

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 Scenario¹

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.

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

Administrator Scenario – Settings Tab

Created on 4/4/2003 9:41 AM

Page 2 of 3

- 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.²
- 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.

² For more information on ACL mappings please see **Appendix A**.

Administrator Scenario – Settings Tab

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**³
 - 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**⁴
 - 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.**⁵
- C. **In the Customization section**⁶
 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.

³ 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.

⁴ 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.

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

⁶ Customization is covered in Appendix ____