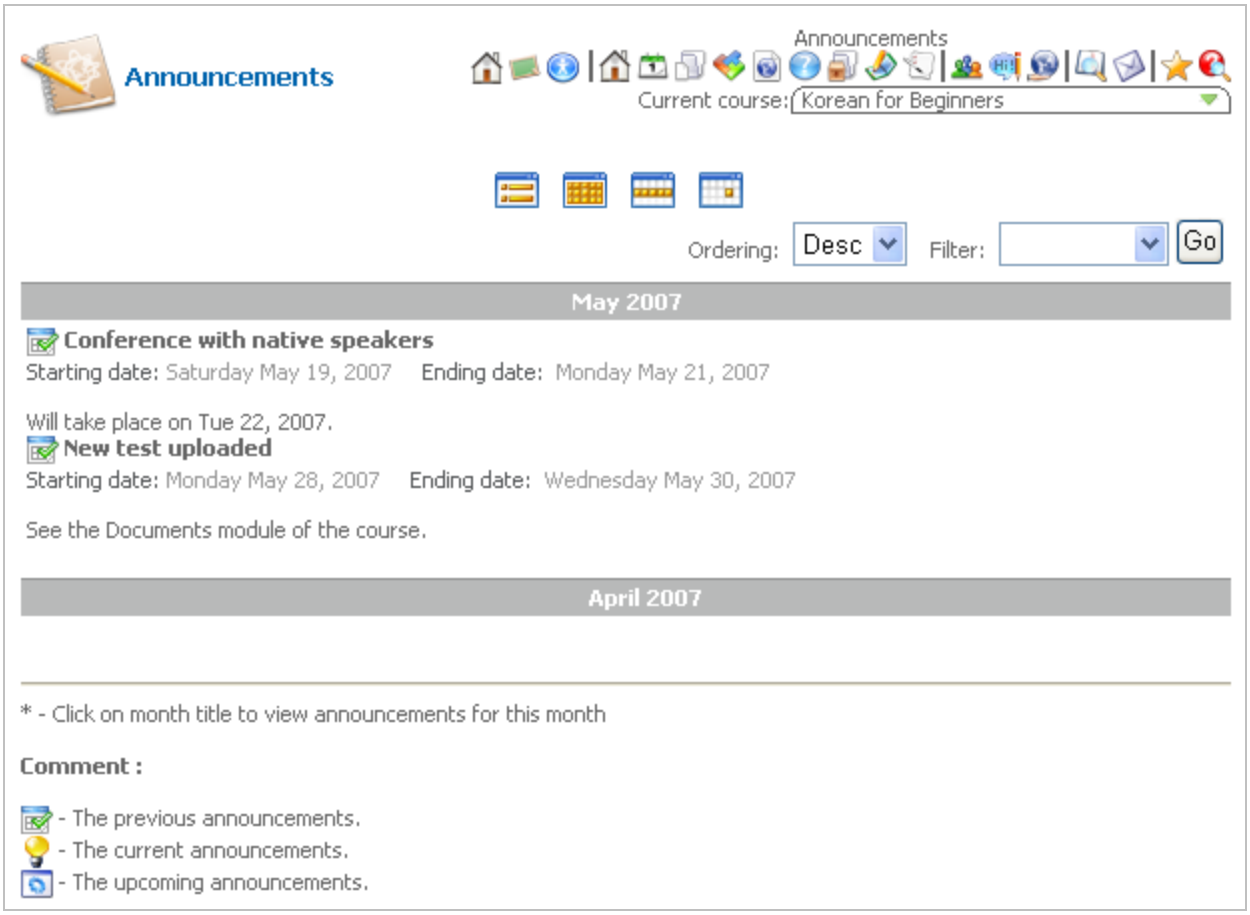


**Fig. 'Announcements List'**

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 use sort out announcements using the filter of the List announcements section:<br>1. In the **Ordering** field select the sorting order: **Ascending** or **Descending**.<br>2. In the **Filter** field select the group of announcements: **None**, **Current** or **Upcoming**.<br>3. Click the **Go** button; as a result, announcements will be filtered by the specified criteria. |
|---|---|

## 1.5.2 Viewing Announcements

The **Monthly view** ( ), **Weekly view** ( ) and **Daily view** ( ) sections of the **Announcements** section allows the Student 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.

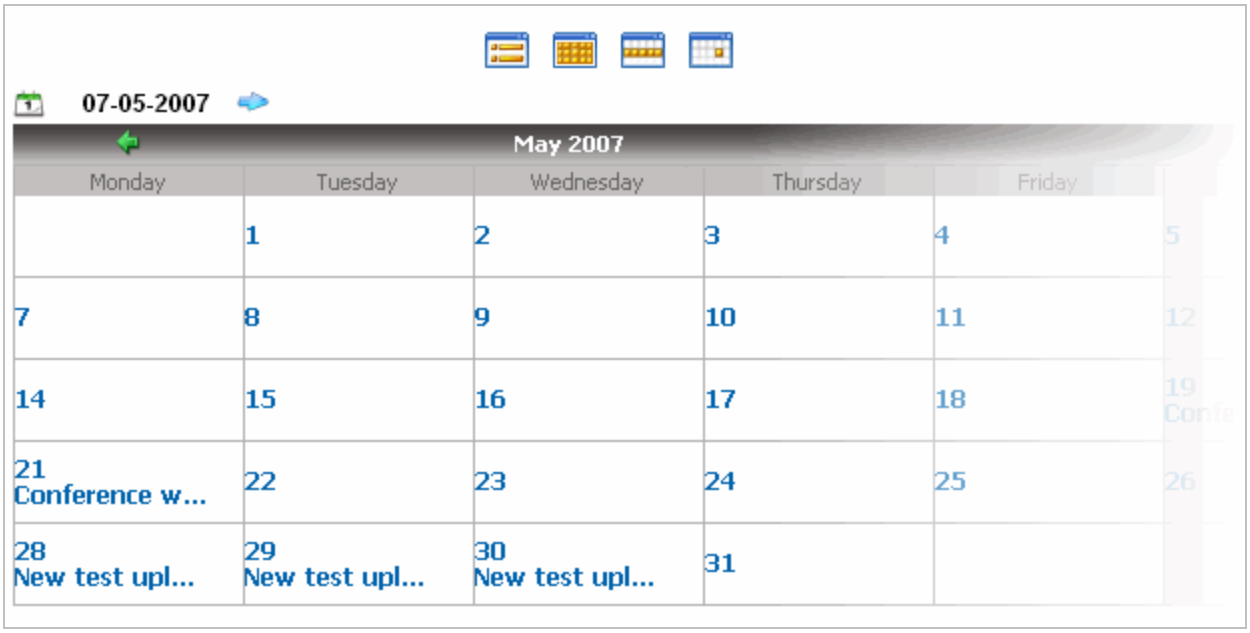


**Fig. 'Announcements Monthly View'**

**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 ( ) in the left top corner of the table to pass to a necessary date. |
|---|---|

## 1.6 Documents

The **Documents** section is intended to store various types of course documents that can be accessed and downloaded by Students. To view the list of available documents, enter the necessary course and click the **Documents** icon ( ) in the top course menu. For your convenience the list of documents is organized as a tree-structure:

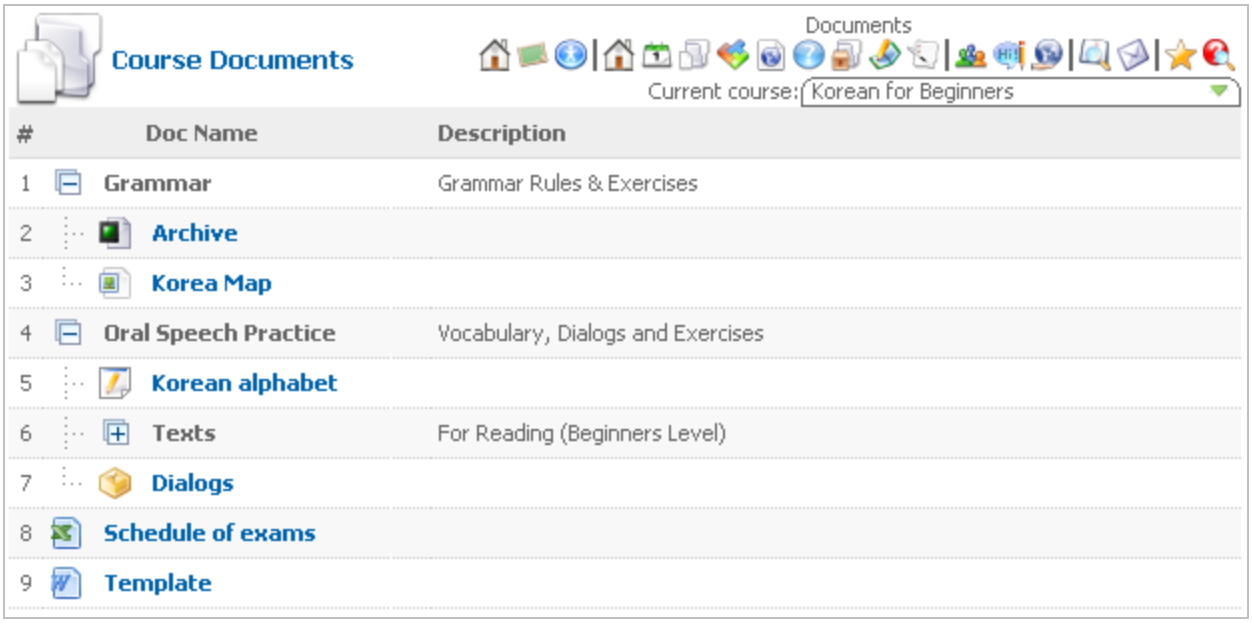


**Fig. 'Course Documents'**

The documents repository pre-supposes three types of documents:

a) Single files that can be downloaded.
b) A set of files associated with the help of internal links, for example, a set of HTML files (such files can be viewed online only and are marked with the icon).
c) Single files available for viewing only (such files are marked with the icon).

To download or open a document, click the document name link in the list.

## 1.7 Learning Paths

The **Learning Paths** section allows the Student to follow educational lines in the studying process. To pass to this section, click a corresponding icon ( ) in the top course menu.
A **Learning Path** represents a sequence of steps that all Students, taking part in a course, should complete. The steps of a Learning path may be of various nature: these can be different documents the Student should process, educational links the Student should view, or quizzes the Student should complete.

**Fig. 'Learning Paths'**

A learning path is a tree-like structured essence: it may contain a number of chapters, each of which may contain child elements - documents, links and quizzes. Passing to the next stage of a learning path may be conditioned by completing the previous chapters of the path. In this way, the Teacher of a course can make sure that Students process the materials of the course thoroughly, not skipping any of its stages.

## 1.7.1 Completing Learning Paths

To complete a learning path:

1. Click the **Learning Paths** icon ( ) in the main course menu. As a result, the list of available learning paths will be displayed.

Every path is marked by a specific icon:

| Icon | Name | Description |
|---|---|---|
| | *Incomplete* | A learning path has not been viewed by a user yet. |
| | *Incomplete* | A learning path has not been completed by a user yet. |
| | *Complete* | A learning path has been successfully completed. |

2. In the displayed list select a path that you want to follow. To complete a learning path, you have to fulfill all tasks incorporated into it. Use the **Next** and **Previous** buttons in the right menu to pass to the next step or get back to the previous one. Please note that you can freely view all of steps of a learning path only after you have completed it.

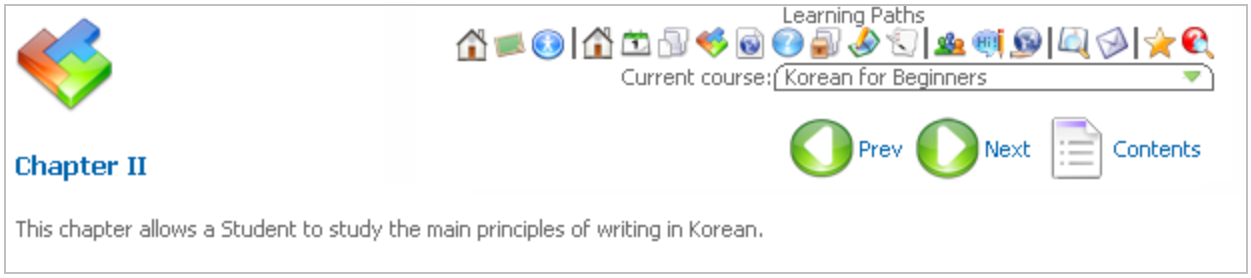


**Fig. 'Completing Learning Paths'**

| Tip | You can view all steps of the learning path by clicking the **Contents** icon in the right menu. To get to a specific step of the learning path, click a corresponding entry in the extended learning path three. |
|---|---|

## 1.8 Links

The **Links** section allows the Student to use references to helpful information. References are presented in the form of course links.

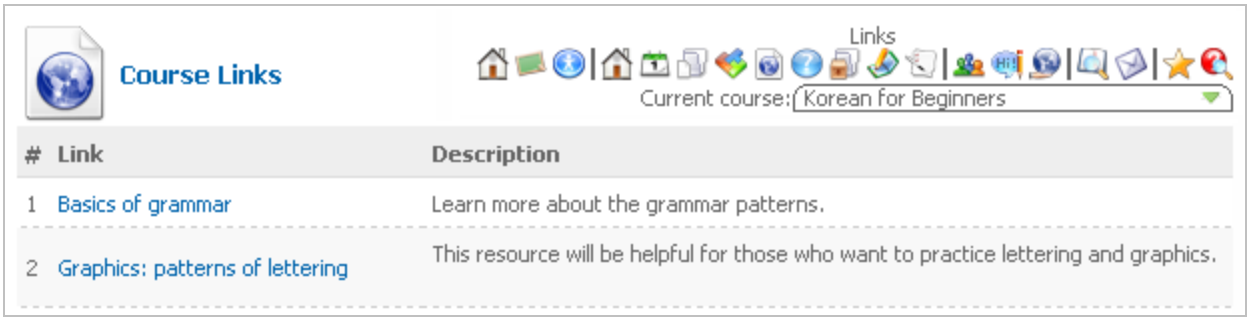


**Fig. 'Course Links'**

To use course links:

1. Click the **Links** icon ( ) in the top course menu. As a result, all available course links with short descriptions will be displayed.
2. In the list of links click a reference to a resource that you want to be opened.

## 1.9 Quizzes

**Quiz** is a type of examination consisting of several questions. Each quiz is characterized by the **Total score** (that is the maximum number of points that can be gained for all questions) and **Passing score** (that is the percentage share of points needed to pass the quiz).

To do the quiz:

1. Enter the necessary course and click the **Quizzes** icon ( ) in the top course menu. The system will display a list of quizzes currently available at the course:

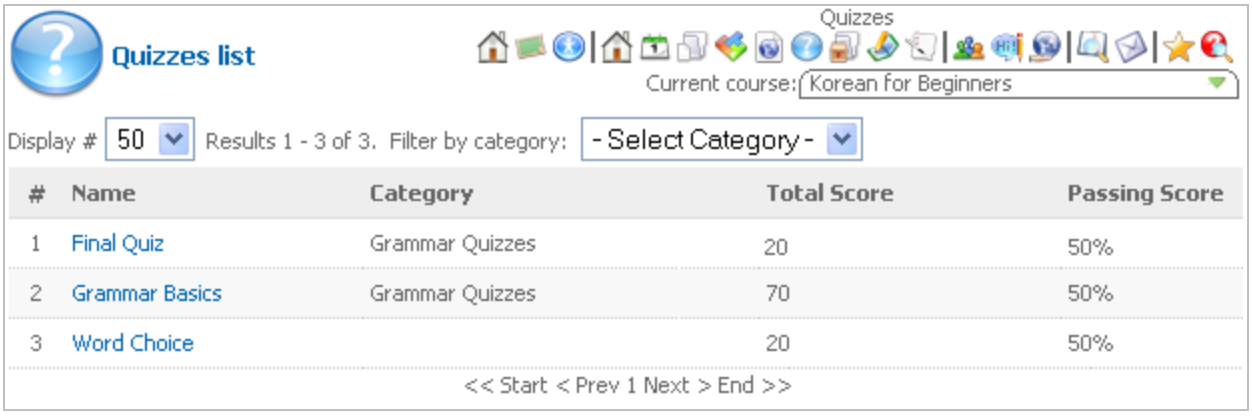


**Fig. 'List of Quizzes'**

2. If necessary, you can filter quizzes by category (use the **Filter by category** list at the top) or set the number of quizzes to be shown per page (use the **Display #** list for this purpose).
3. Choose the necessary quiz from the list and click its name link. Click **Start** ( ) to start the quiz (note that for some quizzes time limitation may be applied, so you will need to answer quiz questions fast).

4. Quiz questions will be displayed one after another; to confirm your answer click **OK** ( ) in the top right corner.
5. To check intermediate quiz results, click the **Contents** icon ( ) in the top right corner: on the quiz contents page you will be able to see all questions included into the current quiz as well as the number of points you have gained so far. To go back to the quiz, select any question in the list or click **Contents** once again.

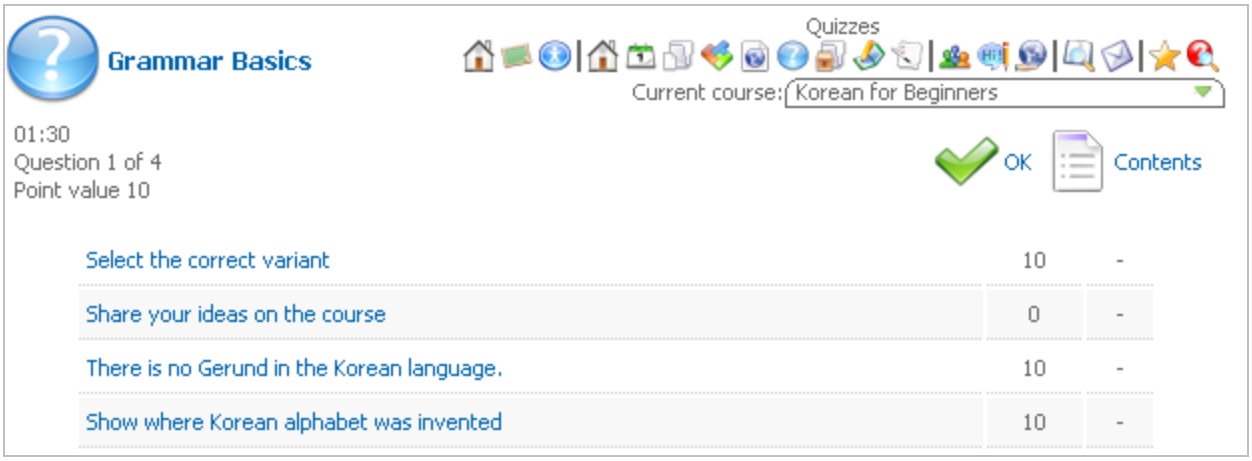


**Fig. 'Quiz Contents'**

6. When you answer all questions, the system will display a table with quiz results: your score, spent time and quiz message. Use the links at the bottom of the table to perform the following operations:
   - Click **Review** to view your answers to questions;
   - Click **Print** to open quiz questions and your answers as a PDF file;
   - Click **Certificate** to open and print a quiz certificate;
   - Click **E-mail** to send quiz results by e-mail (e-mail may be sent to your Teacher or you: the recipient is usually defined by the Teacher).

**Note:** Some of these links may be unavailable depending on quiz settings.

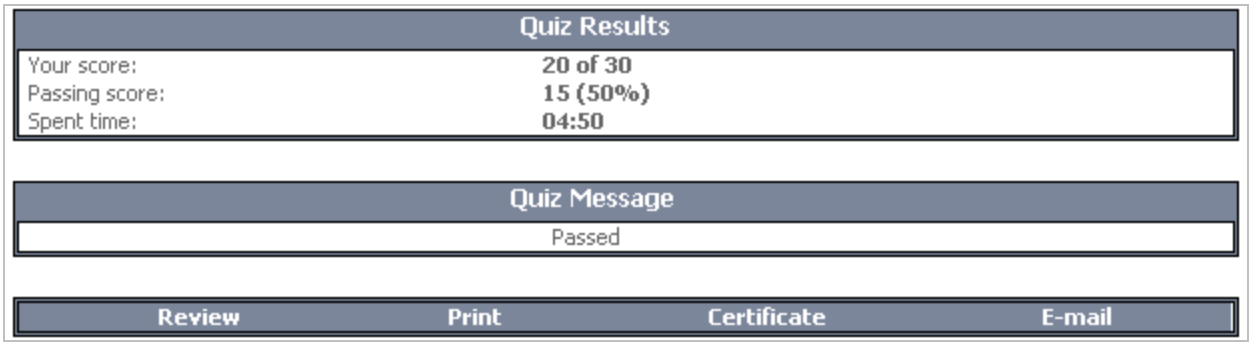


**Fig. 'Quiz Results'**

Currently the system allows you to do one quiz as many times as needed; the results of the last attempt will be stored in the Gradebook.

## 1.10 DropBox

The **DropBox** section is intended for exchanging files between the participants of the course (Teachers and Students). The Student, who needs to share some file with others, may place the file into the DropBox. At that, the system makes it possible to specify people for whom this file should be available.

To manage the files in the DropBox, use the following icons:

| Icon | Name | Step |
|---|---|---|
| | *Mark as 'Read'* | Select check boxes next to the necessary items and click **Mark as 'Read'** to sign that an item has already been viewed. |
| | *New DropBox item* | Allows a user to add a new item to the DropBox. |
| | *Delete DropBox item* | Select check boxes next to the necessary items and click **Delete** to remove selected items from the DropBox. |

## 1.10.1 Adding Items to DropBox

To add an item to the DropBox:

1. Click the **DropBox** icon ( ) in the main course menu.
2. Click the **New DropBox item** icon in the bottom menu.

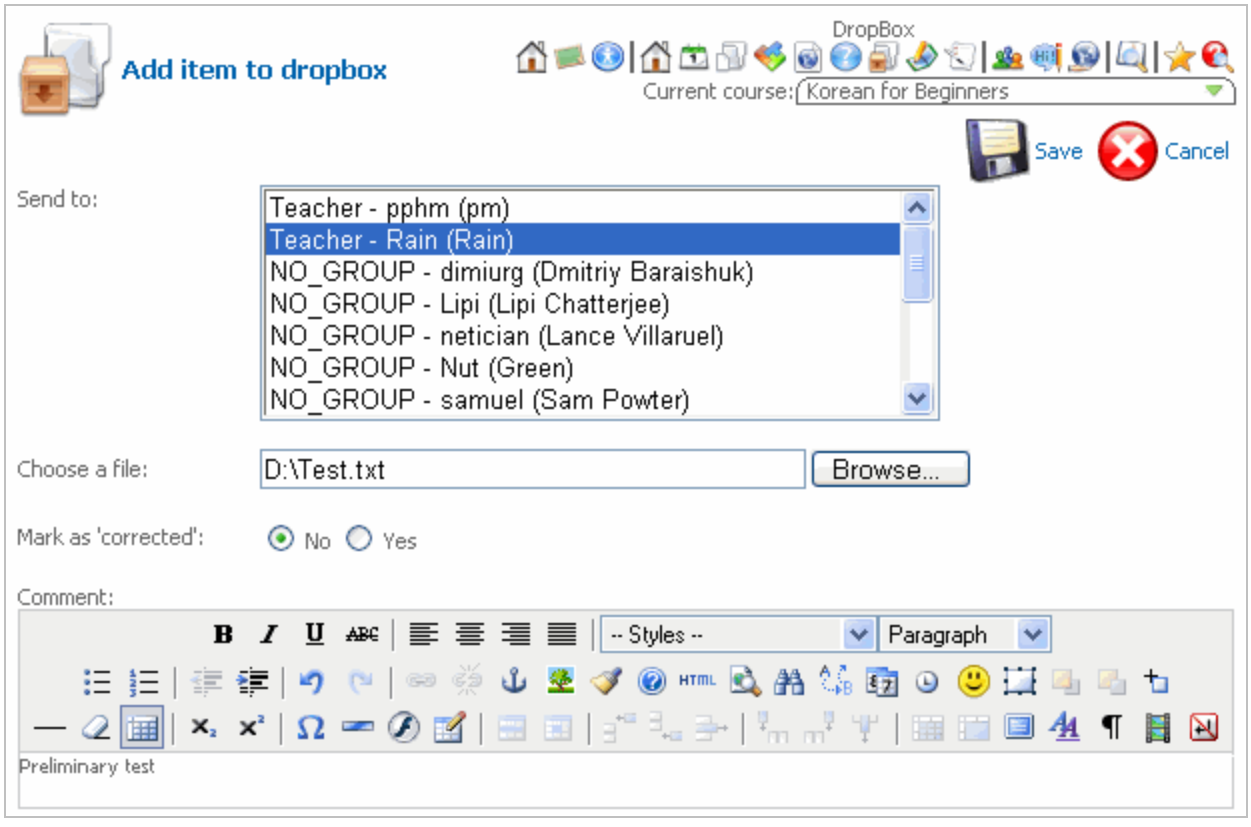


**Fig. 'Adding Items to DropBox'**

3. Fill out the form fields as described in the following table:

| Field | Step |
|---|---|
| *Send to* | From the list select the users for whom you would like to make the new item available. |
| *Choose a file* | Click the **Browse** button to specify the name of the uploaded item. |
| *Mark as 'corrected'* | Select **Yes** if you want to signify that the item in the DropBox has been modified in some way; otherwise select **No**. |
| *Comment* | Enter the description of the item if necessary. Use the embedded Visual Editor to format the description. |

4. When finished, click **Save** in the top right corner of the form to add an item; click **Cancel** to discard changes and close the form.

## 1.11 Home Work

The **HomeWork** section allows the Student to work with home tasks set within the course, as well as to view the home tasks statistics.
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, you may use a filter:

- In the **Display#** field specify the number of entries to be presented in the list;
- In the **Show homeworks** field select **All**, **Completed** or **Incomplete**.

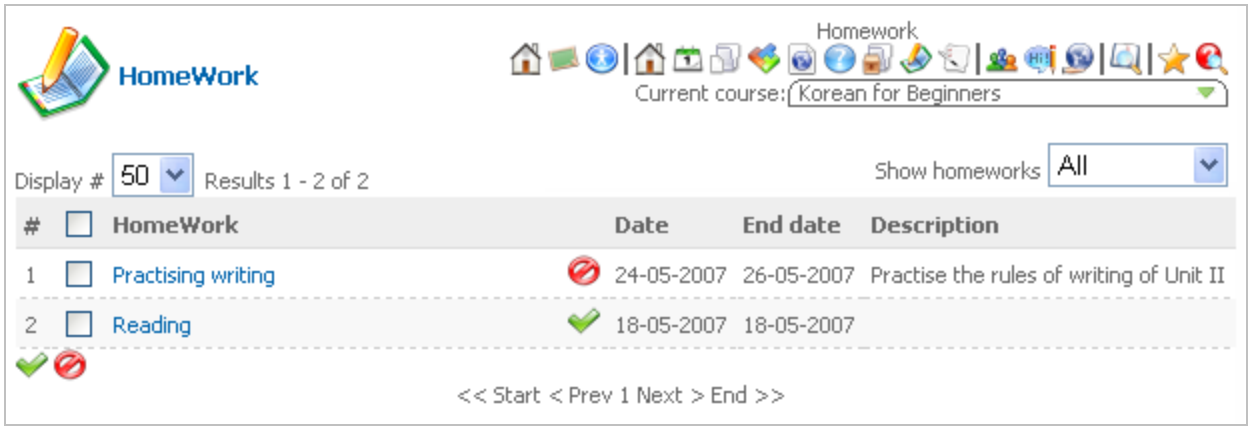


**Fig. 'Homework'**

To view corresponding home task information, click the task in the list: as a result, the home task data will be displayed.

- To mark the home task as completed, click the **Complete** icon in the right menu.
- To get back to the list of tasks, click the **Back** icon in the right menu.

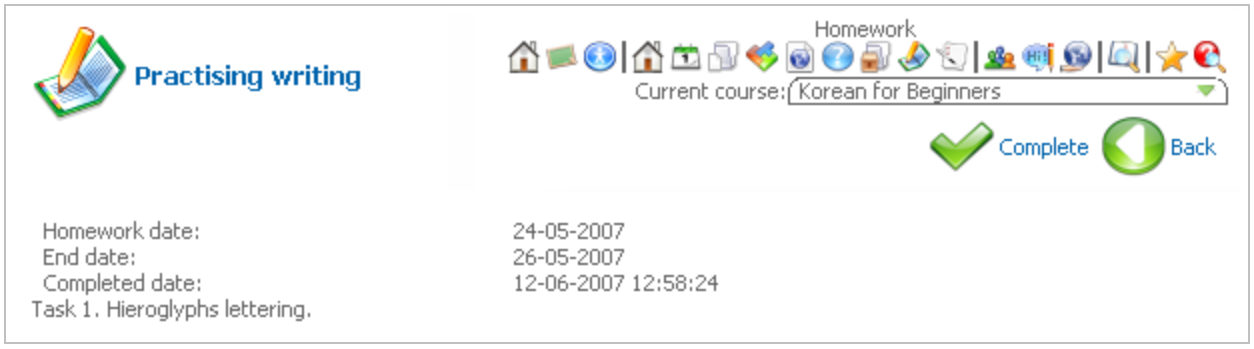


**Fig. 'Home Task Info'**

## 1.12 Register of Attendance

The **Register of Attendance** section allows the Student to view the data on his/her attendance in the course. To pass to this section, click the **Attendance** icon ( ) in the top course menu.

The attendance in the course is marked by hours: the table contains a number of dates (in lines) and a number of course hours per date (in columns). Every course hour is marked as **Attended** ( ) or **Not attended** ( ). Please note that the Student him-/herself cannot mark the attendance: it is only possible to view the data set by the teacher of the course.

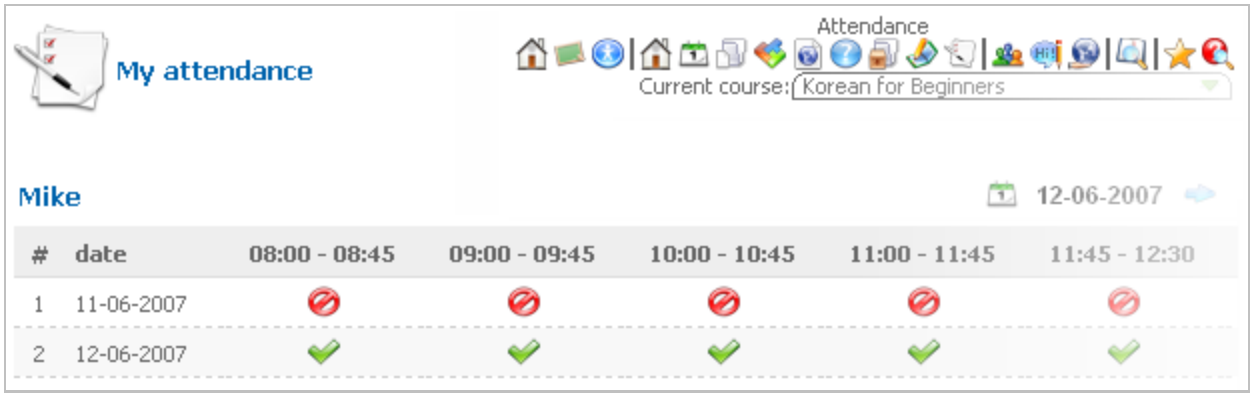


**Fig. 'Register of Attendance'**

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

## 1.13 Forum

The **Forum** section allows the Student to leave some message so that other course participants can react to this message in some way and leave their opinion regarding this message.
Forum topics are created within the frames of separate courses. Only users taking part in the course can view its forums and add their own messages to them.

The main menu of the Forums page offers the following options:

- **Home** - bring a user to the Forums home page that provides a possibility to post new topics and polls, reply to a specific topic or take part in a specific poll, as well as manage separate forum items: topics, polls and posts.
- **Help** - allows a user to view help documentation on forums use.
- **Search** - allows a user to search for specific forums items by the specified criteria.
- **Profile** - allows a user to view and change personal profile data.
- **My Messages** - allows a user to view personal messages, reply to them or post messages to other forum users.
- **Members** - allows a user to view the list of forums members and their personal data (such as ICQ number, email, website and so on).

**Fig. 'Forum'**

Basic navigation and management of forums is accomplished by means of the following forums sections:

- **Joomla LMS courses forum** - this section is the main page of the Forum section intended for displaying basic forum data.
- **Course Forums** – this section is intended for management of all topics posted within the course.
- **Topic** – this section is intended for a specific topic management.

The Forum section allows a user to post two types of items: **topics** and **polls**.
**Forum topics** are themes that can be discussed by forum participants. A user, who wants to know the opinions of others upon a specific theme, should post a new topic. At that the submitter of the topic can modify it in different ways or delete it. Other forum participants can only add their posts or view posts added to the topics by other forum participants.

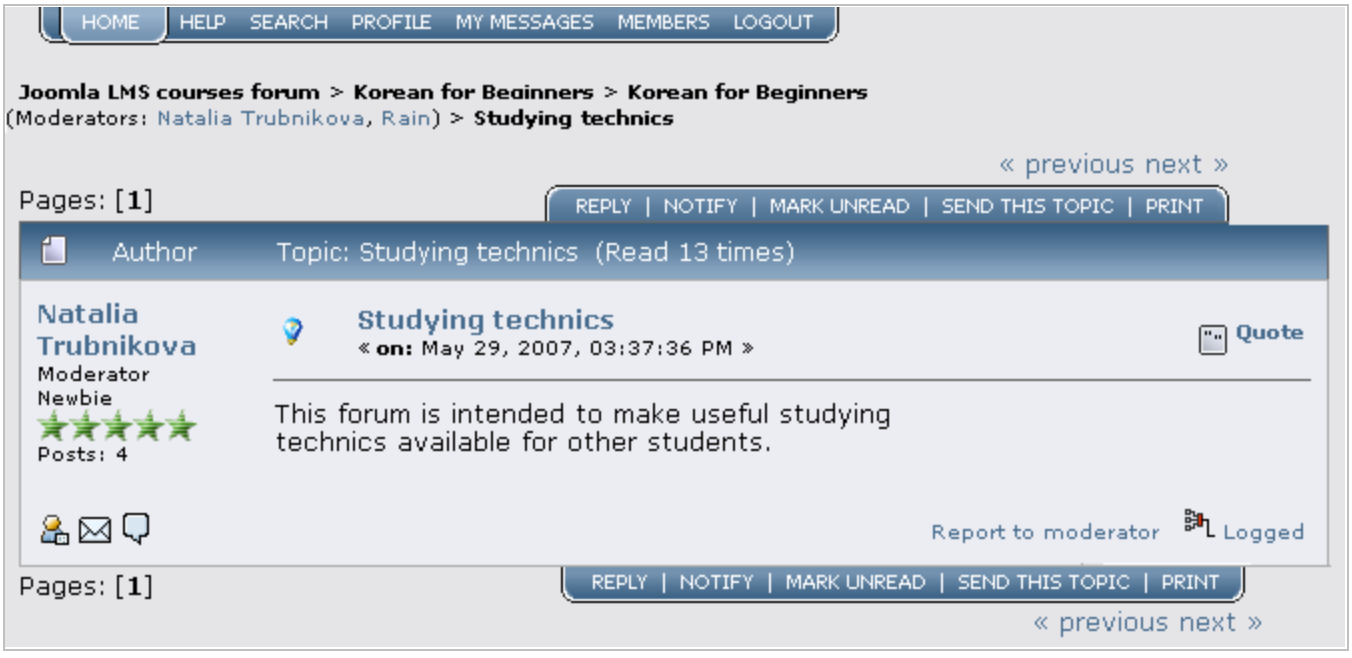

**Fig. 'Forum Topic'**

**Forum polls** are questionnaires aimed at collecting forum participants' opinions. Unlike the topics, polls do not presuppose exchange of opinions: to take part in a poll, a user should select one option of the predefined ones. The submitter of the poll, however, may leave a message that will specify the purpose of the poll, explain the options in some way and so on.

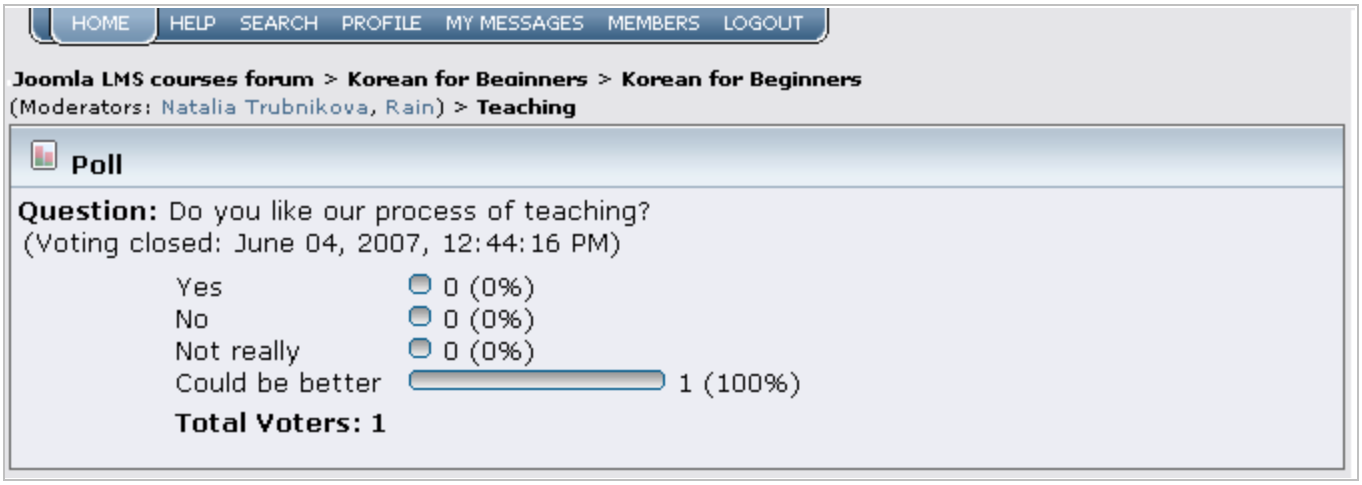


**Fig. 'Forum Poll'**

The Forum section proposes the next options for forum participants:

- **Formatting text**. The text of the post/topic/poll can be formatted with the help of Embedded Visual Editor.
- **Subscribing for notifications**. A forum participant can subscribe for email notifications informing about any new posts added to a corresponding topic. To be able to receive notifications, click the **Notify** button next to a corresponding topic.
- **Sending the URL of a topic**. A user can send uniform resource locator of a specific topic to one or several recipients. To send a URL, click the **Send this topic** toolbar button.
- **Printing a topic**. A user can print out a specific topic by clicking a corresponding toolbar button. To print a topic, click the **Print** toolbar button.

## 1.14 Chat

For communication purposes between Students, Teacher and Teacher Assistants a chat may be enabled. To access chat:

1. Enter the necessary course and click the **Chat** icon ( ) in the top course menu:

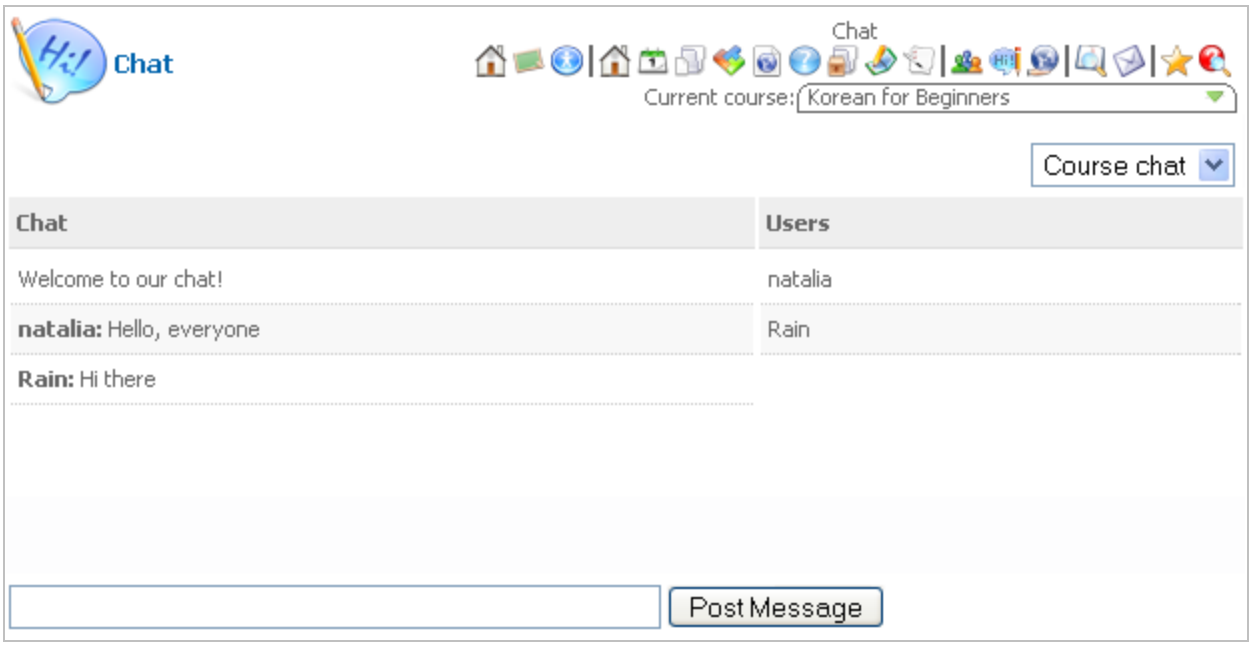


**Fig. 'Chat'**

2. From the list in the top right corner select a chat room. There are 2 types of rooms:
   - **Course chat** is intended for all users enrolled into the course;
   - **Group chat** is intended only for users who belong to a certain user group.
3. Enter your message in the text field at the bottom of the page and click **Post Message** (or press **Enter** on the keyboard).

**Note:** At present the course chat supports only simple text format for messages.

## 1.15 Conference

For better organization of the learning process the system allows you to use an embedded **Conference** tool. To enter a conference, enter the required course and click the **Conference** icon ( ) in the top course menu. The following page will be displayed:

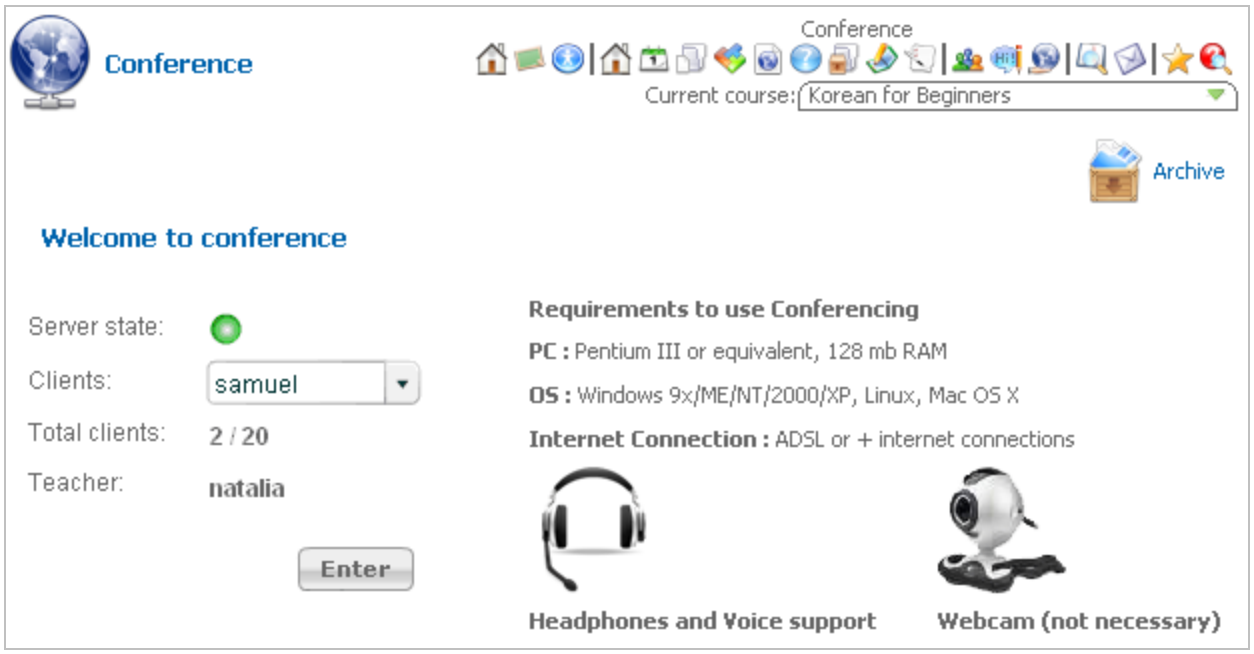


**Fig. 'Entering a Conference'**

Note that to take part in the conference you will need to comply with the following requirements:

- **PC**: Pentium III or equivalent, 128 mb RAM;
- **OS**: Windows 9x/ME/NT/2000/XP, Linux, Mac OS X;
- **Internet Connection**: ADSL or + Internet connections.

If the server is available for conference, the indicator icon will be green: in this case you can click the **Enter** button to open the conference window:

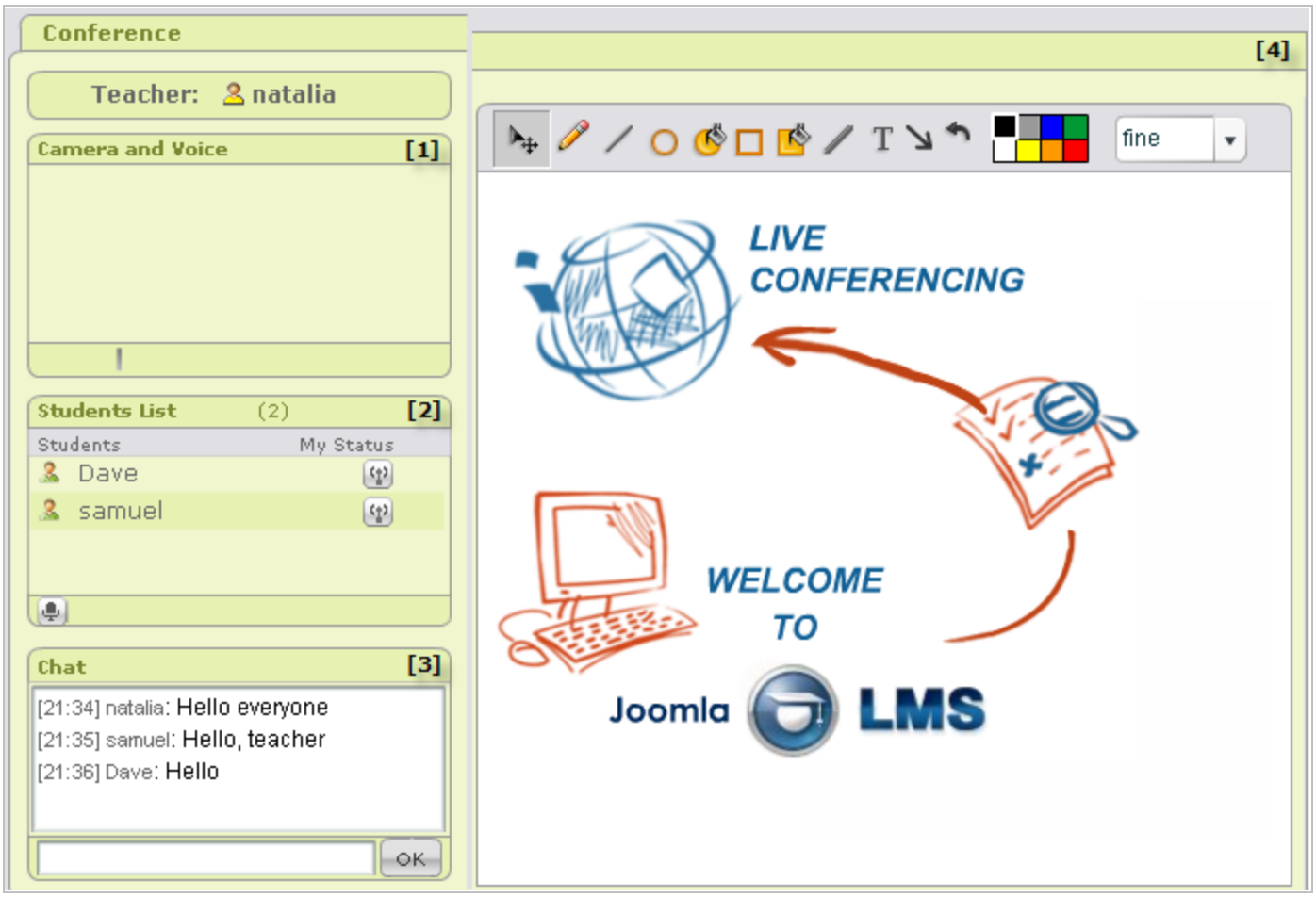


**Fig. 'Conference Window'**

The **Conference** page consists of four panes:
[1] Camera and Voice pane;
[2] Students List pane;
[3] Chat pane;
[4] WhiteBoard pane.

Find below a detailed description of each pane.

## [1] Camera and Voice Pane

The **Camera and Voice** pane displays video from the Teacher's Webcam.

## [2] Students List

The **Students List** pane allows you to see what Students take part in your conference. By default all Students are muted (that is Students' microphones are turned off). If you want to send a request to your Teacher to unmute you, click the **Request for Activity** icon ( ) at the bottom of the list. If the Teacher accepts your request, your microphone will be switched on.

## [3] Chat Pane

The **Chat** pane allows users who take part in the conference to exchange text messages. To send a message, enter the necessary text in the field below and click **OK**.

## [4] WhiteBoard Pane

The **WhiteBoard** pane is the main working area of the conference window: this is the place where image or SWF files are displayed. In addition the **WhiteBoard** pane has a toolbar with a list of standard tools for drawing. Note that Students do not have rights to modify the content on the WhiteBoard during the conference.

### 1.15.1 Working with Conference Archive

Certain parts of a conference can be recorded and played back later on. All conference records are stored in the **Archive**. To open conference archive:

1. Enter the necessary course and click **Conference** icon ( ) in the top course menu.
2. Click the **Archive** icon ( ) in the top right corner of the page. The system will display a list of archived records:

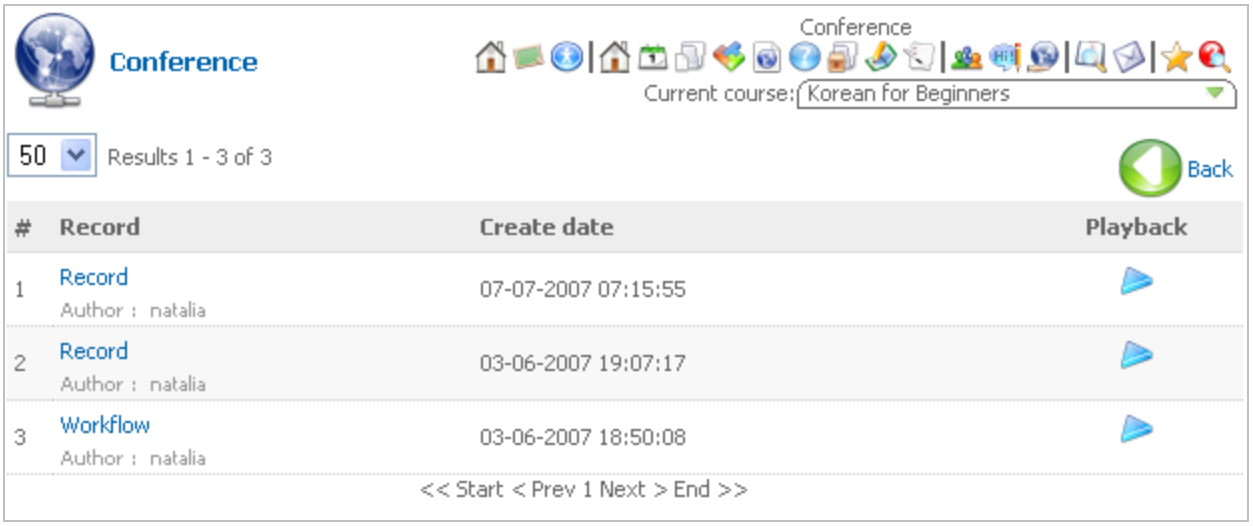


**Fig. 'Archive Records'**

3. Use the drop-down list at the top of the records list to define how many records should be displayed per page.
4. Click the **Playback** icon ( ) next to the necessary record to reproduce it. Use the **Back** icon ( ) to navigate away from the archive page.

## 1.16 Gradebook

The **Gradebook** is a tool that helps the Teacher to assess Students' activity in various aspects of the learning process. Students can track their grades and download a course certificate (if it is available for this course).

To view the list of your grades, enter the necessary course and click the **Gradebook** icon ( ) in the top course menu. The system will display your results:

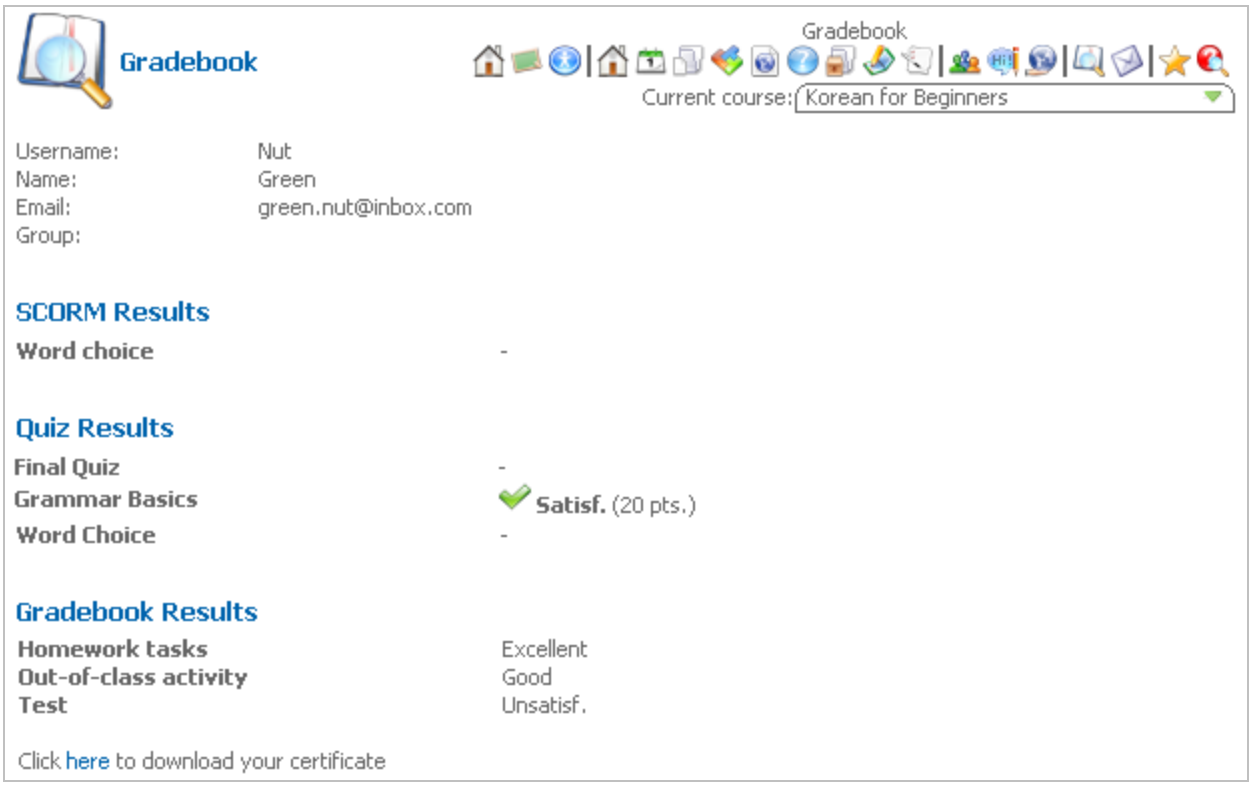


**Fig. 'Gradebook'**

Student's gradebook is divided into several sections:

- At the top of the page find Student's profile details;
- In the **SCORM Results** section find grades for SCORM package quizzes and tasks.
- In the **Quiz Results** section find grades for course quizzes (**Note:** the system stores a grade for the last attempt when you tried to do the quiz);
- In the **Gradebook Results** section find grades for various grade items (fields of activity that are assessed by your Teacher);
- If a course certificate is enabled, you will be able to download and print a course certificate. To do this, click the link in the *'Click here to download your certificate'* message at the bottom of the page. The certificate will be opened in a new browser window; if necessary you can either save or print it.

## 1.17 Mailbox

Use the **Mailbox** to send e-mail messages to your Teacher or Teacher Assistants.

To work with the mailbox, enter the necessary course and click the **Mailbox** icon ( ) in the top course menu. The following page will be displayed:

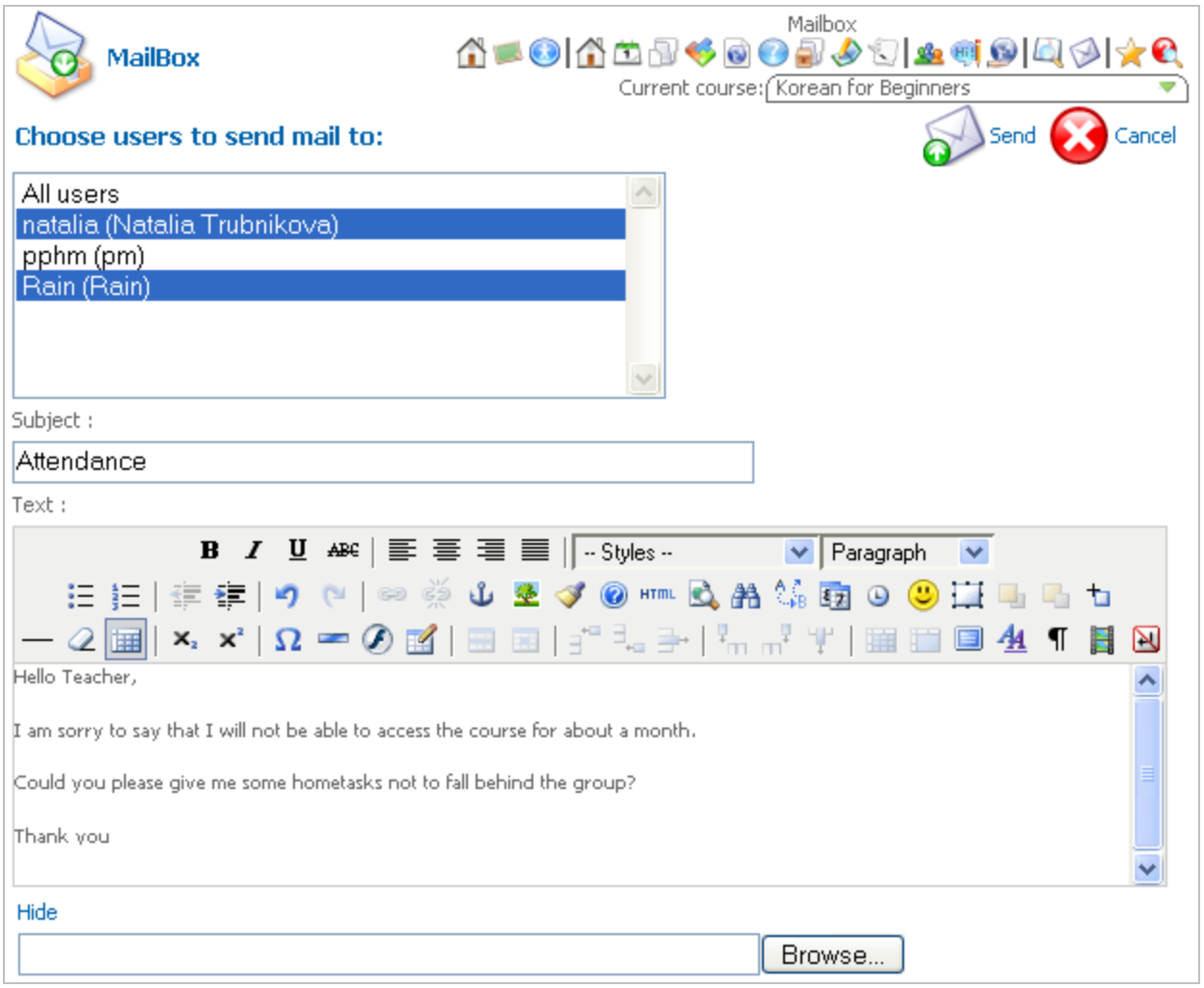


**Fig. 'Mailbox'**

If you want to send a message to your Teacher or Teacher Assistants:

1. In the **Choose users to send mail to** section select users who should receive your message (hold CTRL to select multiple users).
2. Enter the subject of the message into the **Subject** field.
3. In the **Text** field enter the content of your e-mail message. Use the embedded Visual Editor to format the text, enter links, images, tables or other elements.
4. If you want to attach a file to the message, click the **Attach a file** link at the bottom of the form. Click **Browse** to specify location of the required file on your computer.
5. When finished, click the **Send** icon ( ) to send out the message at the specified e-mail addresses; click **Cancel** ( ) to discard changes and navigate away from the **Mailbox** section.

## 1.18 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. To change interface language:

1. Enter the required course and click the **User Options** icon ( ) in the top course menu. A drop-down pane will be displayed:

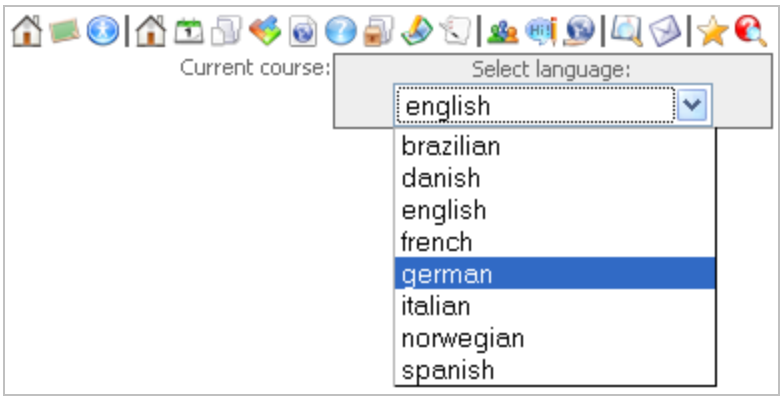


**Fig. 'User Options'**

2. 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). Wait till the changes are applied.