click class

Administrators' User Guide

Version 1.0 Release Date 01/03/2009

Dashboard – Content & Customisation

After login the user is taken to the dashboard which can display the following information boxes:

- Welcome*
- User Profile
- Most Viewed ClickPages
- E-Learning Courses
- Resources*
- Seminars & Events*
- Updated ClickPages
- Best Rated ClickPages
- Tag Cloud

**Can be edited*

All users can see a version of this page. It shows a variety of information that can be useful in getting the most from the application.

It is important to understand that the user only sees content they have the authority to view. Therefore, if a user does not have access to a course it will neither be listed or its ClickPages shown in any of the boxes on this page.

Although all users can see the content of this page only those with the right authority can modify it (only the Administrator can make the changes detailed below).

Moving Boxes

All boxes (apart from the Welcome Box) can be moved around the page by simply clicking on the box's banner (top bar) and dragging it to its new location. *Please Note:* You can only move boxes to a section of the page that supports boxes of a similar width.

Deleting Boxes

All boxes (apart from the Welcome Box) can be deleted by clicking on the "**X** "in the top right hand corner of the relevant box. A box can be re-instated by selecting the "Reset Dashboard" button which can be found in the bottom right-hand corner of the Dashboard.

Editing Boxes

The boxes listed below can be edited by clicking on the “edit text” link which can be found in the bottom of each relevant box. This will open the edit modal window where you will be able to update and format the text, add images, Flash objects and YouTube Videos, links and tables (Please see “Editing” for further information).

- Welcome
- Resources
- Seminars & Events

Reset Dashboard

At any time the Dashboard can be returned to its original layout by selecting the “Reset Dashboard” button which can be found in the bottom right-hand corner of the Dashboard page. This restores the original layout but keeps the box content.

User Notes “use this space to add your own notes”

ClickPages

Creating ClickPages

An Author, Training Administrator or Administrator has the ability to create a ClickPage by selecting “Create ClickPage” in the Administration Area. The “Create New ClickPage” page will then load.

To create a new ClickPage enter the following:

1. ClickPage Title
2. Learning Content (please see the Editing section for help with adding content)
3. Tags (please see the Tags section for further information on Tags)
4. Test – if required (please see the Test section for further information on creating Tests)
5. Live (used to make the ClickPage viewable to those Participants who have access to it)

Then select “Create Page” to save your ClickPage.

Editing ClickPage Properties

To edit a ClickPage, view the relevant ClickPage and use the 'Edit ClickPage' option under the 'Page Maintenance' section. This facility allows you to change the properties of the page such as page status etc (please see above).

Editing Learning Content

To edit the learning content on a ClickPage select “edit mode” (which can be found just under the learning content) on the relevant ClickPage. This will take the user to the “Edit Mode Page”, which allows you to edit the learning content and preview those changes before replacing the live copy. This helps when working on a ClickPage which may be being used by participants on an ongoing basis. Selecting “Publish” will make your changes go live, “Discard” will discard any changes made since last published.

- ***ClickClass Tip*** when adding a lot of learning content always create the page first, then add the content using the edit options. Save regularly to avoid losing information.

User Notes “use this space to add your own notes”

Courses

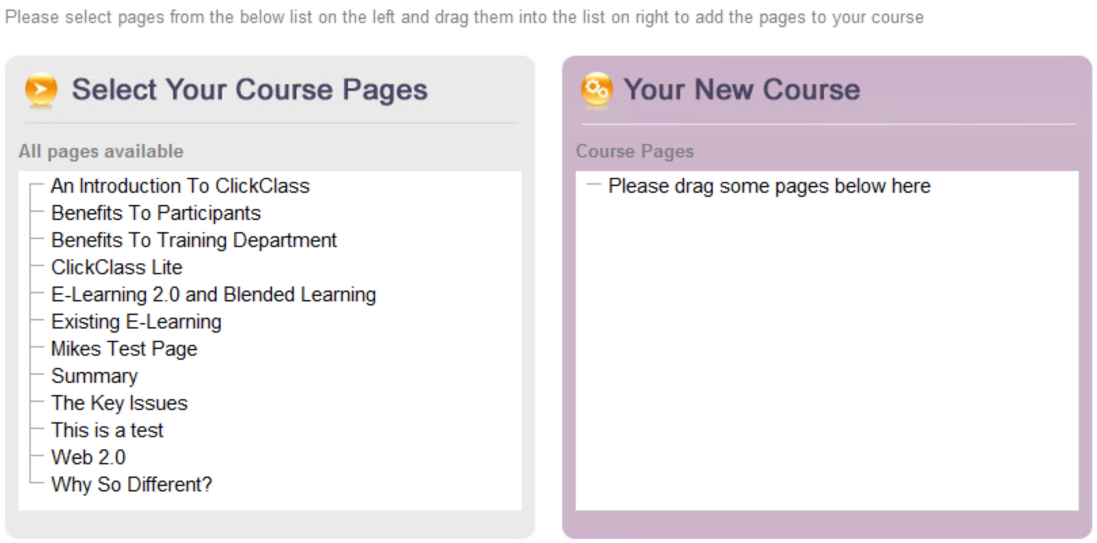
Creating Courses

A Training Administrator or Administrator has the ability to create a Course by selecting “Create Course” in the Administration Area. The “Create Course” page will then load.

To create a new Course enter the following:

1. Course Title
2. Course Description (please see the Editing section for help with adding content)

3. Select ClickPages. To select a page simply drag the page title from the left column to the right. To remove a page drag the page from right to left. Similarly to change the order the pages are viewed in drag the page to the relevant position in the list.



4. Select Users – individual users can be selected for this course or the “Select All” option can be used.
5. Live (used to make the Course viewable to those Participants who have access to it)

Then select “Create Course” to save your Course.

Editing Courses

A Training Administrator or Administrator has the ability to edit a Course by selecting “Edit Course” in the Administration Area. The above page will then load where the user can edit the Course as required.

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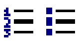
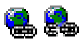
Editing

The “Edit Window” is used in the system to add and maintain learning content on individual ClickPages, descriptions to Courses and content on the dashboard.

The individual options in the tool bar are detailed below.

Toolbar Element	Function
	Applies **bold**, *italic*, or <u>underscore</u> formatting to the highlighted text. For further help please see below.
	Styles & formatting determine the appearance of blocks of text in your document.
	Creates numbered or bulleted lists.
	Inserts a Adobe Flash element into the page.
	Inserts a YouTube video on the page.
	Converts or removes the text in hyperlinks. It may also by used to manage file uploads and links to files on the web server.
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the text copied to the clipboard (with or without formatting).
	Inserts images into the document.
	Creates a table with the defined number of columns and rows.
	View or edit the document source code (for advanced users only).

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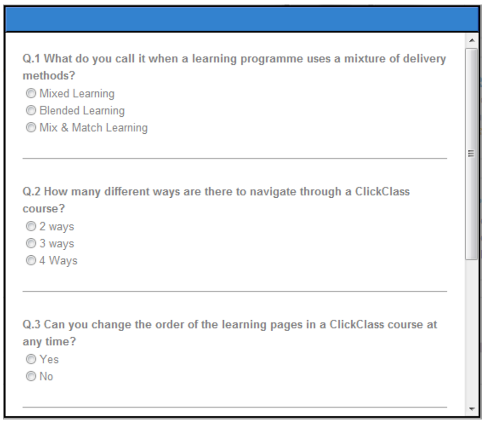
Tests

An Author, Training Administrator or Administrator has the ability to add a test to any ClickPage. To add a test, select "Edit ClickPage Test" in the "Page Maintenance" box on the relevant ClickPage. The "Test Management" page will then load which gives the user the option to create, edit or delete questions.



To create a new question select "Create a new question" from the menu near the top of the page then:

1. Add the question
2. Select the type of question (options are; "Drop Down List", "Radio Buttons" (single choice), "Check Boxes" (multiple choice) and "Single Word Answer"
3. Add the possible answers, whilst *s*eparating answers using a comma (Please type cases correctly). In the case of "Single Word Answer" this is not required.
4. Add the correct answer (Please type cases correctly)
5. Save

Before a test can go live it needs to be switched on using the "Edit ClickPage" link in the "Page Maintenance" box on the relevant ClickPage then ticking "I would like to have a test for this ClickPage" box. You can also make this test compulsory to pass the ClickPage and set the pass score on this page.

- ***ClickClass Tip*** you can check each participant's last test score by viewing the "User Completion Report" under the "Reporting" option in the "Administration Area"

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Tag Management

All ClickPages can be categorised (Tagged) which makes it easy to search for and view learning content relating to a particular subject. You can add and remove tags when creating or editing a ClickPage by simply ticking the relevant box at the bottom of the ClickPage when in edit mode. Only those with the right authority can update tags (Administrator, Training Administrator or Author Role)

Tags are then used to find ClickPages that relate to specific topics, either using the tags that are shown at the bottom of each ClickPage or using the "Tag Cloud" on the "Dashboard". The "Tag Cloud" shows all the tags used by the system with the size of the tag reflecting the number of associated ClickPages. The more ClickPages that use the tag, the bigger it is. By clicking on a tag in the "Tag Cloud" the user is taken to a page that lists all the ClickPages associated with that Tag, the user can then click on the page title to view the relevant ClickPage.

User Notes "use this space to add your own notes"

User Management

Users can be added to your account through the menu in the Administration Area. Training Administrators and Administrators can "Create Users", "Edit Users" or "Check Roles". You can only add live users up to the maximum number of users associated with your account. If you then need to add extra user accounts, please upgrade your plan.

Create Users

To create a user, select "Create User" in the "User" section of the Administration Area. You will then be taken to the "Create User Wizard" which works in the following way:

Wizard - Part 1 The first page of the Wizard asks for the new user's "e-mail address" and "password".

Wizard - Part 2 The second page asks for Surname, First Name and Job Title. The courses the user is then allowed to access are selected including the course the individual is "Enrolled" on. The "Enrolled" course is the one that appears in the main navigation at the top of the page. This can be changed for any other course the user has access to at a later date if required. Finally the user will be asked to select the roles they want the new user to be part of. The roles available are; Administrator, Training Administrator and Author. If no roles are selected the new user will simply take the role of Participant (student).

Wizard - Part 3 The third and final page asks the user to confirm they wish to create this new user. On confirmation (selecting the "Finished" button) the new user is created.

Roles

A brief matrix to easily show the differences between the roles.

	User	Author	Training Administrator	Administrator
Can create pages		Yes	Yes	Yes
Can edit pages belonging to them		Yes	Yes	Yes
Can edit pages belonging to anyone			Yes	Yes
Can create courses			Yes	Yes
Can edit courses belonging to them			Yes	Yes
Can edit courses belonging to anyone			Yes	Yes
Can create new users			Yes	Yes
Can edit users			Yes	Yes
Can alter organisation details.				Yes

Please see below for adding an image to the new users account.

Edit Users

At any time Administrators or Training Administrators can update user details by selecting "Edit Users" in the "User" section of the Administration Area. On selecting this option any user with the right authority will be able to view all user accounts on the system. Selecting

"Edit" allows the user to update the account and also add an image if required. To add an image, select "Change Image" under the silhouette and then upload the relevant image file to the system. This image will then be used whenever the user posts information to the system.

> ***ClickClass Tip*** When uploading images you can only upload .gif or .jpg extensions. Dimensions should be 100px wide x 135px height.

> ***ClickClass Tip*** A user can update their own personal account at any time by selecting the "...Logged In" link in the top navigation.

Check Roles

At any time Administrators or Training Administrators can view which users are in which roles by selecting "Check Roles" in the "User" section of the Administration Area. This page shows all users organised by role. In addition a search feature allows individual's roles to be checked.

User Notes "use this space to add your own notes"

Contributions

Contributions can be added by users at any time using the form at the bottom of each ClickPage. The Contribution can include text and links but no images or video content. The Author will be notified automatically by e-mail when any ClickPage they are responsible for has a Contribution added. Participants can't change Contributions after they have been posted but any user with the correct privileges (Administrator, Training Administrator or Author Role) can edit or delete a Contribution by clicking on the link at the bottom of each posting.

Users can vote on each Contribution by selecting if they think the posting is "Relevant" or "Irrelevant" from their perspective. This is not a judgment on quality but a user's perspective. Each participant can only vote once for each Contribution.

Contributions are always shown in the order they were posted but users can filter out Contributions by selecting the drop-down menu at the top of the Contributions section. This will hide those Contributions with less than -4, 0 & 20 scores.

The author is automatically notified when a contribution is made by e-mail which identifies the relevant ClickPage.

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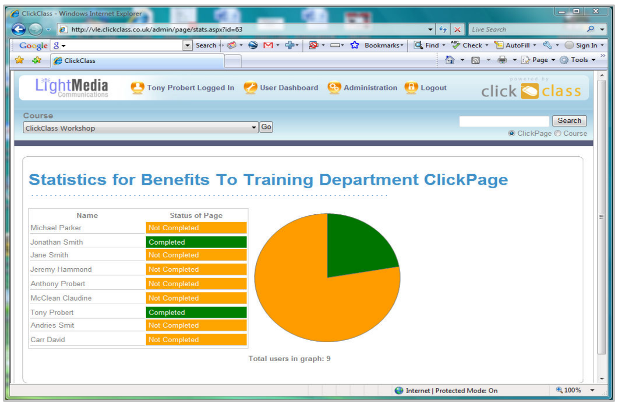
Activity Reporting

ClickClass has several ways to report on learning activity, each option is detailed below.

Individual ClickPage Statistics

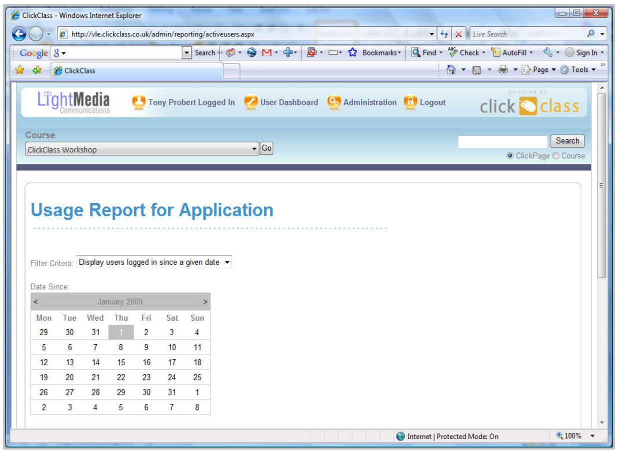
This can be found on each individual ClickPage (half way down the right hand side in the Page Maintenance Box). If you are an Administrator, Training Administrator or Author you can view a list of the participants who have; access to, viewed and completed the relevant ClickPage.



A Pie Chart also gives a graphical representation of the number of users who have viewed and completed the page.

Active Users Report

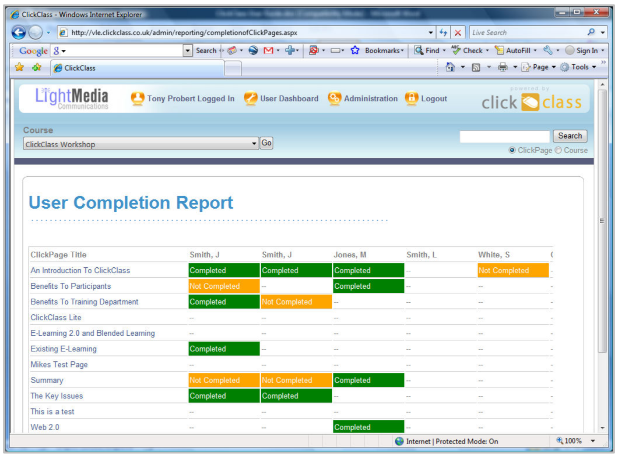
This can be found in the Administration Area under Reporting. If you are an Administrator or Training Administrator you can view this report which shows the date users last logged in on.



The user selects “Display users logged in since a given date” from the Filter Criteria, then selects a date from the Calendar, selects the order in which they want the report to be ordered then finally selects “Run Report”. The information is then displayed in a table.

User Completion Report

This can be found in the Administration Area under Reporting. If you are an Administrator or Training Administrator you can view this report which shows the individual pages participants have viewed and completed.



The information is shown in a table with the participant’s name shown on the left with the individual ClickPages shown in columns on the right. Each ClickPage is coloured green for “Completed” and orange for “Not Completed”.

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Administration

Access to all the above administration tasks can be accessed through the "Administration" option in the top navigation. This page allows you to manage the following:

- Users
- ClickPages
- Courses
- Tags
- Reporting
- Organisational Settings

Please remember users need to be assigned to the correct roles to view many of the options. If they do not have the right privileges the menu option will not appear.

> ***ClickClass Tip*** If you cannot find where to access a particular feature, check first that you have the necessary privileges.

User Notes "use this space to add your own notes"

