

## Student Scenario – Home/Catalog Tabs

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### Student Scenario:

#### I Basics:

- A. Sign on to the LMS:
- B. Available Tabs in a standard installation:
  - 1. Home
  - 2. Student Catalog

#### II Student home:

- A. [At a Glance](#) (Default View)
  - 1. Default Welcome provided by the system at the top
  - 2. Announcements specific to users, groups, or everyone.
  - 3. This Week's activities
  - 4. Recommended Courses specific to a student assigned or selected profiles.
- B. Click on the [Preferences](#) link in the upper right hand corner.
  - 1. These are settings that a any user may modify.
  - 2. Changes made here directly and immediately influence the presentation of the UI
    - a. Select **Spanish** as the user preference for the **Language** file for example.
    - b. Click **OK**.
- C. You are returned to the LMS. Notice all standard text is in Spanish
  - 1. Click on the [Preferencias](#) link in the upper right hand corner.
    - a. Select **Ingles** as the user preference for the **Idioma** field.
    - b. Click **Aceptar**
  - 2. You are returned to the LMS. Notice all standard text is once again in English.
- D. Click on [Calendar](#) link
  - 1. Schedule tab (Default tab)
    - a. Note in a demo View by week shows best and can be defined in user preferences
    - b. You are allowed to see all calendar entries for the user you have logged on as by or [Month](#) (default), [Week](#), or [Day](#) by clicking on the appropriate link in the upper right hand corner of the Calendar.
    - c. In the Upper left hand corner of the Calendar there is a second navigation tool.
      - 1) Depending on the selection of Month, Week, or Day you will be able to use it to navigate to the previous or next Month, Week, or Day.
      - 2) You can also click on the Calendar icon  to select a specific date.
    - d. Notice scheduled learning events are represented by a link ([1 Item](#)).
    - e. Click on the [1 Item](#) link to navigate to the Week view that provides a little more detail for the scheduled event.
    - f. Click on the [course name](#) link.
      - 1) A pop up window will open with more detail provided.
      - 2) Click **Close**.
  - 2. Click on the [Activities](#) tab
    - a. A list of all scheduled activities is provided.



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- F. Click on the [Notifications](#) link.
  - 1. These are LMS event triggered notifications
  - 2. There will be a list of notifications depending on how you have used the system you will see a number of different types of notifications. For example:
    - a. Enrollment
    - b. Unenrollment
    - c. Completion
    - d. Cancellation
    - e. Certification has been Revised
    - f. And/or others
  - 3. You have the ability to [Read More](#) or [Delete](#) notifications.
- G. Click on the [Approvals](#) link.
  - 1. Section where Managers and Approvers provide approvals.
  - 2. If you are signed on as a user with the appropriate permissions then you will see a list of requests from students
    - a. You will be able to perform any of the following actions for multiple requests at the same time as a listed Approver:
      - 1) Approve
      - 2) Disapprove
      - 3) Take No Action.
      - 4) Click Save when finished
    - b. The list will update
      - 1) Requests Approved or Denied will be removed from you list and users will be notified
      - 2) If you chose to take no action for any items they will remain on your request list.
- H. Click on the [Offline Learning Client](#)
  - 1. Link to download the Offline Learning Client
  - 2. This is a 70 Meg file.
  - 3. Can be distributed by CD if desired
  - 4. Should be set to only be available to users/groups who have access to off line courses, and who have the bandwidth to download a file of this size.
- I. **In the My Courses Section**
  - 1. Click on the [Enrolled Courses](#)
  - 2. List of ILT and WBT Courses
  - 3. Once a course is completed it is removed from this view and placed in the Completed Courses view.
    - a. Click on a [course name](#)
      - 1) Depending on course type and offering settings for the course you can
        - a) Unenroll
        - b) Contact the instructor
        - c) View Details
      - 2) Click **Close**.
    - b. View the Status of your progress in the second column
    - c. See interact with Collaboration features.

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- d. Click [Launch](#) if it is a WBT offering
  - 1) If you have just enrolled in a WBT it may not be immediately available because the LMM has to communicate with the DS before it can be offered.
  - 2) If not a newly enrolled course is not available check back in a minute or two.
4. Click [Launch](#) now on one of the WBT Course Offerings
5. The Delivery Server interface will load
  - a. You are provided with a framed interface which includes
    - 1) The standard header
    - 2) Course Outline
    - 3) Course Tools
      - a) [Profess Reports](#) – Progress specific to this course
      - b) [Calendar](#) – Scheduled activities specific to this course.
    - 4) Content window
  - b. In the Course Outline frame, expand the course by click on the  icon in the Course Outline to view first level learning activities and topics.
  - c. About Course UI
    - 1) Progress is represented by a slide bar
      - a) Examples
        - i)  - Not started
        - ii)  - Started
        - iii)  - Complete
      - 2) Clicking on a learning object icon will display details
      - 3) Unique icons that are determined when the course is created represent different Learning objects.
        - a) Examples:
          - i)  - Course
          - ii)  - Topic
          - iii)  - Standard activity
        - b) Click on one of those icons now.
      - 4) Clicking on the activity names will launch the activity
    - d. Expand Topics and subtopics if necessary to locate a learning activity
      - 1) Click on an activity name now to launch an activity.
        - a) View the activity
        - b) Click on the [Close](#) link when finished.
    - e. Click the [Return to the LMS](#) link in the uppermost right hand corner.
  6. Click on the [Curriculums](#) (list of Curriculums)
    - a. Shows a list of Curriculums
    - b. The courses associated with a curriculum
    - c. Once a curriculum is completed then it is removed from this view and added to the Completed Courses view.

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7. Click on the [Certificates](#) (list of Certificates)
  - a. Lists of Certificates
  - b. The courses associated with in a certificate
  - c. Course status
  - d. Completed certificates are not removed from this view, but are added to the Completed Courses view.
8. Click on the [Completed Courses](#) (list of Completed Learning Events)
  - a. A listing of all completed Courses, Curriculums, and Certificates.
  - b. Allows you to review details
  - c. Renew Certificates
  - d. Collaborate with students and teachers from the learning events
  - e. Launch WBT offerings.
- J. **In the Course's I'm, Teaching section**
  1. Click on the [Course List](#)
  2. List of courses a user is teaching
    - a. Allows teachers to review course details
    - b. Allows teachers to run a progress report for all enrolled students
  3. Click on the [Live Sessions](#)
    - a. List of all LVC Sessions that a user is teaching
    - b. Allows teachers to Edit the Schedule and Materials
- K. **In the Resources section**
  1. Click on the [Progress Report](#)
    - a. View progress for all courses and learning events.
    - b. Close the new browser window when finished
  2. Click on the [Orientation](#)
    - a. Online help to get students started.
    - b. Allows users to access additional help files.
    - c. Close the new browser window when finished
  3. Don Not Click on the [Knowledge Search](#)
    - a. Link to the Lotus Knowledge Discovery Server
    - b. Not configured in this environment.
  4. Click on the [Help Desk](#)
    - a. Ability to email users/group with questions
    - b. There is no SMTP server configured so click **Cancel**

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### **III Click on the Student Catalog tab**

**A.** Allows users to browse the catalog or search for courses

1. Click on the [Advanced Search](#) link.

a. Enter \* in the Title field

b. Click **Search** (located at the top of the form in this section.)

c. All courses, Certificates, and Curriculums will be displayed

d. Depending on the course offering you may be allowed to

1) View Details only

2) View Offerings and Enrollments

e. Click on the [View Details](#) link for the **ILT Demo Course**

1) There are two tabs

a) Course Details is the Default

b) Offerings and Enrollments is the other.

2) Click on the [Offerings and Enrollments](#) tab.

a) More details will be displayed for each offering

b) Click on the [View Full Schedule](#) link.

i) You will be able to see specific information on the schedule.

ii) Click **Close**

3) Click on the [Return to Catalog](#) link

**B.** The Student Catalog will only show courses that are stored in folders that you have the appropriate access control to read.

**C.** You will only be allowed to Enroll in courses that allow for self enrollment

If a course requires approvals then you will not be enrolled until that approver agrees to let you attend the learning event