



Managing Settings

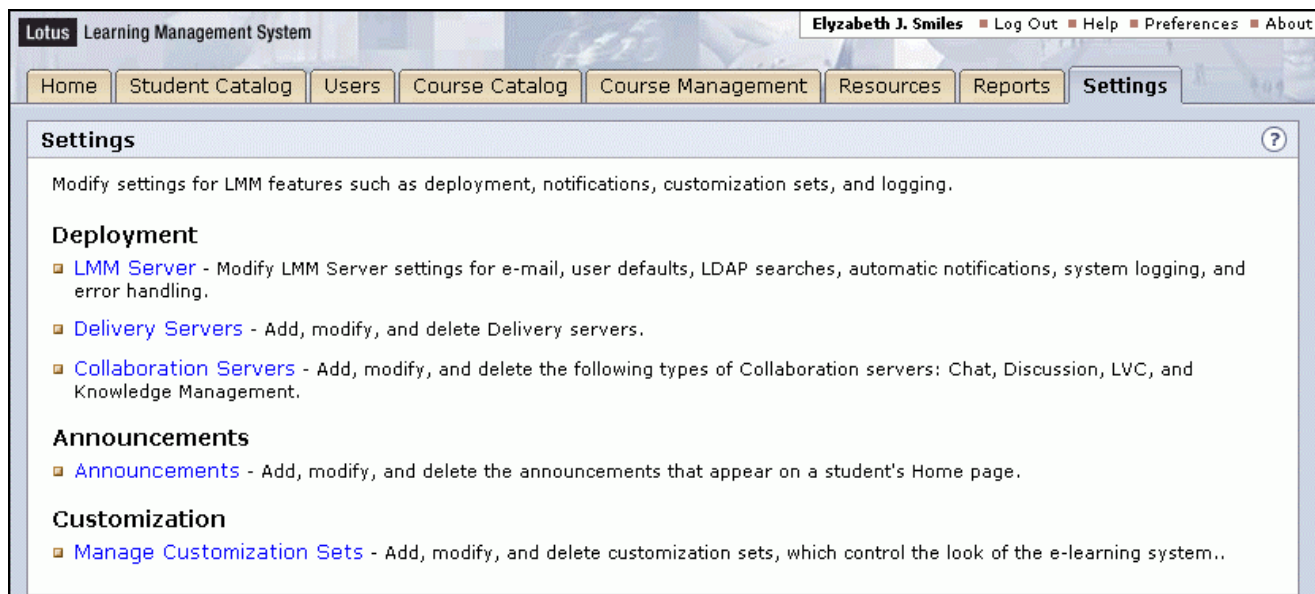
Lesson 1 Deployment Settings

Lesson 2 Announcement and Customization Settings



Deployment Settings

The **Settings** tab contains deployment, announcement, and customization settings. Some of these settings can be modified, others can only be displayed.



Lesson topics

This lesson presents the following topics:

- LMS General settings
- LMS Automatic Notifications settings
- LMS System Logging
- Delivery Server settings
- Collaboration Server settings

LMS Server Settings

LMM Server settings allow the administrator to select or specify deployment settings, configure the collaboration server, and enable automatic notification.

Three server settings are used:

- General Settings
- Automatic Notifications
- System Logging



Caution

To save your selections, you must click the **Save** button before displaying another tabbed page.

LMS General Settings

The **General Settings** tabs are used to identify or modify general settings of the Learning Management System deployment. The tabbed pages are used to specify the following settings:

- General settings
- E-mail
- E-mail Scheduler
- User Defaults
- LDAP
- Errors
- Location Access Control

General Tab

The following figure shows the **General** settings page.

The screenshot shows a window titled "General Settings" with "Cancel" and "Save" buttons in the top right. Below the title bar is a tabbed interface with tabs for "General", "E-mail", "E-mail Scheduler", "User Defaults", "LDAP", "Errors", and "Location Access Control". The "General" tab is selected and contains the following sections:

- Help System**: "URL of the Help System" with a text input field containing "http://educate1.mgc.com/ehelp".
- Help Desk**: "E-mail Address for the Help Desk" with a text input field containing "Helpdesk@mgc.com". Below it, "Type of e-mail to send to the Help Desk" has a dropdown menu set to "text/html".
- Offline Learning Client**: "URL of Offline Learning Client software" with a text input field containing "http://educate.mgc.com/duc/OfflineClientWin32.exe". Below it, "Version" has an empty text input field.
- Search Results**: "Maximum number of items to return in a search" with a text input field containing "50".

Help System – Specify the Help System URL. This is a fully qualified URL and includes the folder where the Help files have been installed (for example `http://server.acme.com/LMSHelp`).

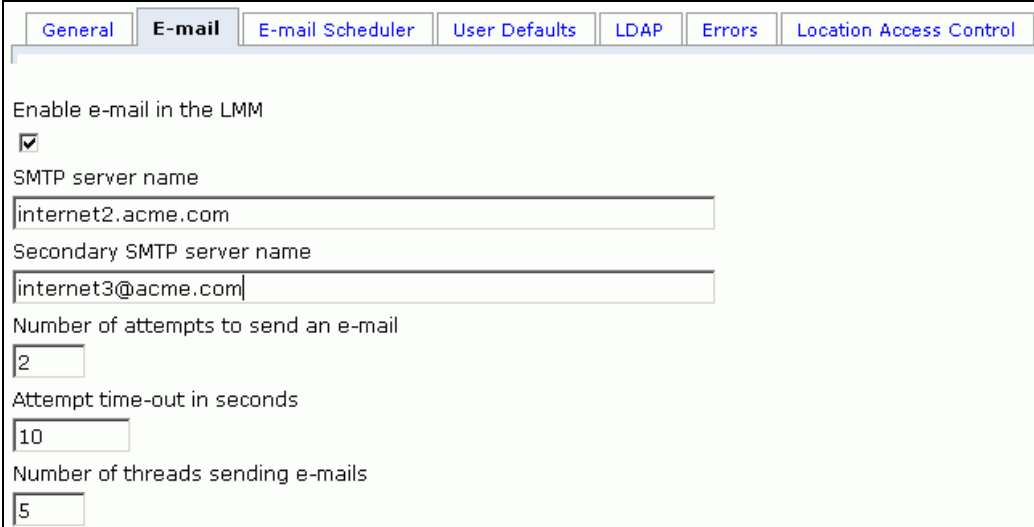
Help Desk – Specify the address and format for e-mail sent to technical support.

Offline Learning Client – Specify the URL and version of the Offline Learning Client. This is a fully qualified URL and includes the folder where the Help files have been installed (for example `http://server.acme.com/offlineclient`).

LMS General Settings...(continued)

E-mail

The following figure shows the **E-mail** settings page.



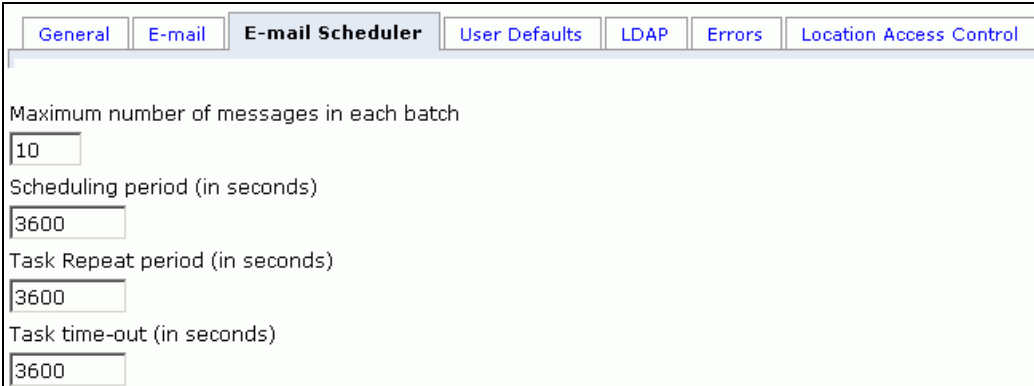
The screenshot shows the 'E-mail' settings page. At the top, there is a navigation bar with tabs: General, E-mail (selected), E-mail Scheduler, User Defaults, LDAP, Errors, and Location Access Control. The main content area contains the following settings:

- Enable e-mail in the LMM: ☒
- SMTP server name:
- Secondary SMTP server name:
- Number of attempts to send an e-mail:
- Attempt time-out in seconds:
- Number of threads sending e-mails:

SMTP server name – Use the full hierarchical Internet name.

E-mail Scheduler

The following figure shows the **E-mail Scheduler** settings page.



The screenshot shows the 'E-mail Scheduler' settings page. At the top, there is a navigation bar with tabs: General, E-mail, E-mail Scheduler (selected), User Defaults, LDAP, Errors, and Location Access Control. The main content area contains the following settings:

- Maximum number of messages in each batch:
- Scheduling period (in seconds):
- Task Repeat period (in seconds):
- Task time-out (in seconds):

LMS General Settings...(continued)

User Defaults

User Defaults determine the default settings for the user interface. Users can modify these settings using the Preferences link.

The following figure shows the **User Defaults** settings page.

The screenshot shows the 'User Defaults' tab selected in a settings interface. The page contains several configuration options, each with a label and a control element (text box or dropdown menu). The settings are as follows:

Setting	Value
Records Per Page	10
Time Zone	(GMT-5)Eastern Daylight Time (US, Canada)
Language	English
Locale	English (United States)
Calendar State	Month
Primary Calendar	Gregorian
Secondary Calendar	Gregorian
First Day of the Week	Sunday

Locale – The administrator can select a specific language preference, for example **English – New Zealand** and **English – Singapore**.

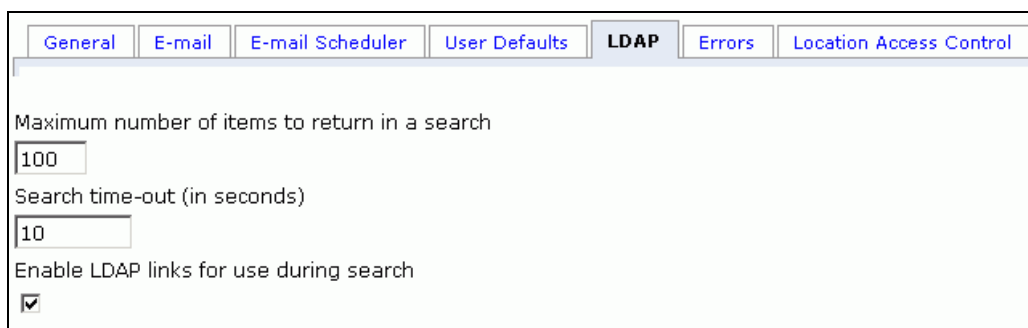
Calendars – Select from Buddhist, Gregorian, Hebrew, Islamic – Civil, Islamic – Religious, and Japanese.

LMS General Settings...(continued)

LDAP

The **LDAP** settings page is used to specify parameters used when searching the LDAP directory.

The following figure shows the **LDAP** settings page.



The screenshot shows the LDAP settings page with the following fields:

- Maximum number of items to return in a search:
- Search time-out (in seconds):
- Enable LDAP links for use during search: ☒

Errors

The **Errors** settings page is used to specify how the Error Handler mails error notices.

The following figure shows the **Errors** settings page.



The screenshot shows the Errors settings page with the following fields:

- FROM address for Error Handler e-mails:
- TO address for Error Handler e-mails:
- MIME type of e-mail sent by the Error Handler:

FROM address for Error Handler e-mails – This is the address that displays in the FROM field on all error e-mails.

TO address for Error Handler e-mails – Enter the address of the recipient of all error e-mails.

MIME type of e-mail sent by the Error Handler – Select **text/plain** or **text/html**.

LMS General Settings...(continued)

Location Access Control

The **Location Access Control** settings page is used to specify access to resource records.

The following figure shows the **Location Access Control** settings page.

Location Access Control Cancel

General E-mail E-mail Scheduler User Defaults LDAP Errors **Location Access Control**

The root for all locations has the following access control list:

Add Edit Delete

Level	Scope	Add Entry	
<input checked="" type="radio"/> Manage	All children	Match Type	Match String
		Group	Admins
			Edit

Level	Scope	Add Entry	
<input type="radio"/> Manage	All children	Match Type	Match String
		Attribute	LdapId=wasadmin
			Edit

The following figure shows the **Add an access control** screen.

Add an access control. ?

Level

Scope

Match Type

Match String*

Cancel Save

LMS Automatic Notification Settings

Administrators specify the events that will trigger automatic notification. Notification can be sent to the user's e-mail address, Learning inbox, or both.

General

The **General** notification settings page is used to select the general events that will trigger automatic notification. The following figure shows the **General** notifications settings page.

Type of Notification	E-mail	Learning Inbox
All Notifications in the System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Calendar event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room set-up required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

"From" e-mail address to serve as system default

"From" common name to serve as system default

- **All Notifications in the System** – Globally enable e-mail and/or Learning inbox notifications.

Note: If neither is selected, the individual notifications selected on the other tabs will not be enabled.

The following table lists the events that trigger notification and to whom the notices are forwarded.

This Notification...	Is Sent to...	To Indicate That...
Pending Calendar event	<ul style="list-style-type: none"> ■ User ■ Instructor 	A scheduled activity listed on their calendar is beginning.
Report completed	User who generates report	A requested report has been run with report file attached.
Room set-up required	Room contact	Room set-up is required for a physical learning event.

LMS Automatic Notification Settings...(continued)

Enrollment

The **Enrollment** notification settings page is used to select the enrollment events that will trigger automatic notification. The following figure shows the **Enrollment** notifications settings page.

General	Enrollment	Certificate	Curriculum	Course Management
Type of Notification	E-mail	Learning Inbox		
Successful enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Successful unenrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Minimum number of students not satisfied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Enrollment denied	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Request for approval: enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Request for approval: unenrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

The following table lists the events that trigger notification and to whom the notices are forwarded.

This Notification...	Is Sent to...	To Indicate That...
Successful enrollment	Student	Successful enrollment in a course has occurred.
Successful unenrollment	Student	Successful unenrollment from a course has occurred.
Minimum number of students not satisfied	Offerings manager	The minimum number of students required for a course has not been met.
Enrollment denied	Student	A request to enroll in a course was denied.
Request for approval: enrollment	Approver or manager	A request for enrollment is waiting for their approval.
Request for approval: unenrollment	Approver or manager	A request for unenrollment is waiting for their approval.

LMS Automatic Notification Settings...(continued)

Certificate

The **Certificate** notification settings page is used to select the certification events that will trigger automatic notification. The following figure shows the **Certificate** notifications settings page.

General	Enrollment	Certificate	Curriculum	Course Management
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Type of Notification	E-mail	Learning Inbox
Request for approval: certificate criteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate program changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate program completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate program expires soon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate program expired	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate program cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How many days before a certificate expires should the first renewal notice be sent?

How many days before a certificate expires should the second renewal notice be sent?

How many days before a certificate expires should the third renewal notice be sent?

The following table lists the events that trigger notification and to whom the notices are forwarded.

This Notification...	Is Sent to...	To Indicate That...
Request for approval: certificate criteria	Approver or manager	Criteria for a new certificate program or a change to an existing certificate program are waiting for their approval.
Certificate program changed	Students and instructors	A certificate program has been changed.
Certificate program completed	Student	Completion requirements for the certificate program have been attained.

(continued on next page...)

LMS Automatic Notification Settings...(continued)

Certificate...

This Notification...	Is Sent to...	To Indicate That...
Certificate program expires soon	Student	The expiration date for completion of all requirements for a certificate program is near.
Certificate program expired	Student	The expiration date for completion of all requirements for a certificate program has passed.
Certificate program cancelled	Students, instructors, and Room Contact	A certificate program has been cancelled.

Some certificate programs require recertification on a scheduled basis. The Learning Management System allows you to automatically notify students, who are enrolled in the certificate program, to receive renewal notices. Certification expiration is specified in the certificate offering settings. Renewal notification settings are:

- How many days before a certificate expires should the first renewal notice be sent?
- How many days before a certificate expires should the second renewal notice be sent?
- How many days before a certificate expires should the third renewal notice be sent?

Curriculum

The **Curriculum** notification settings page is used to select the curriculum-related events that will trigger automatic notification. The following figure shows the **Curriculum** notifications settings page.

General	Enrollment	Certificate	Curriculum	Course Management
Type of Notification		E-mail	Learning Inbox	
Curriculum changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Curriculum completed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Curriculum cancelled		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

LMS Automatic Notification Settings...(continued)

Curriculum...

The following table lists the events that trigger notification and to whom the notices are forwarded.

This Notification...	Is Sent to...	To Indicate That...
Curriculum Changed	Students and instructors	A curriculum has been changed.
Curriculum Completed	Students	All courses in the curriculum have been completed.
Curriculum Cancelled	Students, instructors, and Room Contact	A curriculum has been cancelled.

Course Management

The **Course Management** notification settings page is used to select the course management-related events that will trigger automatic notification. The following figure shows the **Course Management** notifications settings page:

<div>General</div> <div>Enrollment</div> <div>Certificate</div> <div>Curriculum</div> <div>Course Management</div>		
Type of Notification	E-mail	Learning Inbox
Course cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course rescheduled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course deployment failure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The following table lists the events that trigger notification and to whom the notices are forwarded:

This Notification...	Is Sent to...	To Indicate That...
Course cancelled	Students, instructors, and Room Contact	A course has been cancelled.
Course rescheduled	Students, instructors, and Room Contact	A course has been rescheduled.
Course deployment failure	Offerings manager	Deployment of a course failed.

LMS System Logging Settings

Administrators specify which events are logged and how the log information is displayed. In addition to general logging information, administrators can view logs for application, database, trace, and e-mail events.

About log files

All log information is stored in text files and can be viewed in a text editor. The settings pages let you configure where and how the logs will be written. When a log file reaches the maximum file size (specified in the settings), the file is renamed and a new file created.

In a clustered configuration, settings for log files apply to all machines in the cluster.

Log settings

Most log settings allow the administrator to specify:

- **Log file name.**
- **Message layout.**
- **Log level** – these are hierarchal.

The following table shows the hierarchal log levels.

Description	Debug	Info	Warn	Error	Fatal	System
Debug: Provides most detail, used for diagnostics.	X	X	X	X	X	X
Info: Status information on system operation.		X	X	X	X	X
Warn: Information on non-fatal errors that occur as part of normal operations.			X	X	X	X
Error: System and application errors.				X	X	X
Fatal: Severe problems that prevent normal operation.					X	X
System: System messages only.						X

- **Send messages to console** – in addition to the log file.
- **Maximum files size** – Select the files size. A new file is created when the maximum size is reached.
- **Level of detail of Log Writer Name** – The higher number means a more detailed class description.

LMS System Logging Settings...(continued)

General tab

The **General** log settings page is used to specify the directory path where log files will be stored. The following figure shows the **General** log settings page.

The screenshot shows a web form titled "General Settings" with "Cancel" and "Save" buttons in the top right. Below the title is a tabbed interface with six tabs: "General", "Application Log", "Database Log", "Trace Log", "E-mail Log", and "Tracking Log". The "General" tab is selected. Below the tabs is a text input field labeled "Path indicating the location for all log files" containing the text "\${LMS_LOG_PATH}".

Application Log

The **Application Log** settings page is used to select the events that will be logged, where they will be logged, and how the log will be formatted. The following figure shows the **Application Log** page:

The screenshot shows a web form with a tabbed interface. The tabs are "General", "Application Log", "Database Log", "Trace Log", "E-mail Log", and "Tracking Log". The "Application Log" tab is selected. The form contains the following fields and options:

- Log file name:** A text input field containing "LMS-LMM.log".
- Include the following in log files:** A list of four items with checkboxes:
 - ☒ Date
 - ☒ Log level
 - ☒ Log Name
 - ☐ Thread
- Logging level:** A dropdown menu with "warn" selected.
- Send messages to console:** A checkbox that is unchecked.
- Maximum file size:** A text input field containing "5000000".
- Level of detail of LogWriter Name:** A text input field containing "10".

LMS System Logging Settings...(continued)

Database Log

The **Database Log** settings page is used to select the events that will be logged, where they will be logged, and how the log will be formatted. The following figure shows the **Database Log** page.

The screenshot shows the 'Database Log' tab selected in a settings window. The 'Log file name' field contains 'LMS-LMM_DB.log'. Under 'Include the following in log files:', 'Date', 'Log level', and 'Log Name' are checked, while 'Thread' is unchecked. The 'Logging level' dropdown is set to 'warn'. The 'Send messages to console' checkbox is unchecked. The 'Maximum file size' field contains '5000000'. The 'Level of detail of LogWriter Name' field contains '10'.

General	Application Log	Database Log	Trace Log	E-mail Log	Tracking Log
Log file name LMS-LMM_DB.log					
Include the following in log files: <input checked="" type="checkbox"/> Date <input checked="" type="checkbox"/> Log level <input checked="" type="checkbox"/> Log Name <input type="checkbox"/> Thread					
Logging level warn					
Send messages to console <input type="checkbox"/>					
Maximum file size 5000000					
Level of detail of LogWriter Name 10					

LMS System Logging Settings...(continued)

Trace Log

The **Trace Log** settings page is used to select the events that will be logged, where they will be logged, and how the log will be formatted. The following figure shows the **Trace Log** page.

General Application Log Database Log **Trace Log** E-mail Log Tracking Log

File name
LMS-LMM_TRC.log

Include the following in log files:

☒ Date
☒ Log Name
☐ Thread

Send messages to console
☐

Trace enable
☐

Maximum file size
5000000

Level of detail of LogWriter Name
10



Caution

The Trace log stores detailed data on the execution of product features and functions. These files can grow to be very large. Since trace data is used primarily for diagnostic purposes, you should disable this log when it is not being used.

Deselect the **Trace Enable** checkbox to disable the Trace Log.

LMS System Logging Settings...*(continued)*

E-mail Log

The **E-mail Log** settings page is used to select the events that will be logged, where they will be logged, and how the log will be formatted. The following figure shows the **E-mail Log** page.

The screenshot shows the 'E-mail Log' tab selected in a settings window. The window has tabs for 'General', 'Application Log', 'Database Log', 'Trace Log', 'E-mail Log', and 'Tracking Log'. The 'E-mail Log' tab contains the following settings:

- File name:** A text box containing 'LMS-LMM_EMAIL.log'.
- Include the following in log files:** A list of four items, each with a checked checkbox:
 - ☒ Date
 - ☒ Log level
 - ☒ Log Name
 - ☒ Thread
- Logging level:** A dropdown menu set to 'info'.
- Send messages to console:** An unchecked checkbox.
- Maximum file size:** A text box containing '5000000'.
- Level of detail of LogWriter Name:** A text box containing '10'.

LMS System Logging Settings...(continued)

Tracking Log

The **Tracking Log** settings page is used to select the events that will be logged, where they will be logged, and how the log will be formatted. The following figure shows the **Tracking Log** page.

The screenshot shows the 'Tracking Log' tab selected in a settings window. The window has tabs for 'General', 'Application Log', 'Database Log', 'Trace Log', 'E-mail Log', and 'Tracking Log'. The 'Tracking Log' tab is active. The settings include:

- File name:** A text box containing 'LMS-LMM_TRACKING.log'.
- Include the following in log files:** A list of four items with checkboxes:
 - ☒ Date
 - ☒ Log level
 - ☒ Log Name
 - ☐ Thread
- Logging level:** A dropdown menu with 'warn' selected.
- Send messages to console:** An unchecked checkbox.
- Maximum file size:** A text box containing '5000000'.
- Level of detail of LogWriter Name:** A text box containing '10'.

The tracking log stores data on:

- Course sequencing
- Content delivery
- Course delivery URLs
- Course progress

For more information on tracking, see the *Lotus Learning Management System Administrator's Guide*.

Delivery Server Settings

The Delivery Server delivers online course content to students. It tracks progress and sends the data to the LMM Server. The Delivery Server is not used to deliver courses that are conducted in physical locations.

It is possible to have more than one Delivery Server in a configuration. Delivery Servers may contain different course data or support a strategy that delivers content to specific geographies. For example, South American students may use a Delivery Server based in South America.

The following figure shows the **Delivery Server Settings** page.

Delivery Server Settings	
Add, delete, or modify information for Delivery servers.	
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>	
Delivery Server Name	Delivery Server Description
 DS1	DS1



Add a new Delivery Server

Follow these instructions to add a new Delivery Server.

1. Click the **Add** button.

Result: The **Add Delivery Server** form displays as in the example in the figure below.

Add Delivery Server	
Delivery Server Addition	
Delivery Server Name <input type="text" value="Education3"/>	
Delivery Server Description <input type="text" value="Delivery server, eastern region"/>	
Username <input type="text" value="Ed3 Administrator"/>	
Password <input type="text" value="ed3pzi040q"/>	
Use secure transport for Web Services <input type="checkbox"/>	
Base URL for Delivery Server Deployment <input type="text" value="Education3.acme.com"/>	
<input type="button" value="Test"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

2. Complete the form and click **Save**.

Collaboration Server Settings

Collaboration servers host applications that enable users to engage in online collaborative activities such as instant messaging and threaded discussion. The administrator can configure the following:

- Chat server
- Discussion server
- Lotus LearningSpace – Virtual Classroom
- Lotus Discovery Server



Add a new collaboration server

Follow these instructions to add a new Collaboration Server.

1. From the **Settings** tab, click the **Collaboration Servers** link. The server settings tabbed pages display. A separate page is used for Chat, Discussion, LVC and Discovery Server. The following diagram shows an example of the **Chat** settings page.

Chat	Discussion	LVC	Discovery Server
Add, delete, or modify information for Chat servers.			
		Add	Delete Edit
Chat Server Name		Description	
<input type="radio"/> Collab1		Sametime 3.0	

(continued on next page...)

Collaboration Server Settings...(continued)

Add a new collaboration server...

- Click the **Add** button and complete the form that displays. Below is an example of the **Add Discussion Server** form.

Add Discussion Server - Microsoft Internet Explorer

Add Discussion Server

New Discussion Server

Discussion Server Name
Education4

Description
Collaboraion, discussion server

Administrator Name
Ed4 Administrator

Password
ed4pzk040q

Use secure transport
☐

Base URL of Domino Web Server
education4.acme.com

Test

Cancel Save

- Complete the form and click **Save**.

In addition to specifying the server configuration data here, the administrator also needs to enable the collaboration server. Also, the administrator enables Single Sign On (SSO) so that authenticated users can navigate the different applications seamlessly.



Announcement and Customization Settings

In addition to selecting deployment server settings, administrators use the settings options to display announcements on students' home page and to specify a custom user interface.

Lesson topics

This lesson presents the following topics:

- Announcement settings
- Customization settings

Announcements Settings

Announcements are notifications that are displayed in the user’s Home module, which displays when a user logs on to the Learning Management System. The administrator can select which users will see the announcement and in which language the announcement will be displayed.

Announcement settings

The **Announcement settings** page allows administrators to view, add, remove, and modify announcements. The following figure shows an example of the **Announcement settings** page: It shows some announcements that have already been added by the administrator.

Announcement settings

[Settings](#) ▶ **Announcements**

Announcements

Done

Add, Update, and Remove Announcements

AddDeleteEdit

Announcement Text	Matching Type	Matching String	Creation Date
<input type="radio"/> New courses are being added to the Student Catalog every week!	Name	*	3/7/03
<input type="radio"/> Remember to complete and submit your course evaluation forms before the end of the term.	Group	Instructors	3/1/03

Announcement Settings...*(continued)***Add a new announcement**

Follow these instructions to add a new announcement.

1. From the **Settings** page, click the **Announcements** link.
2. Click the **Add** button. The following figure shows the **Add Announcement** form.

3. Complete the form and click **Save**.

For more information on customizing the LMS, refer to the *IBM Lotus Learning Management System Release 1 Customization Guide*.

Customization Settings

Administrators use the Manage Customization Sets settings to add, modify and remove a customization set. A **customization set** is a collection of settings that identifies users who will view a specified, customized user interface.

A custom set specifies:

- Name of the custom set
- LMM Server Directory
- Delivery Server Directory
- Matching string type (for example, user, group, attribute, or directory) used to select users from the LDAP directory
- Matching string
- Logo URL – Home Page logo
- Logoff URL – logo that displays when the user exits

In addition, the administrator can customize the following elements of the user interface:

- Images
- Help
- Cascading Style Sheets
- JavaServer Pages™
- E-mail templates
- Static text in property files