

Basic eLearning ToolSet (BELTS)

System Administrator's Guide

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

by Greg Jones

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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. System Administrator

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

3.1. The System Administrator Role

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

- management of users not associated with schools
- creation and management of schools
- creation and management of dependent systems

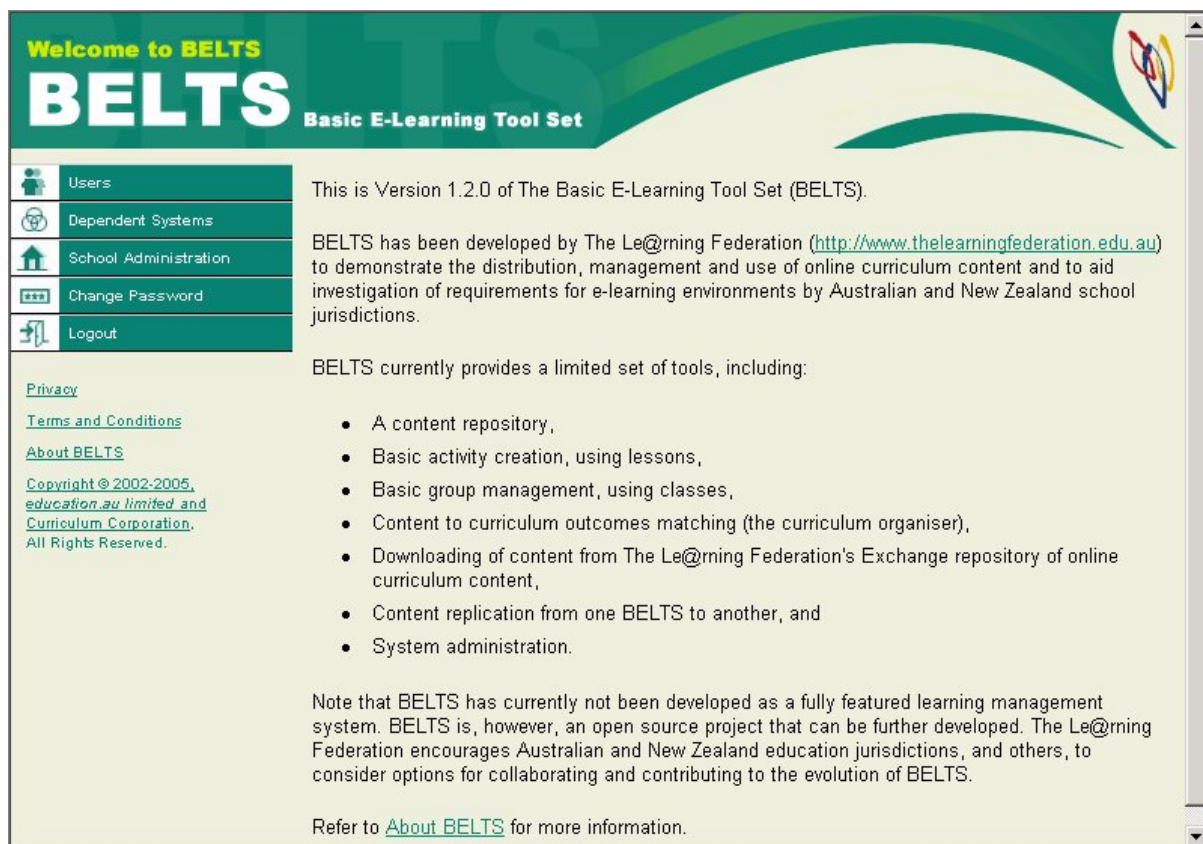


Figure 3.1. System Administrator Main Screen

3.1.1. Common Functions

Common functions available to the System 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 System Administrator include:

- List Active Users [25] (View the list of active Content Managers and System Administrators)
- List Inactive Users [26] (View the list of inactive Content Managers and System Administrators)
- Create a User [26] (Create a Content Manager or System Administrator)
- Edit User [27] (Edit the details for a Content Manager or System Administrator)
- Activate a User [30] (Activate a Content Manager or System Administrator)
- Deactivate a User [31] (Deactivate a Content Manager or System Administrator)
- Reset User Password [28] (Reset the password for a Content Manager or System Administrator)
- Send an email to a User [30] (Send an email to a Content Manager or System Administrator)

3.1.3. School Management Functions

School management functions available to the System Administrator include:

- List Active Schools [19]
- List Archived Schools [19]
- Create a School [20] (Create a School and its associated School Administrator)
- Edit a School [21]
- Archive a School [24]
- Activate a School [24]

3.1.4. Dependent System Management Functions

Dependent system management functions available to the System Administrator include:

- List Active Dependent Systems [14]
- List Inactive Dependent Systems [15]
- Create a Dependent System [11]
- Edit a Dependent System [13]
- Activate a Dependent System [11]
- Deactivate a Dependent System [12]

Part III. System Administration Functions

Chapter 4. Common Functions

This chapter provides a brief overview of the common functions available to system 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 System 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

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

The Change Password screen is displayed

Figure 4.2. Change Password Screen

- Enter your existing password in the **Current Password** field.
- Enter your new password in the **New Password** field.
- Re-enter your new password in the **Confirm New Password** field.
- Select **Save** to save your new password.

An email notification will be sent to you to confirm that your password has been changed.

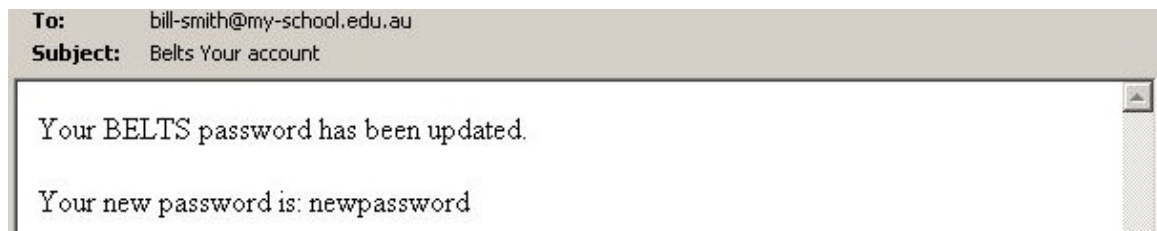


Figure 4.3. Password Changed Email

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. Dependent System Management Functions

This chapter provides a brief overview of the dependent system management functions available to system administrators in BELTS.

5.1. Activate a Dependent System

This functions is used to activate a dependent system and allow it to access published content.

The **Activate a Dependent System** function is performed from the **List Inactive Dependent Systems** [15] function.

Inactive Dependent Systems

[Create Dependent System](#) | [View Active Dependent Systems](#) | [Search Help](#)

Search for dependent systems by name:

Please note that searches are case sensitive.

Select	System Id	System Name	Email Address
<input type="checkbox"/>	my-school-campus	My School Campus	campus@my-school.edu.au

Now showing 1 to 1 of 1 results

Figure 5.1. Inactive Dependent Systems List Screen

Procedure 5.1. Activate a Dependent System

1. Select the checkbox for the dependent system you wish to activate or press the **Select** button to select all dependent systems 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 dependent systems on the currently displayed page.
2. Press the **Activate** button to activate the selected dependent systems.

The Dependent System List screen is redisplayed.

5.2. Create a Dependent System

Before a dependent system can access content, it needs to be registered with the system. This function is used to create the dependent system and assign it a password.

Procedure 5.2. Create a Dependent System

1. From the **List Active Dependent Systems** [14] or **List Inactive Dependent Systems** [15] functions, select **Create Dependent System**.

The Create Dependent System Screen is displayed.

Belts > Dependent Systems >

Create Dependent System

* denotes a required field

* **System Id :** my-school-campus
A system id cannot be edited once the system has been created. A system id may contain the characters A to Z, a to z, 0 to 9, _ and -

* **System Name :** My School Campus

Email Address : campus@my-school.edu.au

Cancel Save

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Figure 5.2. Create Dependent System Screen

2. Enter the required information for the dependent system to be created.
3. Select **Save** to save the new dependent system details, or **Cancel** to exit from this screen without saving.

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

5.3. Deactivate a Dependent System

Deactivating a dependent system prevents it from accessing content on this system. This function is used to deactivate one or more dependent systems.

The **Deactivate a Dependent System** function is performed from the **List Active Dependent Systems** [14] function.

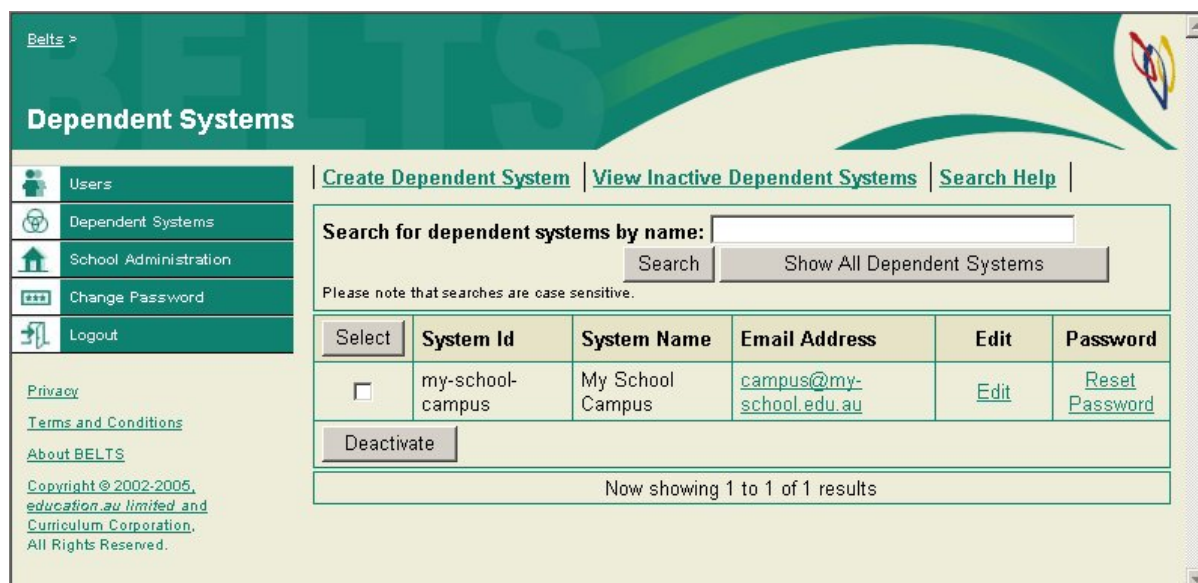


Figure 5.3. Active Dependent Systems List Screen

Procedure 5.3. Deactivate a Dependent System

1. Select the checkbox for the dependent system you wish to deactivate or press the **Select** button to select all dependent systems 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 dependent systems on the currently displayed page.
2. Press the **Deactivate** button to deactivate the selected dependent systems.

The List Active Dependent Systems screen is redisplayed.

5.4. Edit a Dependent System

This function is used to edit the details of a dependent system

Procedure 5.4. Edit a Dependent System

1. From the **List Active Dependent Systems [14]** function, select the **Edit** link for a listed dependent system.

The Edit Dependent System Screen is displayed.

Figure 5.4. Edit Dependent System Screen

2. Update the changed information for the dependent system.
3. Select **Save** to save the dependent system details, or **Cancel** to exit from this screen without saving.

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

5.5. List Active Dependent Systems

This function is used to display the list of active dependent systems.

Procedure 5.5. List Active Dependent Systems

- Within the BELTS window, select **Dependent Systems** from the menu.

The Active Dependent System List is displayed

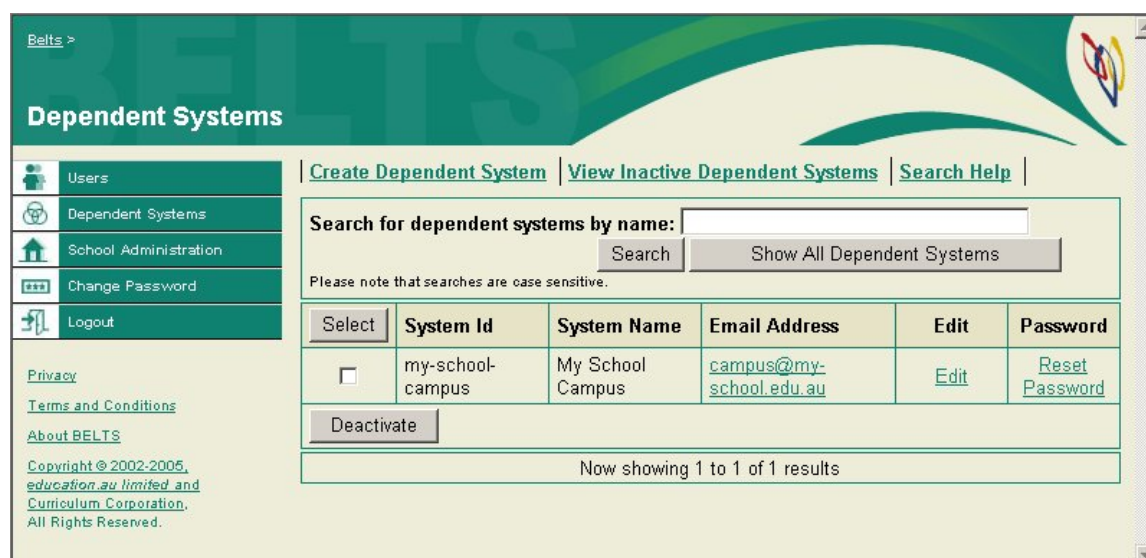


Figure 5.5. Active Dependent System List Screen

From this point, the following actions may be performed:

- Select the **Create Dependent System** option to perform the **Create a Dependent System [11]** function.
- Select the **View Inactive Dependent Systems** option to perform the **List Inactive Dependent Systems [15]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Dependent Systems [17]** function.
- Select the **Search Help** option to get help on searching for dependent systems (see Quick Search Tips [34]).
- Perform the **Deactivate a Dependent System [12]** function for one or more dependent systems.
- Select the **Email Address** link for a dependent system to perform the **Send an email to a Dependent System [18]** function.
- Select the **Edit** link for a dependent system to perform the **Edit a Dependent System [13]** function.
- Select the **Reset Password** link for a dependent system to perform the **Reset Dependent System Password [16]** function.

5.6. List Inactive Dependent Systems

This function is used to display the list of inactive dependent systems.

Procedure 5.6. List Inactive Dependent Systems

- From the **List Active Dependent Systems [14]** function, select **View Inactive Dependent Systems**.

The Inactive Dependent System List is displayed

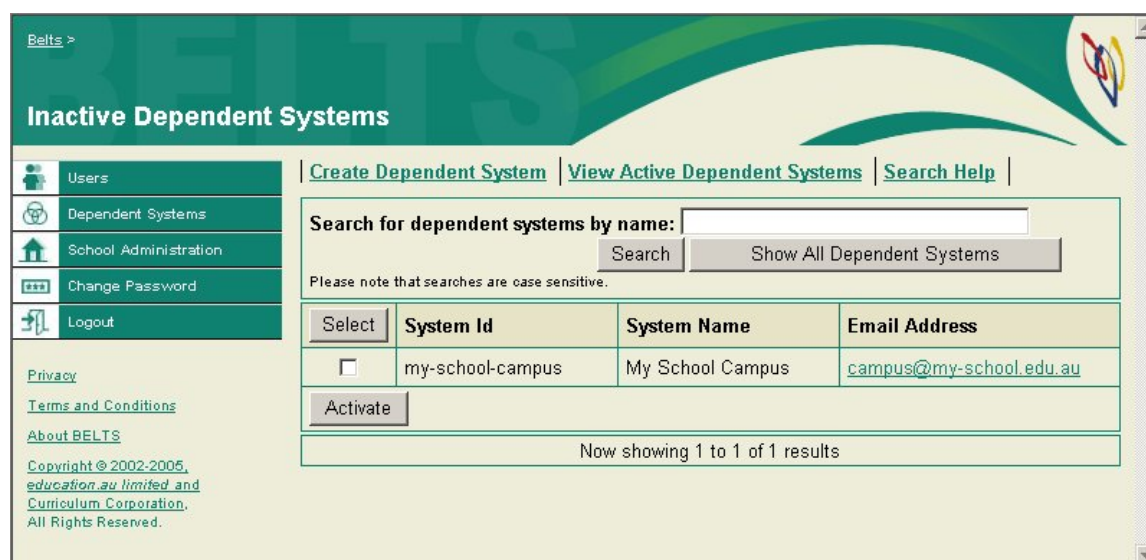


Figure 5.6. Inactive Dependent System List Screen

From this point, the following actions may be performed:

- Select the **Create Dependent System** option to perform the **Create a Dependent System [11]** function.
- Select the **View Active Dependent Systems** option to perform the **List Active Dependent Systems [14]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Dependent Systems [17]** function.
- Select the **Search Help** option to get help on searching for dependent systems (see Quick Search Tips [34]).
- Perform the **Activate a Dependent System [11]** function for one or more dependent systems.
- Select the **Email Address** link for a dependent system to perform the **Send an email to a Dependent System [18]** function.

5.7. Reset Dependent System Password

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

Procedure 5.7. Reset a Dependent System Password

1. From the **List Active Dependent Systems [14]** function, select the **Reset Password** link for a dependent system.

The Reset Password Screen is displayed.

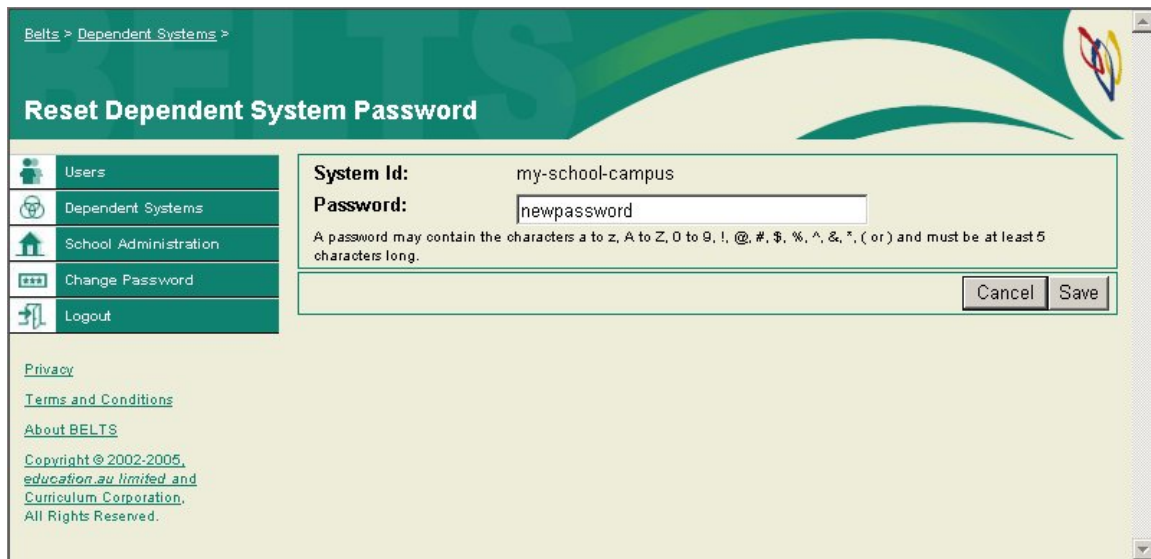


Figure 5.7. Reset Password Screen

2. Specify the new password for the dependent system. The password is displayed in clear text so that it can be given to the dependent system's administrator.
3. Select **Save** to save the dependent system password

An email notification will be sent to the dependent system to confirm that the password has been changed.

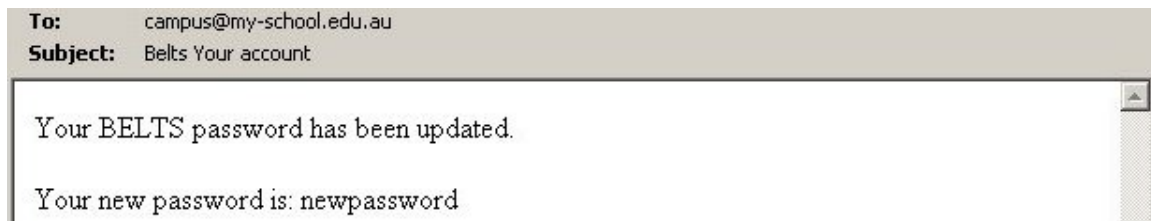


Figure 5.8. Password Changed Email

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

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

5.8. Search For Dependent Systems

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

Procedure 5.8. Search for Dependent Systems

1. From the **List Active Dependent Systems [14]** or **List Inactive Dependent Systems [15]** functions, enter the name, or partial name, of the dependent system you wish to find.



Search for dependent systems by name:

Please note that searches are case sensitive.

Figure 5.9. Dependent System Search Screen

2. Select **Search** to find the dependent system(s) whose names match the name entered, or **Show All Dependent Systems** to show all dependent systems in the system.

The dependent systems matching the search criteria are displayed in the list view.

5.9. Send an email to a Dependent System

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

Procedure 5.9. Send an Email to a Dependent System

- From the **List Active Dependent Systems [14]** or **List Inactive Dependent Systems [15]** functions, select the dependent system's email address.

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

Chapter 6. School Management

This chapter provides a brief overview of how schools are managed in BELTS.

6.1. List Active Schools

Procedure 6.1. List Active Schools

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

The Active Schools List Screen is displayed

The screenshot shows the BELTS School Administration interface. On the left is a sidebar menu with options: Users, Dependent Systems, School Administration (selected), Change Password, and Logout. The main content area has a header 'School Administration' and a sub-header 'School Administration'. Below this are links: 'Create School', 'View Archived Schools', and 'Search Help'. A search bar is present with the text 'Search for schools by name:' and a 'Search' button. Below the search bar is a table with columns: School Name, Sector, Type, and Edit. The table contains one row: 'My School', 'government', 'secondary', and an 'edit' link. Below the table is a status bar that says 'Now showing 1 to 1 of 1 results'. At the bottom of the page are links for Privacy, Terms and Conditions, About BELTS, and Copyright information.

School Name	Sector	Type	Edit
My School	government	secondary	edit

Figure 6.1. Active Schools List Screen

From this point, the following actions may be performed:

- Select the **Create School** option to perform the **Create a School [20]** function.
- Select the **View Archived Schools** option to perform the **List Archived Schools [19]** function.
- Enter a search phrase and press the **Search** button to perform the **Search For Schools [23]** function or press **Show All Schools** to show all active schools.
- Select the **Search Help** option to get help on searching for schools (see Quick Search Tips [34]).
- Select the **Edit** link for a school to perform the **Edit a School [21]** function.

6.2. List Archived Schools

This function allows you to view a list of the archived schools for your system.

Procedure 6.2. List Archived Schools

- From the **List Active Schools [19]** function, select **View Archived Schools**.

The Archived Schools List is displayed

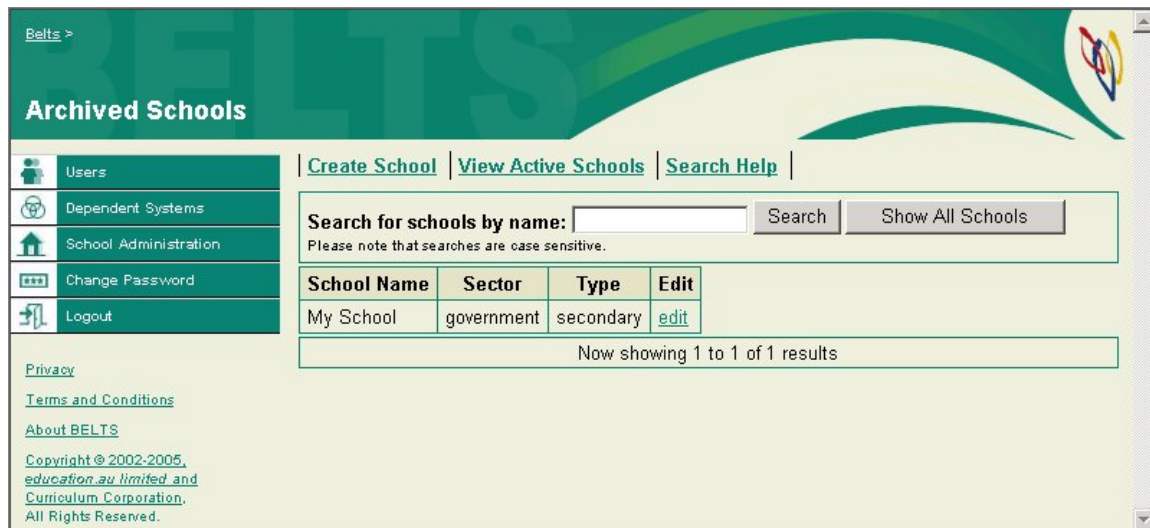


Figure 6.2. Archived Schools List Screen

From this point, the following actions may be performed:

- Select the **Create School** option to perform the **Create a School [20]** function.
- Select the **View Active Schools** option to perform the **List Active Schools [19]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Schools [23]** function or press **Show All Schools** to show all archived schools.
- Select the **Search Help** option to get help on searching for schools (see Quick Search Tips [34]).
- Select the **Edit** link for a school to perform the **Edit a School [21]** function.

6.3. Create a School

This function allows you to create a new school.

Procedure 6.3. Create a School

1. From the **List Active Schools [19]** or **List Archived Schools [19]** functions, select **Create School**.

The Create School Screen is displayed.

Belts > School Administration >

Create School

* denotes a required field

School Details:

- *School Name: my-school
- *School ID Number: MS1234567
- *Street1: 10 My Street
- Street2:
- *Suburb or Town: My Town
- *State: VIC
- Postcode: 3123
- *Country: Australia
- *Phone number: (03) 9999 1234
- *School Sector: Government
- School Size: 501 - 750 students
- *School Type: Secondary

School Administrator Details

- *Given Name: Gina
- *Family Name: Johnson
- *Admin Email: gina-johnson@my-school.edu.au
- *Username: gina-johnson
- *Password: bandaid

A username cannot be edited once the user has been created. A username may contain the characters A to Z, a to z, 0 to 9, _ and -.

Cancel Save

Figure 6.3. Create School Screen

2. Enter the required information about the school to be created, including the details required to create a new school administrator.
3. Select **Save** to save the new school details. A password will be automatically generated and sent to the school administrator 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.

6.4. Edit a School

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

Procedure 6.4. Edit a School

1. From the **List Active Schools [19]** or **List Archived Schools [19]** functions, select the **Edit** link for a listed school.

The Edit School Screen is displayed.

Belts > School Administration >

Edit School

[Add Administrator](#)

* denotes a required field

***School Name:**

***School ID Number:**

***Street1:**

Street2:

***Suburb or Town:**

***State:**

Postcode:

***Country:**

***Phone number:**

***School Sector:**

School Size:

***School Type:**

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Figure 6.4. 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.
4. Select **Archive** to archive the school, or **Reinstate** to make the school active again.

From this point, the following actions may be performed:

- Select the **Add Administrator** option to add an additional administrator to the school.

The Add Administrator screen is displayed.

Belts > School Administration > Edit School >

Create School Administrator

School Administrator Details

* denotes a required field

*Given Name: Donna

*Family Name: Adams

*Admin Email: donna-adams@my-school.edu.au

*Username: donna-adams

*Password: apples

A username cannot be edited once the user has been created. A username may contain the characters A to Z, a to z, 0 to 9, _ and -

Cancel Save

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Figure 6.5. Add School Administrator Screen

Procedure 6.5. Add a School Administrator

1. Enter the required information for the new school administrator.
2. Select **Save** to save the school administrator details. A password will be automatically generated and sent to the school administrator at the supplied email address.
3. Select **Cancel** to exit from this screen without saving.

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

6.5. Search For Schools

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

Procedure 6.6. Search for Schools

1. From the **List Active Schools [19]** or **List Archived Schools [19]** functions, enter the name, or partial name, of the school you wish to find.

Search for schools by name:

Search Show All Schools

Please note that searches are case sensitive.

Figure 6.6. School Search Screen

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

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

6.6. Archive a School

Archiving a school makes it unavailable for users to login and create and view lessons. This function allows you to archive a school.



Note

This sets all school users and lessons to inactive. Users and lessons will not be automatically re-activated if the school is re-activated

Procedure 6.7. Archive a School

- From the **Edit a School [21]** function for the school you wish to archive, select the **Archive** button to change the state of the school to archived.

6.7. Activate a School

Reinstating a school makes it available again for users to login and create and view lessons. This function allows you to reinstate a school.

Procedure 6.8. Activate a School

- From the **Edit a School [21]** function for the school you wish to activate, select the **Activate** button to change the state of the school to active.

Chapter 7. User Management

This chapter provides a brief overview of how users are managed by system 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

Select	Username	Full Name	Email Address	Edit	Password
<input type="checkbox"/>	gina-johnson	Gina Johnson	gina-johnson@my-school.edu.au		Reset Password
<input type="checkbox"/>	donna-adams	Donna Adams	donna-adams@my-school.edu.au		Reset Password
<input type="checkbox"/>	bill-smith	Bill Smith	bill-smith@my-school.edu.au	Edit	Reset Password
<input type="checkbox"/>	abigail-diamond	Abigail Diamond	abigail-diamond@my-school.edu.au	Edit	Reset Password

Deactivate

Now showing 1 to 4 of 4 results

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 [26]** function.
- Select the **View Inactive Users** option to perform the **List Inactive Users [26]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Users [29]** function.
- Select the **Search Help** option to get help on searching for users (see Quick Search Tips [34]).
- Perform the **Deactivate a User [31]** function for one or more users.
- Select the **Email Address** link for a user to perform the **Send an email to a User [30]** function.
- Select the **Edit** link for a user to perform the **Edit User [27]** function.
- Select the **Reset Password** link for a user to perform the **Reset User Password [28]** function.



Note

The System Administrator may not change the details for a user assigned to a school (e.g. a School Administrator). This function must be performed by a School Administrator for the appropriate school.

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 [25]** 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 [26]** function.
- Select the **View Active Users** option to perform the **List Active Users [25]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Users [29]** function.
- Select the **Search Help** option to get help on searching for users (see Quick Search Tips [34]).
- Perform the **Activate a User [30]** function for one or more users.
- Select the **Email Address** link for a user to perform the **Send an email to a User [30]** 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 [25]** or **List Inactive Users [26]** 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 User

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

Procedure 7.4. Edit a User

1. From the **List Active Users [25]** or **List Inactive Users [26]** 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 [25]** function, select the **Reset Password** link for a user.

The Reset Password Screen is displayed.

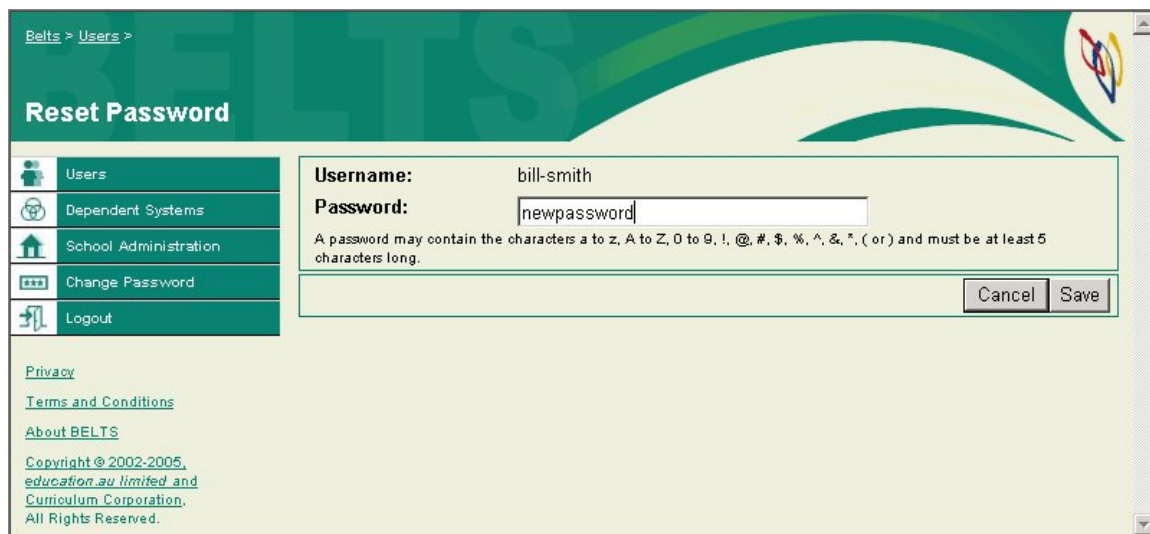


Figure 7.5. Reset Password Screen

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.

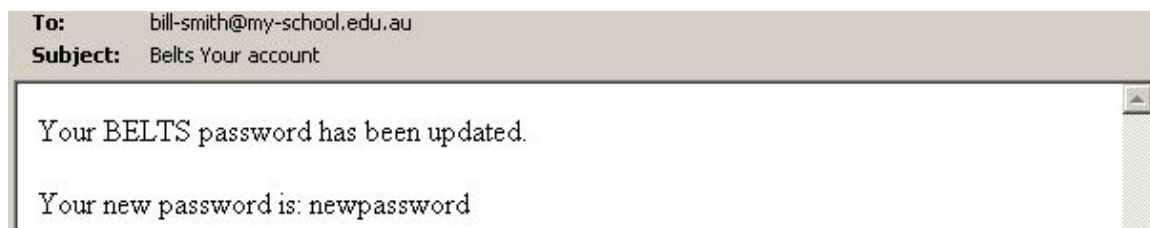


Figure 7.6. Password Changed Email

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.



Search for users by name:

Please note that searches are case sensitive.

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

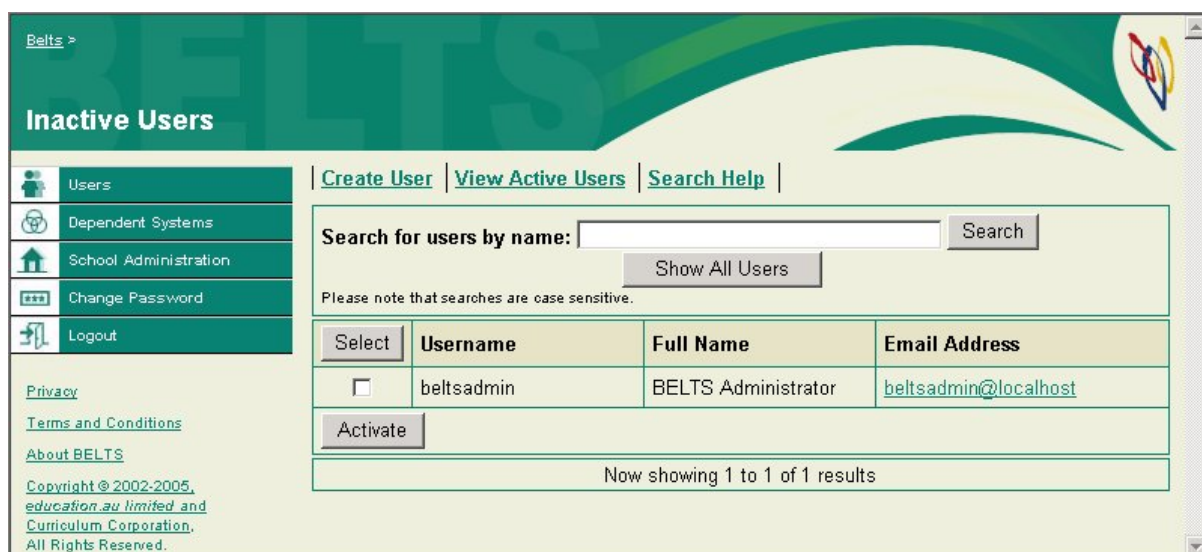
- From a function that displays a user list, select the user's email address.

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 [26]** function.



Belts >

Inactive Users

[Create User](#) | [View Active Users](#) | [Search Help](#)

Search for users by name:

Please note that searches are case sensitive.

Select	Username	Full Name	Email Address
<input type="checkbox"/>	beltsadmin	BELTS Administrator	beltsadmin@localhost

Now showing 1 to 1 of 1 results

Privacy
Terms and Conditions
About BELTS
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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 [25]** function.

Select	Username	Full Name	Email Address	Edit	Password
<input type="checkbox"/>	gina-johnson	Gina Johnson	gina-johnson@my-school.edu.au		Reset Password
<input type="checkbox"/>	donna-adams	Donna Adams	donna-adams@my-school.edu.au		Reset Password
<input type="checkbox"/>	bill-smith	Bill Smith	bill-smith@my-school.edu.au	Edit	Reset Password
<input type="checkbox"/>	abigail-diamond	Abigail Diamond	abigail-diamond@my-school.edu.au	Edit	Reset Password

Deactivate

Now showing 1 to 4 of 4 results

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 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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