Global Learning System

GLS v2.0

User Manual

Front end practice demo: http://gls20use.mapssystem.net/
Login User: demo Password: pass

Back Office practice demo: http://gls20use.mapssystem.net/admin/
Login User: admin Password: pass

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Section 1 Learner

Add Group

Add Group is used to create a group of learners and assign them to a course. It can also be used to assign learners to more than one course and enter the order in which a learner will study each course.
Note: Users must first create a group and course before adding a learner.

How do I add a group?
1. Go to the Main Admin Page
2. Click on 'Add Group' in the Learner menu
3. Enter a group name
4. Select one or more courses
5. Enter a new course order by entering a new number in each 'Order' box
6. Click on 'Add Group'

List Group

List Group is used to view all existing groups and to change a group's course order or add/delete groups.

How do I list a group?
1. Go to the Main Admin Page
2. Click on 'List Group' in the Learner menu
3. A list of all existing groups will appear

How do I change a group's course order?
1. Go to the Main Admin Page
2. Click on 'List Group' in the Learner menu
3. Click on the name of the group whose course you want to change
4. Enter a new order by entering a new number in each 'Order' box
5. Click on 'Modify Group'

How do I add a group?
1. Go to the Main Admin Page
2. Click on 'List Group' in the Learner menu
3. Click on 'Add New Group'
4. Enter a group name
5. Select one or more courses
6. If you select more than one course, list the order of courses by entering a number in each 'Order' box
7. Click on 'Add Group'

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How do I delete a group?

1. Go to the Main Admin Page
2. Click on 'List Group' in the Learner menu
3. Click on the garbage can icon (in the 'Delete' menu) next to the name of the group you want to delete
4. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the group?'

Add Learner

Add Learner is used to create and modify a learner. Learner accounts maybe set to expire to accommodate the need to provide paid, time-limited courses.

Note: Users must first create a group and course before adding a learner.

How do I add a learner?

1. Go to the Main Admin Page
2. Click on 'Add Learner' in the Learner menu
3. Enter the learner's name
4. Enter a Username
5. Enter a Password
6. Enter the learner's email address
7. Enter the learner's address
8. Enter the learner's city
9. Select the learner's country
10. Enter the learner's postal code
11. Enter the learner's telephone number
12. Enter the learner's fax number
13. Select the learner's group
14. Set the expiry date (click on the date-picker icon for convenience)
15. Select the learner's coach (Note: If the coach list is not available, go to 'Add Coach')
16. Click on 'Add Learner'

List Learner

List Learner is used to view, delete, add and modify a learner. List Learner allows you to modify a learner's name, username, password, email address, mailing address, telephone number, fax number, group, coach and/or course order. Using List Learner, users can also archive learners.

How do I list a learner?

1. Go to the Main Admin Page
2. Click on 'List Learner' in the Learner menu
3. A list of all existing learners will appear

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How do I add a learner?

1. Go to the Main Admin Page
2. Click on 'List Learner' in the Learner menu
3. Click on 'Add New Learner'
4. Enter the learner's name
5. Enter a Username
6. Enter a Password
7. Enter the learner's email address
8. Enter the learner's address
9. Enter the learner's city
10. Select the learner's country
11. Enter the learner's postal code
12. Enter the learner's telephone number
13. Enter the learner's fax number
14. Select the learner's group
15. Set the expiry date (click on the date-picker icon for convenience)
16. Select the learner's coach (Note: If the coach list is not available, go to 'Add Coach')
17. Click on 'Add Learner'

How do I delete a learner?

1. Go to the Main Admin Page
2. Click on 'List Learner' in the Learner menu
3. Click on the garbage can icon (in the 'Delete' column) next to the name of the learner you want to delete
4. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the learner?'

How do I modify a learner?

1. Go to the Main Admin Page
2. Click on 'List Learner' in the Learner menu
3. Click on the learner's name
4. Enter changes (Users can now modify any of the following fields: a learner's name, username, password, email address, mailing address, telephone and fax number, group, coach and/or course order)
5. Click on 'Modify Learner'

How do I archive a learner?

1. Go to the Main Admin Page
2. Click on 'List Learner' in the Learner menu
3. Click on the folder icon (in the Archive column) next to the name of the learner you want to archive
4. Select OK when the pop-up window aks: 'Do you want to archive the learner?'

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Search Learner

Search Learner is used to search a learner based on the learner’s name, name keyword, group, course and/or coach. Search Learner can be used to modify a learner’s name, username, password, email address, mailing address, telephone and fax number, group, coach and/or course order. Users can also add, archive or delete a learner using Search Results screen.

How do I search a learner?

1. Go to the Main Admin Page
2. Click on 'Search Learner' in the Learner menu

How do I modify a learner's details?

1. Go to the Main Admin Page
2. Click on 'Search Learner' in the Learner menu
3. Search for the learner by entering any or all of the following information:
   · Learner's name
   · Name keywords
   · Group
   · course
   · Coach
4. Click on 'Search'
5. Click on the learner's name
6. Enter changes (Users can now modify any of the following fields: a learner's name, username, password, email address, mailing address, telephone and fax number, group, coach and/or course order
7. Click on 'Modify Learner'

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Section 2 Coach

Add Coach

Add Coach is used to add a coach. Users can do this by inputting a coach's details like name, username, password, bio, contact information, office hours, photo and learner. Add Coach can also be used to assign multiple learners to a coach. For bio and contact info you may utilize the standard WYSIWYG features.

How do I add a coach?

1. Go to the Main Admin Page
2. Click on 'Add Coach' in the Coach menu
3. Enter coach's name
4. Enter coach's username
5. Enter coach's password
6. Enter bio
7. Enter contact info
8. Enter office hours
9. Enter coach’s email address
10. Upload a photo file (click on 'Browse' to search for one)
11. Select a learner (select multiple learners by holding down the control key and selecting the learner names)
12. Click on 'Add Coach'

How do I assign multiple learners to one coach?

1. Go to the Main Admin Page
2. Click on 'Add Coach' in the Coach menu
3. In the learner category, hold down the control key and click on the names of the selected learners you want to assign a coach
4. Click on 'Add Coach'

List Coach

List Coach is used to view, add, delete and modify a coach. List Coach allows you to modify a coach's name, username, password, bio, contact information, office hours, photo and learner(s). Using List Coach, users can also add multiple learners to a coach.

How do I list a coach?

1. Go to the Main Admin Page
2. Click on 'List Coach' in the Coach menu
3. A list of all existing coaches will appear.

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How do I modify a coach?
1. Go to the Main Admin Page
2. Click on 'List Coach' in the Coach menu
3. Click on the coach's name
4. Enter changes (Users can now modify any of the following fields: a coach's name, username, password, bio, contact information, office hours, photo and learner(s))
5. Click on 'Modify Coach'

How do I assign multiple learners to one coach?
1. Go to the Main Admin Page
2. Click on 'List Coach' in the Coach menu
3. Click on the coach's name
4. In the learner category, hold down the control key and click on the names of the selected learners you want to assign a coach

How do I add a coach?
1. Go to the Main Admin Page
2. Click on 'List Coach' in the Coach menu
3. Click on 'Add Coach'
4. Enter coach's name
5. Enter coach's username
6. Enter coach's password
7. Enter bio
8. Enter contact info
9. Enter office hours
10. Upload a photo file (click on 'Browse' to search for one)
11. Select a learner (select multiple learners in the learner category by holding down the control key and selecting the learner names)
12. Click on 'Add Coach'

How do I delete a coach?
1. Go to the Main Admin Page
2. Click on 'List Coach' in the Coach menu
3. Click on the coach's name
4. Click on the garbage can icon (in the 'Delete' menu) next to the name of the coach you want to delete
5. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the coach?'

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Section 3 Course Developer

Add Course Developer

Add Course Developer is used to add a course developer profile. Users can do this by inputting a coach's details like name, username, password, email, comments, and select courses that the course developer will be able to modify. For comments you may utilize the standard WYSIWYG features.

How do I add a Course Developer?

1. Go to the Main Admin Page
2. Click on 'Add Course Developer'
3. Enter a Course Developer name, username, password, email, and comments.
4. Select one or more courses
5. If you want to select more than one course, hold the control key down and click on the desired course.
6. Click on 'Add Course Developer'

List Course Developer

List Course Developer is used to list all course developer profiles. Users can then choose a course developer by clicking on the course developer's name and modify the associated entry.

How do I list Course Developer profiles?

1. Go to the Main Admin Page
2. Click on 'List Course Developer' in the Admin menu
3. A list of all existing Course Developers will appear

How do I modify a Course Developer profile?

1. List Course Developer profiles
2. Click on a course developer name in the list
3. Modify the name, username, password, email, and comments.
4. Modify course selection.
5. Click on 'Modify Course Developer'

How do I delete a Course Developer profile?

1. List Course Developer profiles
2. Click on the delete icon beside the course developer name that you want to delete
3. Confirm the deletion by clicking on the ok button in the pop-up that will be presented.

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Section 4 Coach Admin

My Learner

My Learner is where a coach can sign in and search for a learner(s) by their name, group, current course, current course, certificate awarded on, certificate not awarded on, access to e-learning and/or complete present course. A coach can also use My Learner to ban access or give access on learner details as well as view a list of all learners.

How do I find a learner?

1. Go to the Main Admin Page
2. Click on 'My Learner' in the Coach Admin menu
3. Select your name from the pull down menu
4. Click on 'Sign In'
5. Enter the learner's name or search for it by clicking on 'List All Learners'
6. Or select any one or combination of the following:

· Learner name
· Group
· Current Course
· Certificate Awarded on
· Access to E-Learning

7. Click on 'Search'

How do I allow access to a learner's details?

1. Go to the Main Admin Page

Click on 'My Learner' in the Coach Admin menu

3. Select your name from the pull down menu
4. Click on 'Sign In'
5. Select 'Yes' in the 'Access to E-Learning' box

How do I ban access on a learner's details?

1. Go to the Main Admin Page
2. Click on 'My Learner' in the Coach Admin menu
3. Select your name from the pull down menu
4. Click on 'Sign In'
5. Select 'No' in the 'Access to E-Learning' box

How do I list all learners?

1. Go to the Main Admin Page
2. Click on 'My Learner' in the Coach Admin menu
3. Select your name from the pull down menu
4. Click on 'Sign In'
5. Click on 'List All Learners'

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Report Card

Report Card is used to view all the learners in a course and to view the status of each learner. A coach can also use Report Card to award a learner his/her certificate and check & grade short answer/essay answers.

How do I access a learner's report card?

1. Go to the Main Admin Page
2. Click on 'Report Card' in the Coach Admin menu
3. Select Group
4. Select course
5. Click on 'Search'

How do I award a learner his/her certificate?

1. Access the learner’s report cared.
2. Click on the graduation hat-and-diploma icon
3. Select Learning Action
4. Click on 'Award Certificate'

How do I mark short answer/essay questions?

1. Go to the Main Admin Page
2. Click on 'Report Card' in the Coach Admin menu
3. Click on the Short Answer Quiz button
4. Select an answer by clicking on a learner name
5. View the answer and provide a grade

Note

Note is used by a coach(es) to write and post notes for learners as well as view notes.

How do I write a note?

1. Go to the Main Admin Page
2. Click on 'Note' in the Coach Admin menu
3. Click on 'Add Note'
4. Select your audience
5. Enter a subject and note
6. Click on 'Add Note'

How do I view notes?

1. Go to the Main Admin Page
2. Click on 'Note' in the Coach Admin menu
3. Click on the note you want to view'

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My Messenger

My Messenger is used by a coach(es) to check messages sent by a learner(s).

How do I access My Messenger?

1. Go to the Main Admin Page
2. Click on 'My Messenger' in the Coach Admin menu

How do I write or reply to a learner's message?

1. Go to the Main Admin Page
2. Click on 'My Messenger' in the Coach Admin menu
3. Click on the learner's name
4. Enter a subject and message. For message you may use standard WYSIWYG features.
5. Upload a file attachment (*optional)
6. To search for an attachment click on 'Browse'
7. Click on 'Send'

Learning Community

Learning community is a discussion board used by coaches and learners to communicate with each other.

How do I access Learning Community?

1. Go to the Main Admin Page
2. Click on 'Learning Community' in the Coach Admin menu

How do I view posted messages?

1. Access the Learning Community
2. The messages will be displayed in a hierarchical manner by the message subjects.
3. Click on a message subjec to view the message body or to wirite a reply.

How do I post a reply message?

1. Access the Learning Community
3. Click on a message subjec to view the message body or to wirite a reply.
4. For reply message body you may use standard WYSIWYG features.
5. Upload a file attachment (*optional)
6. To Send for an attachment click on 'Browse'
7. Click on 'Send'

Sign Out

Sign Out is used by coaches to sign out of the coach admin system on the site.

How do I sign out?

1. Go to the Main Admin Page
2. Click on 'Sign Out' in the Coach Admin menu

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Section 5 System Reports

Total System

Total System report lets you view the number the total, active and archived number of learners, coaches and courses in one snapshot.

How do I access the Total System report?
1. Go to the Main Admin Page
2. Click on 'Total System' in the System Reports menu

Note: This report reflects the current state of system and takes into account the statistics starting from the time when the system was first launched.

Messenger Usage

Coaches use Messenger to view the number of learners, courses, coaches and messages in their specific group. A coach can also view groups based on their specific course, coach or learner.

How do I list a group by a specific course?
1. Go to the Main Admin Page
2. Click on 'Messenger' in the System Reports menu
3. Click on 'By course'

How do I list a group by a specific coach?1. Go to the Main Admin Page
2. Click on 'Messenger' in the System Reports menu
3. Click on 'By Coach'

How do I list a group by a specific learner?
1. Go to the Main Admin Page
2. Click on 'Messenger' in the System Reports menu
3. Select a learner in the 'By Learner' pull down menu
4. Click on 'Go'

Coach Report

The Coach Report is used to view information about learners under a specific coach. This information includes a learner's course, start date, end date and duration results and view details on the learner including his/her report card. The Coach Report can also be used to modify a learner's name, username, password, email and mailing address, phone and fax number, group, coach and/or course order.

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How do I find details on a learner?

1. Go to the Main Admin Page
2. Click on 'Coach' in the System Reports menu
3. Select the name of the learner's coach
4. Click on 'Get Report'
5. Click on the learner's name
6. The next screen will show a learner's name, username, password, email and mailing address, phone and fax number, group, coach and course order

How do I modify a learner using the Coach Report?

1. Go to the Main Admin Page
2. Click on 'Coach' in the System Reports menu
3. Select the name of the learner's coach
4. Click on 'Get Report'
5. Click on the learner's name
6. Enter changes (Users can now modify any of the following fields: a learner's name, username, password, email and mailing address, phone and fax number, group, coach and/or course order)
7. Click on 'Modify Learner'

How do I assign multiple coaches learners to one learner?

1. Go to the Main Admin Page
2. Click on 'Coach' in the System Reports menu
3. Select the name of the learner you want to add multiple coaches to
4. Click on 'Get Report'
5. Click on the learner's name
6. In the coach pull down menu, hold down the control key and click on the selected names of the coaches you want to assign a learner to
7. Click on 'Modify Learner'

Coach Activity

Coach Activity report lets you view the number of logins and durations per coach for a specific time range. If you don't select a time range then the report is generated based on the entire time span of the system. You may also choose to generate the report for a specific coach by selecting a coach from the dynamic drop down list.

How do I access the Coach Activity report?

1. Go to the Main Admin Page
2. Click on 'Coach Activity' in the System Reports menu
3. Select a Coach, a start date and end date from the drop down menus provided
4. Click on ‘Show Report’

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Course Dev. Activity

Course Dev. Activity report lets you view the course developer activities per coach for a specific time range. These activities include:

- Number of Logins
- Logged in Duration
- Number of new Courses Developed
- Number of new Lessons Developed
- Number of new Units Developed
- Number of modified Courses
- Number of modified Lessons
- Number of modified Units

If you don't select a time range then the report is generated based on the entire time span of the system. You may also choose to generate the report for a specific course developer by selecting a course developer from the dynamic drop down list.

How do I access the Course Activity report?
1. Go to the Main Admin Page
2. Click on 'Course Dev. Activity' in the System Reports menu
3. Select a Course Dev., a start date and end date from the drop down menus provided
4. Click on 'Show Report'

How do I view new and modified courses, lessons and units?
1. Generate a Course Activity report.
2. Click on the new or modified course, lesson or unit name in the report.

Note: The number in the bracket beside modified course, lesson or unit signifies the number of times it was modified.

Active Learner

Active Learner report lets you view the total number of Learners, Courses and Coaches alogn with:

- Number of New Learners
- Number of Archived Learners
- Number of active Learners per Course

The report is displayed by the weeks. You may navigate through weeks by clicking on Previous or Next week, or you may click on the current week button to display the most recent week's information.

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How do I access the Active Learner report?

1. Go to the Main Admin Page
2. Click on 'Active Learner' in the System Reports menu

Learner Login Tracking

Learner Login Tracking report lets you view the total number of Learners, Courses and Coaches along with number of sessions, average session duration and total duration on a per day basis for a specific learner.

Note: There are two ways to generate this report. One way is to select a specific learner and the other is to select a course from the appropriate dynamic dropdown list.

How do I access the Learner Login Tracking report?

1. Go to the Main Admin Page
2. Click on 'Lrnr Login Tracking' in the System Reports menu\
3. Select a leaner or a course from the appropriate drop down list
4. Click on the appropriate select button.

Learners Currently Online

Lrnrs Currently Online report lets you view who is currently online and which course and page they are looking at. It also displays the number of learners currently online.

Note: The information is displayed for the last 20 minutes.

How do I access the Learner Login Tracking report?

1. Go to the Main Admin Page
2. Click on 'Lrnrs Currently Online' in the System Reports menu

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Section 6 Content Admin

Add course

Add course is used to add a course.

How do I add a course?
1. Go to the Main Admin Page
2. Click on 'Add course' in the Content Admin menu
3. Enter course
4. Select lesson(s)
5. Upload a calendar image to appear on the home page (*optional). You can click on 'Browse' to search for one
6. Activate/deactivate tracking (keeps track of course usage)
7. Activate/deactivate Messenger
8. Activate/deactivate online registration
9. Set the Course cost
10. Set the currency simbol
11. Enter the course description
12. Click on 'Add course'

How do I add multiple lessons to a course?
1. Go to the Main Admin Page
2. Click on 'Add course' in the Content Admin menu
3. Enter course
8. In the lesson list, hold down the [Ctrl] key and click on the names of the lessons you want to add to a course
4. Click on 'Add course'

List course

List course is used to view a list of courses as well as to modify, add or delete courses. List course can be used to modify a course's name, course(s), order of courses and calendar image.

How do I list a course?
1. Go to the Main Admin Page
2. Click on 'List course' in the Content Admin menu
3. A list of all existing courses will appear

How do I add a course?
1. Go to the Main Admin Page
2. Click on 'List course' in the Content Admin menu
3. Click on 'Add New course'
4. Enter course
5. Select Course
6. Upload a calendar image to appear on the home page (*optional). You can click on 'Browse' to search for one
7. Click on 'Add course'

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How do I delete a course?

1. Go to the Main Admin Page
2. Click on 'List course' in the Content Admin menu
3. Click on the garbage can icon (in the 'Delete' menu) next to the name of the course you want to delete

How do I modify a course?

1. Go to the Main Admin Page
2. Click on 'List course' in the Content Admin menu
3. Click on the course name
4. Enter changes (Users can now modify any of the following fields: a course's name, course(s), order of courses and calendar image)
5. Click on 'Modify course'

Add Lesson

The 'Add Lesson' feature is used to add a lesson to a course.

How do I add a lesson?

1. Go to the Main Admin Page
2. Click on 'Add Lesson' in the Content Admin menu
3. Select course
4. Enter lesson
5. Enter lesson number
6. Enter introduction
7. Enter logo (To search for it, click on 'Browse')
8. Select color option
9. Select unit(s)
10. Click on 'Add Lesson'

List Lesson

List Lesson is used to view a list of lessons as well as modify or add/delete lessons. List Lesson allows users to modify the course's name, number, objective, introduction, logo, color, unit and the order of units.

How do I list a lesson?

1. Go to the Main Admin Page
2. Click on 'List lesson' in the Content Admin menu
3. A list of all existing lessons will appear

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How do I modify a lesson?

1. Go to the Main Admin Page
2. Click on 'List lesson' in the Content Admin menu
3. Click on the lesson name you want to modify
4. Enter changes (Users can now modify any of the following fields: the course's name, number, objective, introduction, logo, color, unit and the order of units)
5. Click on 'Modify lesson'

How do I add a lesson?

1. Go to the Main Admin Page
2. Click on 'List lesson' in the Content Admin menu
3. Click on 'Add New lesson'
4. Select course
5. Enter lesson
6. Enter lesson number
7. Enter learning objectives (this will pop-up on the Home Page)
8. Enter introduction
9. Upload a logo (To search for it, click on 'Browse')
10. Select color option (course units will all be the same color)
11. Select unit(s)
12. Click on 'Add Lesson'

How do I delete a lesson?

1. Go to the Main Admin Page
2. Click on 'List Lesson' in the Content Admin menu
3. Click on the garbage can icon (in the 'Delete' menu) next to the name of the lesson you want to delete
4. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the lesson?'

Search Lesson

Search Lesson is used to search lesson by entering the course and/or title. Search Lesson can also be used to add, modify or delete a course. Using Search Lesson, users can modify a course's name, number, objective, introduction, logo, color option and/or unit.

How do I search for a lesson?

1. Go to the Main Admin Page
2. Click on 'Search Lesson' in the Content Admin menu
3. Select the course and/or enter the title
4. Click on 'Search'

Main Menu

How do I delete a lesson?

1. Go to the Main Admin Page
2. Click on 'Search Lesson' in the Content Admin menu
3. Select the course and/or enter the title
5. Click on the garbage can icon (in the 'Delete' menu) next to the name of the lesson you want to delete
6. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the lesson?'

How do I modify a lesson?

1. Go to the Main Admin Page
2. Click on 'Search Lesson' in the Content Admin menu
3. Seect the course and/or enter the title
4. Click on the name of the lesson you want to modify
5. Enter changes (Users can now modify any of the following fields: the course's name, number, objective, introduction, logo, color, unit and the order of units)
6. Click on 'Modify lesson'

Add Unit

The 'Add Unit' feature is used to add a Unit to a Lesson.

How do I add a Unit?

1. Go to the Main Admin Page
2. Click on 'Add Unit' in the Content Admin menu
3. Select a Lesson
4. Enter unit
5. Enter content
6. Select symbol file
7. Upload unit file (To search for it, click on 'Browse.' This link will be shown on the bottom of the unit page)
8. Select 'Yes' or 'No' to Allow to Take Note
9. Enter author
10. Click on 'Add Unit'

List Unit

List Unit is used to view a list of lesson units. It can also be used to modify, add or delete a unit(s). Using List Unit, users can allow or deny a learner to take notes and/or modify a unit'scourse, name, content, symbol file and unit file.

How do I list a unit?

1. Go to the Main Admin Page
2. Click on 'List Unit' in the Content Admin menu
3. A list of all existing units will appear

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How do I delete a unit?

1. Go to the Main Admin Page
2. Click on 'List unit' in the Content Admin menu
3. Click on the name of the unit you want to modify
4. Click on the garbage can icon (in the 'Delete' menu) next to the name of the unit you want to delete
5. Select 'OK' when the pop-up window appears asking: 'Do you want to delete the unit?'

How do I modify a unit?

1. Go to the Main Admin Page
2. Click on 'List Unit' in the Content Admin menu
3. Click on the unit name
4. Enter changes
5. Click 'Modify Unit'

Page Content Edit

Page Content Edit is used to add, modify or delete content posted on the site.

How do I post changes on the Page Content Editor?

1. Go to the Main Admin Page
2. Click on 'Page Content Edit' in the Content Admin menu
3. Select a group (To whom you want to show this changed page content)
4. Select a page (Home Page or News)
5. Click on 'Post Changes' (New input will show on Home Page or News)

Image & File Gallery

The Image & File Gallery is used to add and delete images and files to the system. These images and files may be referenced in lesson units. Images may be part of a unit body and to the files there maybe downloadable links. In WYSIWYGs you may click on the image or file button to link already uploaded images and/or files. For this you will need to copy the image or file path and paste it in the WYSIWYG input window.

How do I upload an image or a file?

1. Go to the Main Admin Page
2. Click on 'Image & File Gallery' in the Content Admin menu
3. Click on Add New Image or Add New File
4. Browse and select an image or file.
5. Click on Add Image or Add File button depending on what you were uploading.

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How do I delete an image or a file?
1. Go to the Main Admin Page
2. Click on 'Image & File Gallery' in the Content Admin menu
3. To List all images click on the Image Gallery and to list all the files click on the File Gallery.
4. Click on the garbage can button next to an image or a fil to delete it.

Add FAQ
Add FAQ is used to add an FAQ to the list of FAQs on the site.

How do I add an FAQ?
1. Go to the Main Admin Page
2. Click on 'Add FAQ' in the Content Admin menu
3. Select the course that the question is related to
4. Input questions and answers
5. Activate the question by clicking on 'Activate' status
6. Upload a file to add relevant information (if necessary)
7. Click on 'Add FAQ'

List FAQ
List FAQ is used to view, add or modify FAQs. List FAQs can be used to modify the course name the FAQ is direct to, the question, the answer, the status and the FAQ file. List FAQ can also be used to update the order of FAQs.

How do I list the FAQ?
1. Go to the Main Admin Page
2. Click on 'List FAQ' in the Content Admin menu
3. A list of all existing FAQs will appear

How do I modify an FAQ?
1. Go to the Main Admin Page
2. Click on 'List FAQ' in the Content Admin menu
3. Click on the FAQ you want to modify
4. Enter changes (Users can now modify any of the following fields: the course name the FAQ is direct to, the question, the answer, the status and the FAQ file)
5. Click on 'Modify FAQ'

How do I delete an FAQ?
1. Go to the Main Admin Page
2. Click on 'List FAQ' in the Content Admin menu
3. Click on the garbage can icon (in the 'Delete' column) next to the FAQ you want to delete
4. Select 'OK'when the pop-up window appears asking: 'Do you want to delete the FAQ?'

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How do I update the FAQ order?

1. Go to the Main Admin Page
2. Click on 'List FAQ' in the Content Admin menu
3. Enter the numbered order you would like each FAQ to appear by listing each number in the 'Order' boxes corresponding to the FAQ
4. Click on 'Update Order'

Search FAQ

Search FAQ is used to search FAQs by entering the course and/or a keyword search.

How do I search a FAQ?

1. Go to the Main Admin Page
2. Click on 'Search FAQ' in the Content Admin menu
3. Select course and/or use the 'Keyword Search'
4. Click on 'Search'
5. A list of all existing FAQs will appear

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Section 7 Quiz Admin

Add Quiz

Add Quiz is used by a coach(es) to submit a unit quiz.

How do I add a unit Quiz?

1. Go to the Main Admin Page
2. Click on 'Add Quiz' in the Quiz menu
3. Select a unit
4. Select a type of unit
5. Enter the number of questions to be tested
6. Enter the number of questions per page
7. Enter a grade percentage
8. Enter the number of retake allowed
9. Select 'Yes' or 'No' to show grade to learner
10. Click on 'Submit'

Manage Quiz

Manage Quiz is used to manage quiz on a unit. Manage Quiz can also be used to sign in under a new unit and to add, delete, search or modify unit questions.

How do I access a unit quiz?

1. Go to the Main Admin Page
2. Click on 'Manage Quiz in the Quiz Adminmenu
3. Select the unit to be managed
4. Click on 'Sign In'

How do I modify quiz questions?

1. Go to the Main Admin Page
2. Click on 'Manage Quiz' in the Quiz menu
3. Select the unit to be modified
4. Click on 'Sign In'
5. Click on the question title
6. Enter changes
7. Click on 'Modify Question'

How do I add a question to a unit quiz?

1. Go to the Main Admin Page
2. Click on 'Manage Quiz' in the Quiz menu
3. Select the unit in which you want the question to be added to
4. Click on 'Sign In'
5. Click on 'Add Question'
6. Enter your question
7. Upload an image (*optional)
8. Click on 'Browse to search for one
9. Click on 'Add Question'

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How do I delete a question to a unit quiz?
1. Go to the Main Admin Page
2. Click on 'Manage Quiz' in the Quiz menu
3. Select the unit name in which you want the question deleted from
4. Click on 'Sign In'
5. Click on the garbage can icon (in the 'Delete' menu) next to the qestion you want to delete
6. Select 'OK' in the pop window asking: 'Do you want to delete the question selected?'

How do I search for a question in a unit?
1. Go to the Main Admin Page
2. Click on 'Manage Quiz' in the Quiz menu
3. Select the unit name in which you want to search for the question
4. Click on 'Sign In'
5. Click on 'Search Question'
6. Enter a keyword search
7. Click on 'Search'

Close Quiz

Close Quiz is used to sign out of a quiz and/or to access other quizes.

How do I close a quiz?
1. Go to the Main Admin Page
2. Click on 'Close Quiz' in the Quiz menu

How do I access another quiz?
1. Go to the Main Admin Page
2. Click on 'Close Quiz' in the Quiz menu
3. Select a unit
4. Click on 'Sign In'

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Section 8 System Configuration

Manage Config

Manage Config allows users to change the colors, fonts, certificates and signature on each e-learning site.

How do I view the configuration?

1. Go to the Main Admin Page
2. Click on 'Manage Config' in the System Admin menu

Setup Online Reg.

Setup Online Reg. allows the user to set the online registration parameters.

How do I access the Setup Online Reg.?

1. Go to the Main Admin Page
2. Click on 'Setup Online Reg.' in the System Config menu
3. Activate/deactivate the Online Registration option
4. Set the secure link and emails
5. Click on Submit to save the settings.

Logout

Logout is used to log out of the e-learning system.

How do I log out of the e-learning system?

1. Click on 'Log Out' at the bottom of the menu