Basic eLearning ToolSet (BELTS)

School Administrator's Guide

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Basic eLearning ToolSet (BELTS): School Administrator's Guide

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Part I. Introduction to BELTS

Chapter 1. About BELTS

The Basic E-Learning Tool Set (BELTS) has been developed by The Le@rning Federation (TLF) [http://www.thelearningfederation.edu.au] to demonstrate the distribution, management and use of online curriculum content and to aid investigation of requirements for e-learning environments by Australian and New Zealand school jurisdictions.

BELTS currently provides a limited set of tools, including:

- A content repository;
- Basic activity creation, using lessons;
- Basic group management, using classes;
- Content to curriculum outcomes matching (the curriculum organiser);
- Downloading of content from The Le@rning Federation's Exchange repository of online curriculum content;
- Content replication from one BELTS to another, and
- System administration.

Note

BELTS has currently not been developed as a fully featured learning management system. BELTS is, however, an open source project that can be further developed. The Le@rning Federation encourages Australian and New Zealand education jurisdictions, and others, to consider options for collaborating and contributing to the evolution of BELTS. For more information about the project and how you can participate visit the BELTS project web site [http://belts.sourceforge.net]

Chapter 2. About The Le@rning Federation

The Le@rning Federation [http://www.thelearningfederation.edu.au], is an initiative delivered on behalf of the Australian Education Systems Officials Committee (AESOC) by a joint venture of education.au limited [http://www.educationau.edu.au] and Curriculum Corporation [http://www.curriculum.edu.au]

In January 2001, as part of the Backing Australia's Ability: Innovation Action Plan [http://backingaus.innovation.gov.au] the Prime Minister announced funding of $34.1 million over 5 years to support the Initiative to:

* Develop a body of high-quality curriculum content, suitable to each State and Territory;
* Develop a framework which supports distributed access;
* In the long term, use the framework and content to stimulate further contribution to the pool of material.

In July 2001, all Australian States and Territories agreed to match the Commonwealth funds. Following this, New Zealand joined in the Initiative.

Part II. Role Description

Chapter 3. School Administrator

This chapter provides a brief overview of the BELTS functions available to School Administrators.

3.1. The School Administrator Role

The School Administrator is responsible for the overall maintenance of the BELTS system for a School, including:

- management of users associated with the school
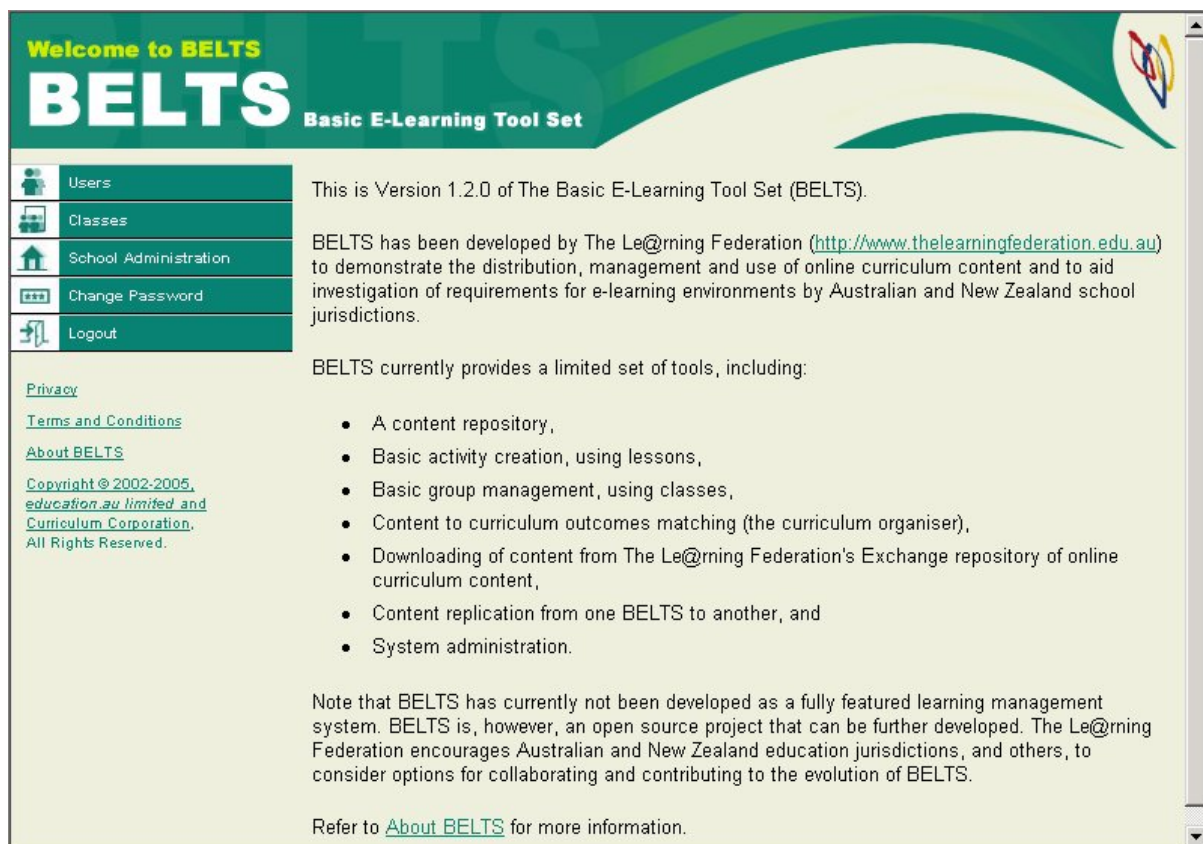- management of the school details

Figure 3.1. School Administrator Screen

3.1.1. Common Functions

Common functions available to the School Administrator include:

- Login to BELTS [8]
- Logout from BELTS [9]
- Change Password [9]

3.1.2. User Management Functions

User management functions available to the School Administrator include:

- List Active Users [19] (View the list of active School Users)
- List Inactive Users [20] (View the list of inactive School Users)
- Create a User [20] (Create a School User)
- Edit a User [21] (Edit the details for a School User)
- Activate a User [24] (Activate a School User)
- Deactivate a User [25] (Deactivate a School User)
- Reset User Password [22] (Reset the password for a School User)
- Send an email to a User [24] (Send an email to a School User)

3.1.3. Class Management Functions

Class management functions available to the School Administrator include:

- List Active Classes [12]
- List Archived Classes [12]
- Create a Class [13]
- Edit a Class [14]
- Search For Classes [16]
- Activate a Class [17]
- Deactivate a Class [18]

3.1.4. School Management Functions

School management functions available to the School Administrator include:

- Edit a School [11]

Part III. School Administration Functions

Chapter 4. Common Functions

This chapter provides a brief overview of the common functions available to school administrators in BELTS.

4.1. Login to BELTS

In order to use BELTS, you must login. In order to login, you must supply a valid username and password. You should have received an email from your BELTS system when you were registered by your administrator. If you do not have a username and password, please contact your BELTS administrator.

Procedure 4.1. Login to BELTS

1. Open the BELTS site at the URL supplied by your administrator.

   The Login screen is displayed

Figure 4.1. BELTS Login Screen

2. Enter your username and password. If you have been given a lesson login, enter "l=" followed by the login id.

3. Select **Login** to login to the BELTS system.

4. If your username and password have been entered correctly, you are logged-in to BELTS and the Main window, or the appropriate lesson is displayed.

You can now use BELTS. The BELTS Main window allows you to perform a number of functions. Please refer to the School Administrator [5] section for more information on the functions available to you.

4.2. Logout from BELTS

Logging out of BELTS removes any information about your session in the browser. In order to logout of BELTS, you need to have logged in using the Login to BELTS [8] function.

Procedure 4.2. Logout from BELTS

• From the BELTS main screen, select the **Logout** option from the BELTS Main menu.

4.3. Change Password

This function allows you to change your BELTS password.

Procedure 4.3. Change Password

1. Within the BELTS window, select **Change Password** from the menu.

   The Change Password screen is displayed

   Figure 4.2. Change Password Screen

2. Enter your existing password in the **Current Password** field.

3. Enter your new password in the **New Password** field.

4. Re-enter your new password in the **Confirm New Password** field.

5. Select **Save** to save your new password.

   An email notification will be sent to you to confirm that your password has been changed.
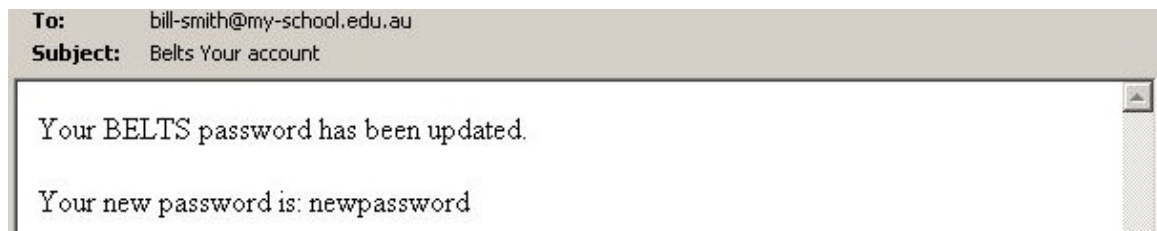
Figure 4.3. Password Changed Email

6. Select **Cancel** to leave your password unchanged.

At the end of this procedure, you will be returned to the BELTS Main Screen.

Chapter 5. School Management

This chapter provides a brief overview of the functions available to school administrators in BELTS.

5.1. Edit a School

This function allows you to change the details for a school.

Procedure 5.1. Edit a School

1. Within the BELTS window, select **School Administration** from the menu.

    The Edit School Screen is displayed.

Figure 5.1. Edit School Screen

2. Update the changed information for the school.

3. Select **Save** to save the school details, or **Cancel** to exit from this screen without saving.

Use the **breadcrumbs** on the screen to return to the previous view.

Chapter 6. Class Management

This chapter provides a brief overview of how classes are managed by school administrators in BELTS.

6.1. List Active Classes

This function allows you to obtain a list of the active classes defined within your system

Procedure 6.1. List Active Classes

- Within the BELTS window, select **Classes** from the menu.

  The Active Class List is displayed

Figure 6.1. Active Class List Screen

From this point, the following actions may be performed:

- Select the **Create Class** option to perform the **Create a Class [13]** function.
- Select the **View Archived Classes** option to perform the **List Archived Classes [12]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Classes [16]** function.
- Select the **Search Help** option to get help on searching for classes (see Quick Search Tips [28]).
- Perform the **Deactivate a Class [18]** function for one or more classes.
- Select the **Edit** link for a class to perform the **Edit a Class [14]** function.

6.2. List Archived Classes

This function allows you to list the archived classes in your system

Procedure 6.2. List Archived Classes

- From the **List Active Classes [12]** function, select **View Archived Classes**.

The Archived Classes List is displayed.

Figure 6.2. Archived Class List Screen

From this point, the following actions may be performed:

- Select the **Create Class** option to perform the **Create a Class [13]** function.
- Select the **View Active Classes** option to perform the **List Active Classes [12]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Classes [16]** function.
- Select the **Search Help** option to get help on searching for classes (see Quick Search Tips [28]).
- Perform the **Activate a Class [17]** function for one or more classes.

6.3. Create a Class

This function allows you to create a new class.

Procedure 6.3. Create a Class

1. From the **List Active Classes [12]** or **List Archived Classes [12]** functions, select **Create Class**.

The Create Class Screen is displayed.

Figure 6.3. Create Class Screen

2. Enter the required information about the class to be created.

   Note

   The class id is required to be unique within the BELTS system. Please check the naming convention used by your school for class ids before creating a class.

   The class id cannot be changed once the class is created.

3. Select **Save** to save the new class details.

   The **Edit a Class [14]** *screen is displayed.* This screen allows you to add users to the class.

4. Select **Cancel** to exit from this screen without saving.

Use the **breadcrumbs** on the screen to return to the previous view.

6.4. Edit a Class

Edit the details for a class. This allows you to update the class name as well as add students or teachers to the class

Procedure 6.4. Edit a Class

1. From the **List Active Classes [12]** function, select the **Edit** link for a listed class.

   The Edit Class Screen is displayed.

Figure 6.4. Edit Class Screen

2.   Update the following information for the class:

   •   Edit Class Details [15]
   •   Edit Class Members [16]

6.4.1. Edit Class Details

Figure 6.5. Edit Class Details Screen

On this section of the screen, you can change the name of this class.

Select **Cancel** to cancel any changes you have made to the class details, **Save** to save the new class details and remain on this screen, or **Finish** to save the class details and return to the **List Active Classes [12]** screen.

6.4.2. Edit Class Members

Figure 6.6. Edit Class Members Screen

This section of the screen shows you the list of users already assigned to the class, as well as a list of users who are available to be assigned to the class.

To remove a user from this class, select the checkbox next to the user and press the **Remove** button. Alternatively, use the **Select** button to toggle the selected state of all members in the list, then press the **Remove** button.

To add a user to this class, select the checkbox next to the user in the "Find users to add to this class" list and press the **Add** button. Alternatively, use the **Select** button on that list to toggle the selected state of all members, then press the **Add** button.

Enter a search phrase, select **Teacher** and/or **Student** using the checkboxes and press the **Search** button to perform the **Search For Users [23]** function to find users to add to the class.

Press the **Show All Users** button to show all available users.

Select the **Search Help** option at the top of the screen to get help on searching (see Quick Search Tips [28]).
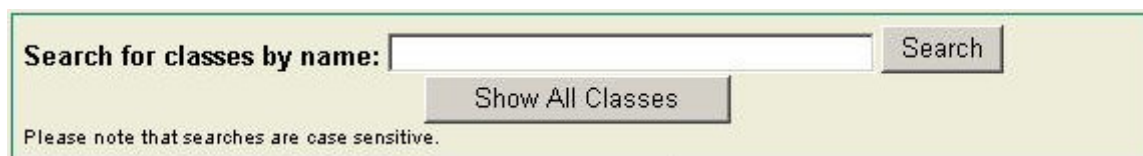
> **Note**
>
> All changes to the class members list are immediate and are retained even if you exit from this screen using the **Cancel** button.

6.5. Search For Classes

This function allows you to search for a class in a list of classes

Procedure 6.5. Search for Classes

1. From the **List Active Classes [12]** or **List Archived Classes [12]** functions, enter the name, or partial name, of the class you wish to find.

Figure 6.7. Class Search Screen
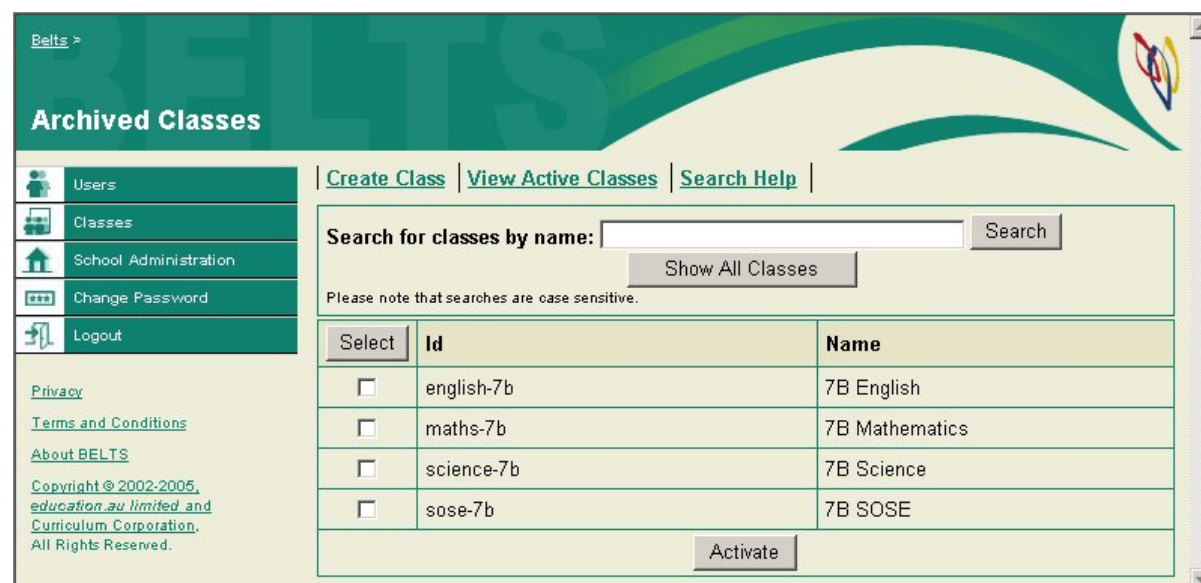
2. Select **Search** to find the classes whose names match the name entered, or **Show All Classes** to show all classes in the system.

    The classes matching the search criteria are displayed in the list view.

6.6. Activate a Class

Activating a class makes it and its lessons available for use in the system. This function allows you to activate one or more classes

The **Activate a Class** function is performed from the List Archived Classes [12] function.

Figure 6.8. Archived Classes Screen

Procedure 6.6. Activate a Class

1. Select the checkbox for the class you wish to activate or press the **Select** button to select all classes on the current page for activation. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all classes on the currently displayed page.

2. Press the **Activate** button to activate the selected classes.

    The Archived Classes Screen is redisplayed.

6.7. Deactivate a Class

Deactivating a class makes it and its lessons unavailable. This function allows you to deactivate one or more classes

The **Deactivate a Class** function is performed from the **List Active Classes [12]** function.

Figure 6.9. Classes Screen

Procedure 6.7. Deactivate a Class

1. Select the checkbox for the class you wish to deactivate or press the **Select** button to select all classes on the current page to be deactivated. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all classes on the currently displayed page.

2. Press the **Deactivate** button to deactivate the selected classes.

    The Classes Screen is redisplayed.

Chapter 7. User Management

This chapter provides a brief overview of how users are managed by school administrators in BELTS.

7.1. List Active Users

This function is used to display the list of active users in the system.

Procedure 7.1. List Active Users

- Within the BELTS window, select **Users** from the menu.

  The Active User List is displayed

Figure 7.1. Active User List Screen

From this point, the following actions may be performed:

- Select the **Create User** option to perform the **Create a User [20]** function.
- Select the **View Inactive Users** option to perform the **List Inactive Users [20]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Users [23]** function.
- Select the **Search Help** option to get help on searching for users (see Quick Search Tips [28]).
- Perform the **Deactivate a User [25]** function for one or more users.
- Select the **Email Address** link for a user to perform the **Send an email to a User [24]** function.
- Select the **Edit** link for a user to perform the **Edit a User [21]** function.
- Select the **Reset Password** link for a user to perform the **Reset User Password [22]** function.

7.2. List Inactive Users

This function is used to display the list of inactive users.

Procedure 7.2. List Inactive Users

- From the **List Active Users [19]** function, select **View Inactive Users**.

  The Inactive User List is displayed

Figure 7.2. Inactive User List Screen

From this point, the following actions may be performed:

- Select the **Create User** option to perform the **Create a User [20]** function.
- Select the **View Active Users** option to perform the **List Active Users [19]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Users [23]** function.
- Select the **Search Help** option to get help on searching for users (see Quick Search Tips [28]).
- Perform the **Activate a User [24]** function for one or more users.
- Select the **Email Address** link for a user to perform the **Send an email to a User [24]** function.

7.3. Create a User

Before anyone can access content, they need to be registered with the system. This function is used to create a user.

Procedure 7.3. Create a User

1. From the **List Active Users [19]** or **List Inactive Users [20]** functions, select **Create User**.

   The Create User Screen is displayed.

Figure 7.3. Create User Screen

2. Enter the required information for the user to be created, including the roles you want this user to have within the system.

> **Note**
>
> It is possible to assign more than one role to a user. If the user is assigned more than one role, BELTS will allow the user to perform the functions available to each of the individual roles.

3. Select **Save** to save the new user details. A password will be automatically generated and sent to the user at the supplied email address.

4. Select **Cancel** to exit from this screen without saving.

Use the **breadcrumbs** on the screen to return to the previous view.

7.4. Edit a User

This function is used to edit the details of a user.

Procedure 7.4. Edit a User

1. From the **List Active Users [19]** or **List Inactive Users [20]** functions, select the **Edit** link for a listed user.

    The Edit User Screen is displayed.

Figure 7.4. Edit User Screen

2. Update the changed information for the user.

3. Select **Save** to save the user details, or **Cancel** to exit from this screen without saving.

Use the **breadcrumbs** on the screen to return to the previous view.

7.5. Reset User Password

This function is used to reset the password for a user. When the password is updated, an email is sent to the user advising the new password.

Procedure 7.5. Reset a User Password

1. From the **List Active Users [19]** function, select the **Reset Password** link for a user.

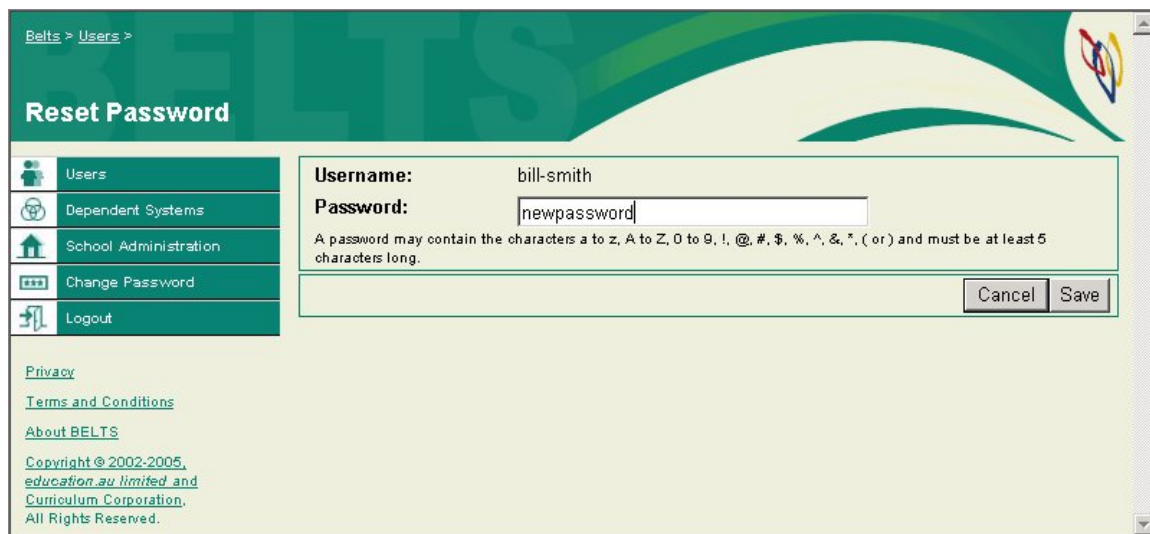   *The Reset Password Screen is displayed.*

Figure 7.5. Reset Password Screen

2. Specify the new password for the user. The password is displayed in clear text so that it can be given to the user.

3. Select **Save** to save the user password

   An email notification will be sent to the user to confirm that the password has been changed.
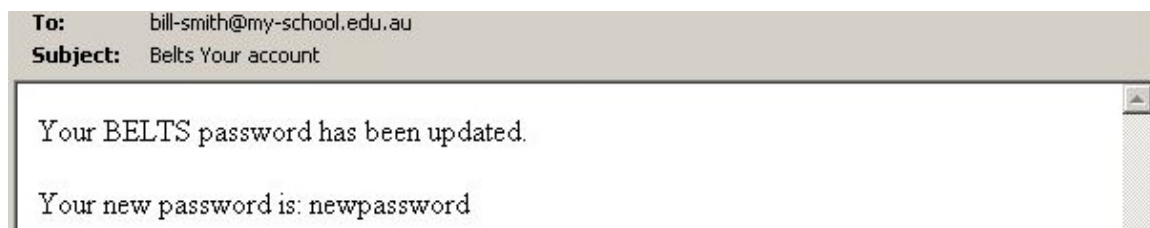
Figure 7.6. Password Changed Email

4. Select **Cancel** to exit from this screen without saving.

Use the **breadcrumbs** on the screen to return to the previous view.

7.6. Search For Users

This function allows you to search for a particular user and is useful in cases where there are a large number of users in the system.

Procedure 7.6. Search for Users

1. From a function that displays the User Search Screen, enter the name, or partial name, of the user you wish to find.

Figure 7.7. User Search Screen

2. Select **Search** to find the user(s) whose names match the name entered, or **Show All Users** to show all users in the system.

    The users matching the search criteria are displayed in the list view.

7.7. Send an email to a User

This function allows you to send an email to the email address associated with a user.

Procedure 7.7. Send an Email to a User

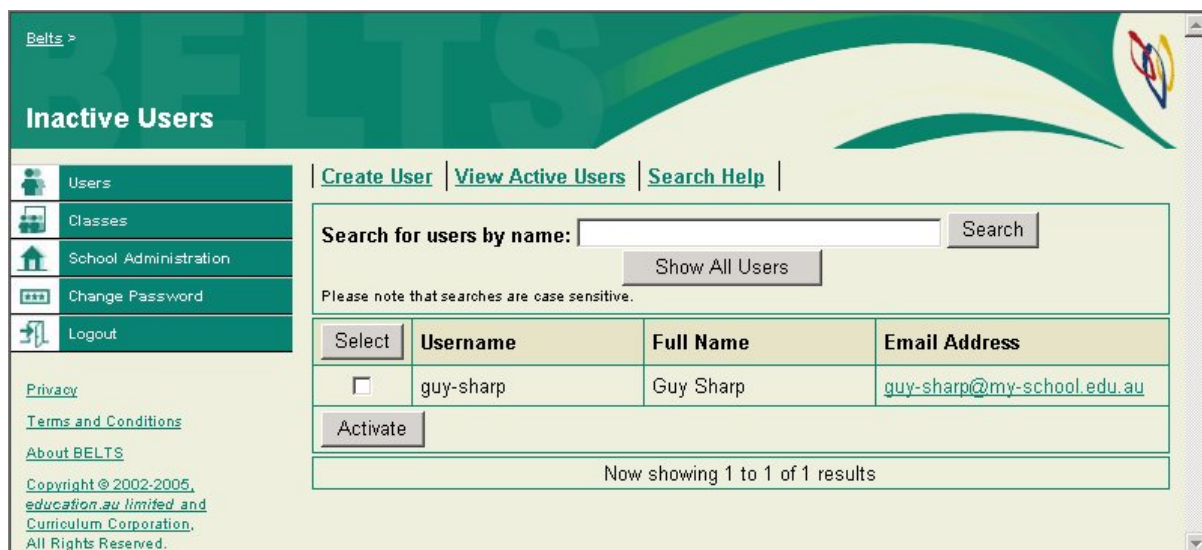*   From a function that displays a user list, select the user's email address.

    Your email client should open in a new window to allow you to enter and send an email to the user.

7.8. Activate a User

This functions is used to activate a user and give the user access to the system.

The **Activate a User** function is performed from the **List Inactive Users [20]** function.

Figure 7.8. Inactive User List Screen

Procedure 7.8. Activate a User

1. Select the checkbox for the user you wish to activate or press the **Select** button to select all users on the current page for activation. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all users on the currently displayed page.

2. Press the **Activate** button to activate the selected users.

    The User List screen is redisplayed.

7.9. Deactivate a User

Deactivating users prevents them from accessing content on this system. This function is used to deactivate one or more users.

The **Deactivate a User** function is performed from the **List Active Users [19]** function.

Figure 7.9. Active User List Screen

Procedure 7.9. Deactivate a User

1. Select the checkbox for the user you wish to deactivate or press the **Select** button to select all users on the current page for deactivation. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all users on the currently displayed page.

2. Press the **Deactivate** button to deactivate the selected users.

The User List screen is redisplayed.

Part IV. Miscellaneous Topics

Chapter 8. Search Help

8.1. Quick Search Tips

The quick search uses a simplified search system. The phrase provided is broken into words by splitting on whitespace and the "*" character. For example the phrase "Kevin O'Neill" will be split into two words, "Kevin" and "O'Neill" as would the phrase "Kevin*O'Neill"

The quick search is not case sensitive so the word "Kevin" is the treated the same way as "kevin" or "KEVIN".

A word matches if it appears anywhere in the document not just if it appears as a whole word. For example if you search for "code" it would match a document containing the word "barcode". If more than one word is part of the quick search then each of the words must appear in the document for it to match.

Glossary

Active

A state that indicates a user, school, dependent system, class or lesson is available in the system.

Activate

The act of making a user, school, dependent system, class or lesson active.

Archive

The act of making a user, school, dependent system or class archived or inactive.

Archived

A state that indicates a user, school, dependent system or class is no longer required.

BELTS

Basic E-Learning Tool Set. A simple set of tools developed to demonstrate the distribution, management and use of learning objects and to aid investigation of requirements for e-learning environments by Australian and New Zealand jurisdictions.

Class

An organising mechanism used for grouping lessons and/or students and teachers.

Content

A physical or digital asset (work or material) intended for communication. Content can be static, dynamic or scripted instructions. Content covers learning objects, resources, files and metadata.

Content Manager

The user role that enables searching and. downloading content from a parent repository and managing the availability of the content to teachers.

Curriculum Organiser

A tool for assisting teachers to locate online content relevant to learning outcomes. The tool is a list of neutral vocabulary terms, used to describe learning objects, which is mapped to the learning outcomes used within a specific jurisdiction.

Deactivate

The act of making a lesson inactive, so that it is no longer available to students.

Discovery

The act of utilising tools and services to search for and retrieve digital assets from (various) sources (e.g. object repositories, databases, metadata search engines).

Element

A fundamental unit of description used by Metadata. Sometimes referred to as a "field" or "attribute".

File

An actual and identified digital file.

Filter

To select and display items from a list or search according to specified criteria.

Function

A discreet part of the software that enables a user goal to be carried out, such as "Create a User".

Inactive

A state that indicates a lesson is no longer available for students to access.

Item

A generic description that encompasses files, learning objects, resources and URLs that can be added to a lesson.

Jurisdiction

School education system (State/Territory) or sector (Independent/Catholic) including all Australian States and Territories and New Zealand.

Dependent System

A downstream system in the content distribution chain that will require access to the BELTS repository. This may be another BELTS system.

Exchange

The name of The Le@rning Federation's content system. It provides the central content management facility within which curriculum content can be submitted, stored, managed and distributed. It is the content repository from where all TLF content will be distributed to jurisdictions.

Learning management system (LMS)

An application that is used for managing the organisation of digital content for presentation to students, provide supporting community tools and may include management of student results.

Learning object

A multimedia learning experience related to a particular educational purpose. Learning objects contain files, organisations, metadata, and other learning objects. The files and sub-ordinate learning objects are used to create the multimedia learning experience. An organisation specifies a navigation path through the learning object. A learning object may have many organisations, and hence many possible navigation paths. Metadata is structured information about the learning object supporting management, description of educational purpose, technical interoperability, digital rights management and accessibility.

Learning outcome

A specific learning objective identified within a jurisdiction's curriculum framework.

Lesson

A sequence of content and instructions that can be used as part of a learning activity.

LORAX

Learning Object Repository Access and eXchange. The SOAP specification that may be used for searching and downloading learning objects and resources from the Exchange.

Metadata

Metadata is structured information about learning objects and files supporting management, description of educational purpose, technical interoperability, digital rights management and accessibility.

Privilege

A permission that allows a user to perform a specific function in the system.

Repository

A distributed and heterogeneous database of content/metadata that supports

open information retrieval protocols.

Resource

An actual and identified physical or digital file (referenced in Items as part of learning objects or as individual items) that may be used in a learning activity

Role

A set of functions that can be performed by a user within the system.

School Administrator

The user role that enables managing school details and creating and managing users and classes within the school.

SOAP

Simple Object Access Protocol. This is a platform independent protocol for accessing services, objects and servers.

Student

The user role that enables viewing lessons prepared by teachers.

System

The implemented BELTS software, hardware, and infrastructure.

Teacher

The user role that enables discovering and preparing content (using lessons) for presentation to students.

The Le@rning Federation

An initiative of State and Federal governments of Australia and the New Zealand government to develop online curriculum content for Australian and New Zealand schools. This initiative is managed by a joint venture between **education.au limited** and Curriculum Corporation.

User

Any authorised party using the system.

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