

## **Administrator Scenario – Settings Tab**

Created on 4/4/2003 9:41 AM

Page 1 of 3

To get the most out of this document you will want to use the following order when walking through the system for the first time:

1. System Administrator/Course Administrator
2. Student Manager
3. Student

Using this order reflects a true to life implementation and helps end users to get a better understanding of how the system works. Additionally, by completing some of the tasks outlined for the Administrator you can ensure that the Course Manager scenario goes smoothly.

### **Administrator Scenario<sup>1</sup>**

#### **I Learning Management Module (LMM)**

##### **A. Log on to the LMM.**

1. Launch the LMS
  - a. <http://lms.mindspan.com/lms-lmm>.
2. Logon to the system as an administrator
  - a. Click the [Log In](#) link in the upper right corner of the browser.
  - b. Enter “**lmsadmin**” as the username
  - c. Enter “**password**” as the password.
  - d. Click the **Log In** action button on that form.
3. ALL Views are available to a System Administrator, but would not be for a Course Administrator in a true environment. In the interest of time, we have included both roles here because they are so intertwined.
4. The [Home](#), [Student Catalog](#), and [Users](#) tabs will be explored later in this section.

#### **II (A) Click on [Settings Tab](#)**

##### **A. In the Deployment section**

1. Click [LMM Server](#) link
  - a. Click [General Settings](#) link
    - 1) We are not going to go into detail on these sub-tabs right now. It is important that you be aware of these settings, and that you understand what they are for use by the Administrators only in a typical deployment.
    - 2) There are seven sub tabs located in this section.
      - a) **General** - Specify locations of files, and designate Help Desk resource.
      - b) **Email** - Specify the SMTP server(s) and settings.
      - c) **E-mail Scheduler** - Specify E-mail frequency settings.
      - d) **User Defaults** - Default user preference settings for all users.
      - e) **LDAP** - Specify number of query settings for LDAP.
      - f) **Errors** – Specify Error Handler E-mail settings.
      - g) **Location Access Control** – Specify the default access control settings for location.
      - h) In front of a customer you most likely will not want to do anything more than show these forms if you feel the customer has some interest in viewing the configurations.

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<sup>1</sup> This Scenario is for both System Administrators and Course Administrators (denoted by an S or C immediately after the number of the step.)

- 3) The only exception is that you may want to show and explain the Security features of the Location Access Control sub-Menu.
  - a) The ACL's listed in this view will determine which user(s) has control to modify Location Resources based on the Match String and Scope provided under the Manage Level.<sup>2</sup>
- b. Use the navigation history in the upper right hand corner ([Settings>LMM>General](#)) to return to the **LMM** section by clicking on that link.
- c. Click [Automatic Notification](#) link
  - 1) This section is dedicated to managing the notifications sent to students, instructors, and resource managers.
  - 2) There are five sub-tabs that break out the different types of notifications sent by the system.
    - a) **General**
    - b) **Enrollment**
    - c) **Certificate**
    - d) **Curriculum**
    - e) **Course Management**
  - 3) You can access these tabs to specify:
    - a) Which standard notifications can be sent to users
    - b) Where those notifications will be sent (E-mail and/or Learning Inbox)
    - c) Notifications will be sent relative to events such as Certification Expirations.
  - 4) Click **Cancel** to return to the previous screen.
- d. System Logging
  - 1) It is important to be aware of these settings, and understand what they are used for but we are not going to dive into this section.
  - 2) The sub-tabs in this section are basically the same. Here you can specify Log parameters for the LMS system for use by the administrator which determine this such as:
    - a) The log file names,
    - b) What information is to be include in the logs
    - c) The Level of logging
    - d) Messaging
    - e) File size
    - f) Level of detail
  - 3) These settings are useful when troubleshooting the system and can be automatically sent to administrators.
  - 4) Changes made here are immediate.
  - 5) You will not want to leave debug level detail tracking on for extended periods of time because the log files can grow exponentially and bring down your server.
  - 6) For more information review the context sensitive help when viewing these forms.

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<sup>2</sup> For more information on ACL mappings please see **Appendix A**.

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Created on 4/4/2003 9:41 AM

Page 3 of 3

- e. Use the navigation history in the upper right hand corner ([Settings>LMM>General](#)) to return to the **Settings** section by clicking on that link.
- 2. **Delivery Server**<sup>3</sup>
  - a. This section allows you to define the Delivery Servers which are used in your deployment
  - b. It is worth pointing out this section to the client to generate discussions about the flexibility of the LMS deployment capabilities.
  - c. We are not going to dive into this section
- 3. **Collaboration Servers**<sup>4</sup>
  - a. If your client is interested in Synchronous learning and/or Knowledge Management as part of their e-learning solution then it is worth pointing out this section to them.
  - b. In this section you would define the following servers:
    - 1) Chat
    - 2) Discussion
    - 3) LVC
    - 4) Discovery Server
- B. **In the Announcements section on the Settings main page**
  - 1. **Click on the [Announcements](#) link**
    - a. Click **Add**
    - b. Enter the text for your announcement
    - c. Select Attribute for your Matching Type
    - d. Enter "LdapId=\*" for your Matching String. This will send the announcement to all users
    - e. Leave the Language field as the wild card character "\*"
    - f. Click **Save**.
  - 2. **Click Done at the confirmation screen to return to the Settings tab.**<sup>5</sup>
- C. **In the Customization section**<sup>6</sup>
  - 1. If you plan to create a customized skin for a customer demo or system deployment then use this section to define the customization sets and the attributes to be used
  - 2. Click on the [Manage Customization Sets](#) link
    - a. There are three options here: for customization sets.
      - 1) **Add**
      - 2) **Modify**
      - 3) **Delete**
  - 3. For now all we want to do is introduce you to this feature because it will be covered in a later session this week.

End of the Setting tab.

<sup>3</sup> There is a bug in the system which will return a bogus connection failed notification when you click the test action button on the Delivery Server details page.

<sup>4</sup> None of the Collaboration Servers have been defined in the VMWARE session. The machine resources needed to implement such a system would require multiple physical machines, or VMWARE sessions.

<sup>5</sup> Clicking "Done" in any of the LMS forms does not execute any code. All it does is return you to the previous screen.

<sup>6</sup> Customization is covered in Appendix \_\_\_\_