

Basic eLearning ToolSet (BELTS)

Teacher's Guide

Greg Jones

Basic eLearning ToolSet (BELTS): Teacher'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. Teacher

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

3.1. The Teacher Role

The Teacher has the following functions in the BELTS system:

- management of classes with which they are involved
- management of lessons for provision to class members
- ability to reset passwords for students

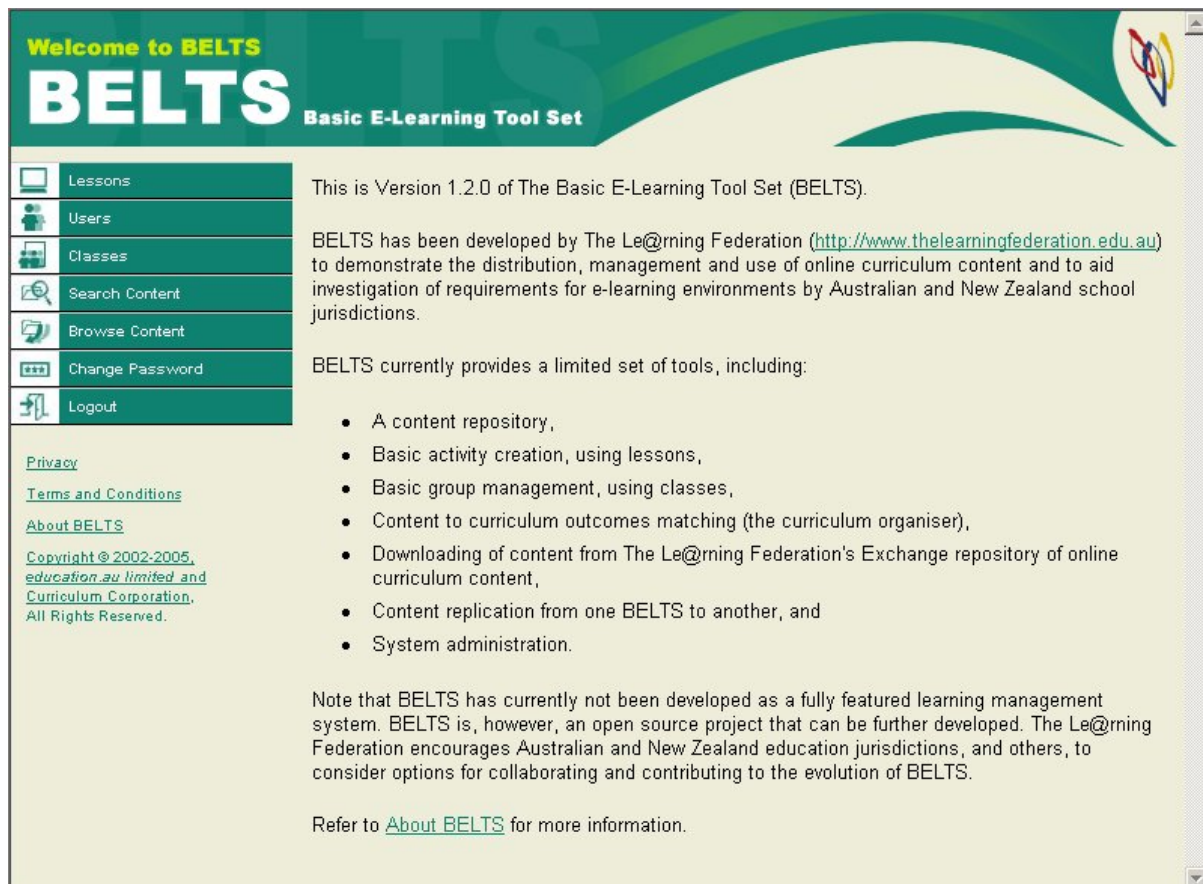


Figure 3.1. Teacher Main Screen

3.1.1. Common Functions

Common functions available to the Teacher include:

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

3.1.2. User Management Functions

User management functions available to the Teacher include:

- List Users [44] (View the list of active Students)
- Reset User Password [44] (Reset the password for a Student)
- Send an email to a User [46] (Send an email to a Teacher or Student)

3.1.3. Content Management Functions

Content management functions available to the Teacher include:

- Browse Content [32]
- Search Content [29]
- View Content [34]
- Download Content [40]
- Add Content to a Lesson [42]
- Add Content to a New Lesson [42]

3.1.4. Lesson Management Functions

Lesson management functions available to the Teacher include:

- List Available Lessons [18]
- Create a Lesson [19]
- Edit a Lesson [19]
- Remove a Lesson [26]
- Activate a Lesson [26]
- Deactivate a Lesson [26]
- View a Lesson [27]

3.1.5. Class Management Functions

Class management functions available to the Teacher include:

- List Active Classes [11]
- List Archived Classes [11]
- Create a Class [12]
- Edit a Class [13]
- Search For Classes [15]
- Activate a Class [16]
- Deactivate a Class [17]

Part III. Teacher Functions

Chapter 4. Common Functions

This chapter provides a brief overview of the common functions available to teachers 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 Teacher [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.

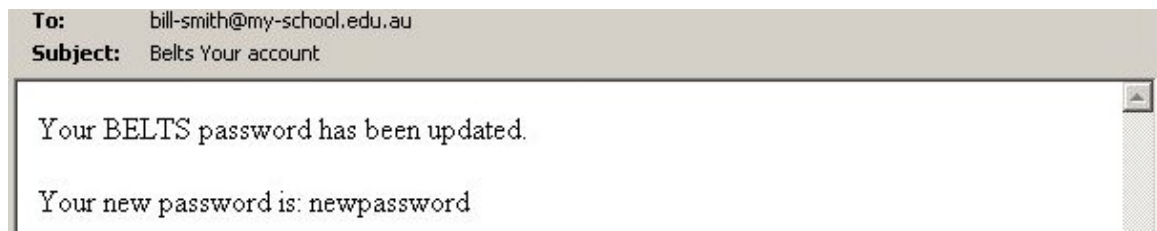


Figure 4.3. Password Changed Email

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. Class Management

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

5.1. List Active Classes

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

Procedure 5.1. List Active Classes

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

The Active Class List is displayed

Select	Id	Name	Edit
<input type="checkbox"/>	english-7a	7A English	Edit
<input type="checkbox"/>	maths-7a	7A Mathematics	Edit
<input type="checkbox"/>	science-7a	7A Science	Edit
<input type="checkbox"/>	sose-7a	7A SOSE	Edit
<input type="checkbox"/>	maths-8b	8B Mathematics	Edit

Figure 5.1. Active Class List Screen

From this point, the following actions may be performed:

- Select the **Create Class** option to perform the **Create a Class [12]** function.
- Select the **View Archived Classes** option to perform the **List Archived Classes [11]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Classes [15]** function.
- Select the **Search Help** option to get help on searching for classes (see Quick Search Tips [48]).
- Perform the **Deactivate a Class [17]** function for one or more classes.
- Select the **Edit** link for a class to perform the **Edit a Class [13]** function.

5.2. List Archived Classes

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

Procedure 5.2. List Archived Classes

- From the **List Active Classes [11]** function, select **View Archived Classes**.

The Archived Classes List is displayed.

Archived Classes

[Create Class](#) | [View Active Classes](#) | [Search Help](#)

Search for classes by name:

Please note that searches are case sensitive.

Select	Id	Name
<input type="checkbox"/>	english-7b	7B English
<input type="checkbox"/>	maths-7b	7B Mathematics
<input type="checkbox"/>	science-7b	7B Science
<input type="checkbox"/>	sose-7b	7B SOSE

Figure 5.2. Archived Class List Screen

From this point, the following actions may be performed:

- Select the **Create Class** option to perform the **Create a Class [12]** function.
- Select the **View Active Classes** option to perform the **List Active Classes [11]** function.
- Enter a search phrase and press **Search** button to perform the **Search For Classes [15]** function.
- Select the **Search Help** option to get help on searching for classes (see Quick Search Tips [48]).
- Perform the **Activate a Class [16]** function for one or more classes.

5.3. Create a Class

This function allows you to create a new class.

Procedure 5.3. Create a Class

- From the **List Active Classes [11]** or **List Archived Classes [11]** functions, select **Create Class**.

The Create Class Screen is displayed.

Belts > Classes >

Create Class

* denotes a required field

*Class ID: english-7a
A class ID cannot be edited once the class has been created. A Class ID may contain the characters A to Z, a to z, 0 to 9, _ and -

*Class Name: 7A English

Cancel Save

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Figure 5.3. 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** [13] 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.

5.4. 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 5.4. Edit a Class

1. From the **List Active Classes** [11] function, select the **Edit** link for a listed class.

The *Edit Class Screen* is displayed.

Belts > Classes >

Edit Class

Users
 Classes
 School Administration
 Change Password
 Logout

[Search Help](#)
* denotes a required field
Class ID: english-7a
*Class Name:

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Class members

Select	Username	Full Name	Email Address	Role
<input type="checkbox"/>	amy-rogers	Amy Rogers	amy-rogers@my-school.edu.au	Student

Find users to add to the class

Search for users by name: Teacher: ☐ Student: ☒

Please note that searches are case sensitive.

Select	Username	Full Name	Email Address	Role
<input type="checkbox"/>	roger-short	Roger Short	roger-short@my-school.edu.au	Student

Figure 5.4. Edit Class Screen

2. Update the following information for the class:

- Edit Class Details [14]
- Edit Class Members [15]

5.4.1. Edit Class Details

* denotes a required field

Class ID: english-7a
*Class Name:

Figure 5.5. 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 [11]** screen.

5.4.2. Edit Class Members

Class members				
Select	Username	Full Name	Email Address	Role
<input type="checkbox"/>	alex-brown	Alex Brown	alex-brown@my-school.edu.au	Teacher
<input type="checkbox"/>	amy-rogers	Amy Rogers	amy-rogers@my-school.edu.au	Student
Remove				

Find users to add to the class				
Search for users by name: <input type="text"/> Teacher: <input type="checkbox"/> Student: <input checked="" type="checkbox"/> <input type="button" value="Search"/>				
<input type="button" value="Show All Users"/>				
Please note that searches are case sensitive.				
Select	Username	Full Name	Email Address	Role
<input type="checkbox"/>	roger-short	Roger Short	roger-short@my-school.edu.au	Student
Add				

Figure 5.6. 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** [45] 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 [48]).



Note

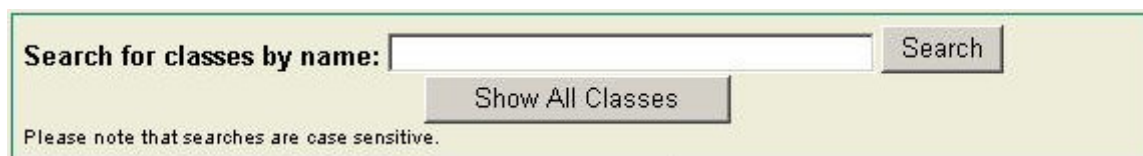
All changes to the class members list are immediate and are retained even if you exit from this screen using the **Cancel** button.

5.5. Search For Classes

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

Procedure 5.5. Search for Classes

1. From the **List Active Classes [11]** or **List Archived Classes [11]** functions, enter the name, or partial name, of the class you wish to find.



Search for classes by name:

Please note that searches are case sensitive.

Figure 5.7. Class Search Screen

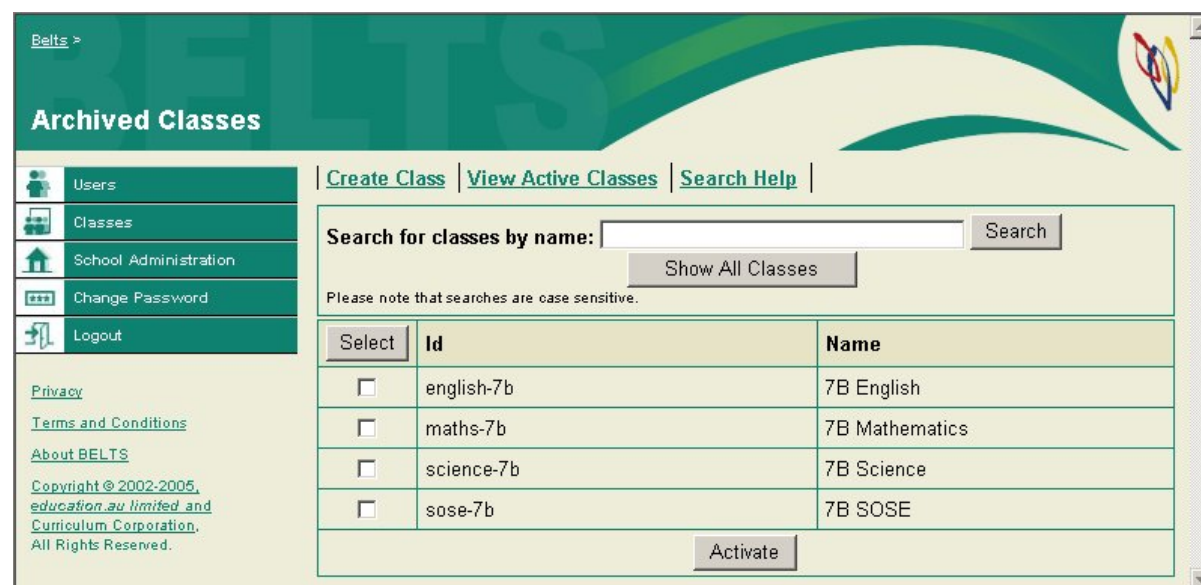
2. Select **Search** to find the classes whose names match the name entered, or **Show All Classes** to show all classes in the system.

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

5.6. 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 [11] function.



Belts >

Archived Classes

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

Search for classes by name:

Please note that searches are case sensitive.

Select	Id	Name
<input type="checkbox"/>	english-7b	7B English
<input type="checkbox"/>	maths-7b	7B Mathematics
<input type="checkbox"/>	science-7b	7B Science
<input type="checkbox"/>	sose-7b	7B SOSE

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Figure 5.8. Archived Classes Screen

Procedure 5.6. 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.

5.7. 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 [11]** function.

The screenshot shows the 'Classes' management interface. On the left is a sidebar with navigation links: Users, Classes, School Administration, Change Password, Logout, Privacy, Terms and Conditions, About BELTS, and Copyright information. The main area has tabs for 'Create Class', 'View Archived Classes', and 'Search Help'. Below the tabs is a search bar with the text 'Search for classes by name:' and a 'Search' button, along with a 'Show All Classes' button. A note states 'Please note that searches are case sensitive.' Below this is a table of classes with columns for 'Select', 'Id', 'Name', and 'Edit'.

Select	Id	Name	Edit
<input type="checkbox"/>	english-7a	7A English	Edit
<input type="checkbox"/>	maths-7a	7A Mathematics	Edit
<input type="checkbox"/>	science-7a	7A Science	Edit
<input type="checkbox"/>	sos-7a	7A SOSE	Edit
<input type="checkbox"/>	maths-8b	8B Mathematics	Edit

At the bottom of the table is a 'Deactivate' button.

Figure 5.9. Classes Screen

Procedure 5.7. 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 6. Lesson Management Functions

This chapter provides a brief overview of the lesson management functions available to teachers in BELTS.

6.1. List Available Lessons

The Lesson list provide you with a list of the lessons available to you.

Procedure 6.1. List Lessons

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

The Lesson List is displayed

Lessons

[Create Lesson](#)

7A Mathematics

[Create Lesson for 7A Mathematics](#)

Status	Lesson Title	Lesson Login	Actions
✓	Basic Trigonometry	trigonometry-basics	View Edit Remove Deactivate

7A Science

[Create Lesson for 7A Science](#)

Status	Lesson Title	Lesson Login	Actions
✗	Soil Animals	soil-animals	View Edit Remove Activate

8B Mathematics

[Create Lesson for 8B Mathematics](#)

There are no lessons assigned to this class

Unassigned Lessons

There are no unassigned lessons

Figure 6.1. Lesson List Screen

From this point, the following actions may be performed:

- Select the **Create Lesson** option to perform the **Create a Lesson [19]** function.
- Select the **Create Lesson for ...** link for a class to perform the **Create a Lesson [19]** function and assign the new lesson to the specified class.
- Select the **View** link for a lesson to perform the **View a Lesson [27]** function.

- Select the **Edit** link for a lesson to perform the **Edit a Lesson [19]** function.
- Select the **Remove** link for a lesson to perform the **Remove a Lesson [26]** function.
- Select the **Activate** link for a lesson to perform the **Activate a Lesson [26]** function.
- Select the **Deactivate** link for a lesson to perform the **Deactivate a Lesson [26]** function.

6.2. Create a Lesson

This function allows you to create a lesson. Once created, you can add items to the lesson and assign it to one or more classes.

Procedure 6.2. Create a Lesson

1. From the **List Available Lessons [18]** function select the **Create Lesson** or the **Create Lesson for ...** link for a class.

The Create Lesson Screen is displayed.

Figure 6.2. Create Lesson Screen

2. Enter the required information for the lesson to be created.
3. Select **Save** to create the new lesson details.

*The **Edit a Lesson [19]** screen is displayed to allow you to assign classes and add content to the lesson.*

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

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

6.3. Edit a Lesson

This function allows you to edit the contents of a lesson, including its name, the classes it is assigned to and the items that make up the lesson.

Procedure 6.3. Edit a Lesson

1. From the **List Available Lessons [18]** function, select the **Edit** link for a listed lesson.

The Edit Lesson Screen is displayed.

Belts > Lessons >

Edit Lesson

[View Lesson](#)

* denotes a required field

Lesson ID: trigonometry-basics

***Lesson Name:** Basic Trigonometry

☒ Enable Login

Lesson Password: angles

A password may contain the characters a to z, A to Z, 0 to 9, !, @, #, \$, %, ^, &, * (or) and must be at least 5 characters long.

Teacher's Notes:

This lesson aims to teach basic trigonometry to students. It starts off with Sea Rescue, an introductory trigonometry lesson and then consolidates what is learnt in that lesson by using

Teachers notes are displayed when teachers access a lesson.

Lesson Instructions:

This lesson will teach you some of the basics of Trigonometry and then give you a chance to use what you have learnt in a practical example.

Lesson instructions are displayed when students and teachers access a lesson. Use them to tell students how to use the lesson.

Cancel Save Finish

Lesson Status

Lesson Status: Active

Deactivate

Figure 6.3. Edit Lesson Screen

2. Update the following information for the lesson:
 - Lesson Details [20]
 - Lesson Status [21]
 - Classes Assigned to Lesson [22]
 - Edit Lesson Contents [23]
3. Select the **View Lesson** link to perform the **View a Lesson [27]** function.

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

6.3.1. Lesson Details

* denotes a required field

Lesson ID: trigonometry-basics

***Lesson Name:** Basic Trigonometry

☒ Enable Login

Lesson Password: angles

A password may contain the characters a to z, A to Z, 0 to 9, !, @, #, \$, %, ^, &, *, (or) and must be at least 5 characters long.

Teacher's Notes:

This lesson aims to teach basic trigonometry to students. It starts off with Sea Rescue, an introductory trigonometry lesson and then consolidates what is learnt in that lesson by using

Teachers notes are displayed when teachers access a lesson.

Lesson Instructions:

This lesson will teach you some of the basics of Trigonometry and then give you a chance to use what you have learnt in a practical example.

Lesson instructions are displayed when students and teachers access a lesson. Use them to tell students how to use the lesson.

Cancel Save Finish

Figure 6.4. Edit Lesson Details Screen

Update the following information for the lesson:

- The lesson name
- Whether to enable lesson login
- A password for the lesson. This field is required if lesson login is enabled.
- Teachers notes. These notes are displayed when other teachers view your lesson.
- Lesson instructions. These instructions are displayed when your lesson is viewed.

Select **Cancel** to cancel any changes you have made to the lesson details, **Save** to save the lesson details and remain on this screen, or **Finish** to save the lesson details and return to the **List Available Lessons [18]** screen.

6.3.2. Lesson Status

Lesson Status

Lesson Status: Active

Deactivate

Figure 6.5. Edit Lesson Status Screen

This view shows the current status of the lesson and gives the user two options:

- If the lesson is “Active”, press the **Deactivate** button to make it inactive. The lesson will no longer be available for use by others.

- If the lesson is “Inactive”, press the **Activate** button to make it active. The lesson will now be available for use by others.

6.3.3. Classes Assigned to Lesson

Classes assigned to lesson	
Class Id	Class Name
maths-7a	7A Mathematics
Assign Classes	

Figure 6.6. Classes Assigned to Lesson Screen

This section of the screen shows you the list of classes already assigned to the lesson. To assign more classes to the lesson, select the **Assign Classes** link.

The Assign Lesson Screen is displayed.

[Belts](#) > [Lessons](#) > [Edit Lesson](#) >

Assign Class

Lessons

Users

Classes

Search Content

Browse Content

Change Password

Logout

Lesson Id :

trigonometry-basics

Lesson Name :

Basic Trigonometry

Finish

Classes assigned to lesson

Select	Class Id	Class Name
<input type="checkbox"/>	maths-7a	7A Maths
		Remove

Available Classes

Select	Class Id	Class Name
<input type="checkbox"/>	science-7a	7A Science
<input type="checkbox"/>	maths-8b	8B Maths
		Add

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Figure 6.7. Assign Lesson Screen

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

To add a class to this lesson, select the checkbox next to the class in the “Available classes” list and press the **Add** button. Alternatively, use the **Select** button on that list to toggle the selected state of all classes, then press the **Add** button.

Press the **Finish** button to return to the previous screen.

6.3.4. Edit Lesson Contents

Lesson Contents

Add Lesson Contents:
[Search Resource](#)
[Browse Resource](#)

Upload file:

Add URL:
(Include protocol e.g. http://)

Lesson Content Details	Actions	Reorder
Sea rescue Follow the instructions in this lesson to learn the basics of trigonometry. If there is anything you don't understand, ask questions! Edit	<input type="button" value="Delete"/>	<input type="button" value="Down"/>
River currents Now it's time to have some fun with Trigonometry! Edit	<input type="button" value="Delete"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>
http://www.mathisfun.com/trigonometry If you still want more, this website has some additional exercises. Edit	<input type="button" value="Delete"/>	<input type="button" value="Up"/> <input type="button" value="Down"/>
TrigonometryWorkbook7A.doc Once you have done the lessons, here are some homework exercises to do for next week. Edit	<input type="button" value="Delete"/>	<input type="button" value="Up"/>

Figure 6.8. Edit Lesson Contents Screen

To add lesson contents, you can do any of the following:

- Use the **Search Content** link to perform the **Search Content [29]** function to find content to add.
- Use the **Browse Content** link to perform the **Browse Content [32]** function to find content to add.
- Upload a file using **Upload a file to a Lesson [23]**
- Add a URL to the lesson using **Add a URL to a Lesson [24]**

For content already in the lesson, the following options are available:

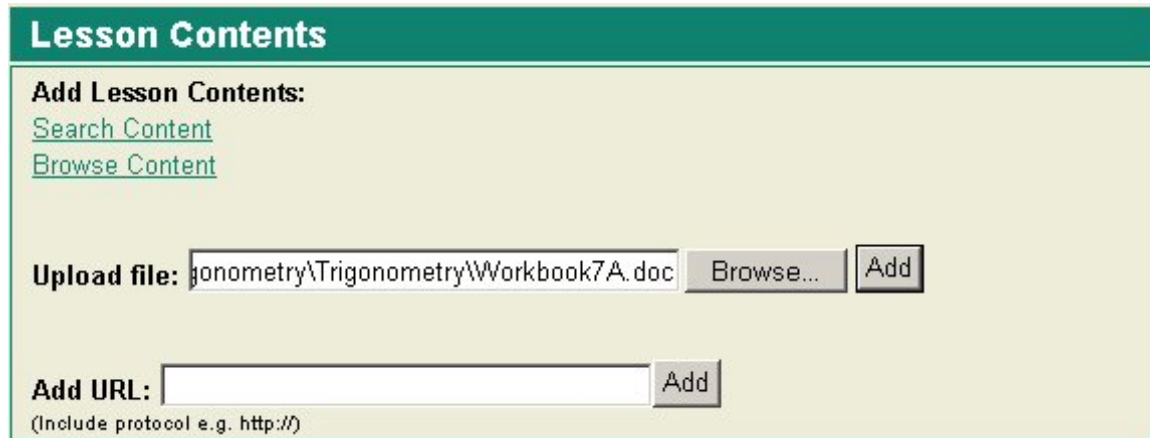
- View the item by selecting the item's name.
- If the item has no instructions or name, add instructions by selecting the **Add Instructions** link. The **Edit Lesson Item [25]** screen is displayed.
- Edit the instructions and name of the item by selecting the **Edit** link. The **Edit Lesson Item [25]** screen is displayed.
- Delete the item from the lesson by pressing the **Delete** button.
- Change the order of items in the lesson by pressing the **Up** and **Down** buttons.

6.3.4.1. Upload a file to a Lesson

Procedure 6.4. Upload a File to a Lesson

1. From the **Edit a Lesson [19]** function, select the **Browse** button and select a file to upload.

The File name appears in the text field.



Lesson Contents

Add Lesson Contents:

[Search Content](#)

[Browse Content](#)

Upload file:

Add URL:

(Include protocol e.g. http://)

Figure 6.9. Add a File to a Lesson Screen

2. Select the **Add** button to add the file to the lesson as an item.

The File item now appears in the lesson contents list.



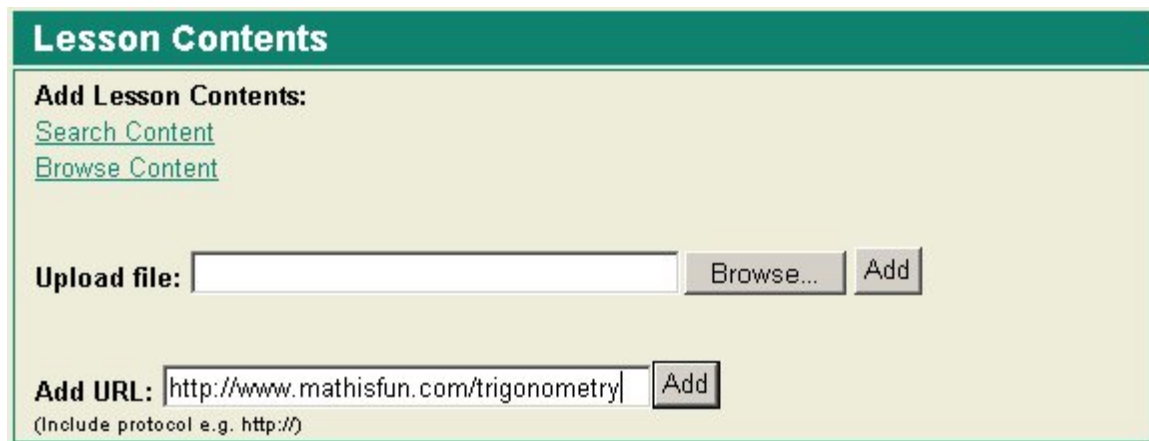
Note

Whether or not a user can view files contained in lessons is determined by the software the user has installed on their computer. Your system administrators may have preferred file types for use in online content. It is advisable to contact them to confirm the types of files supported by computers in your system.

6.3.4.2. Add a URL to a Lesson

Procedure 6.5. Add a URL to a Lesson

1. From the **Edit a Lesson [19]** function, enter a valid URL in the text field.



Lesson Contents

Add Lesson Contents:

[Search Content](#)

[Browse Content](#)

Upload file:

Add URL:

(Include protocol e.g. http://)

Figure 6.10. Add a URL to a Lesson Screen

2. Select the **Add** button to add the URL to the lesson as an item.

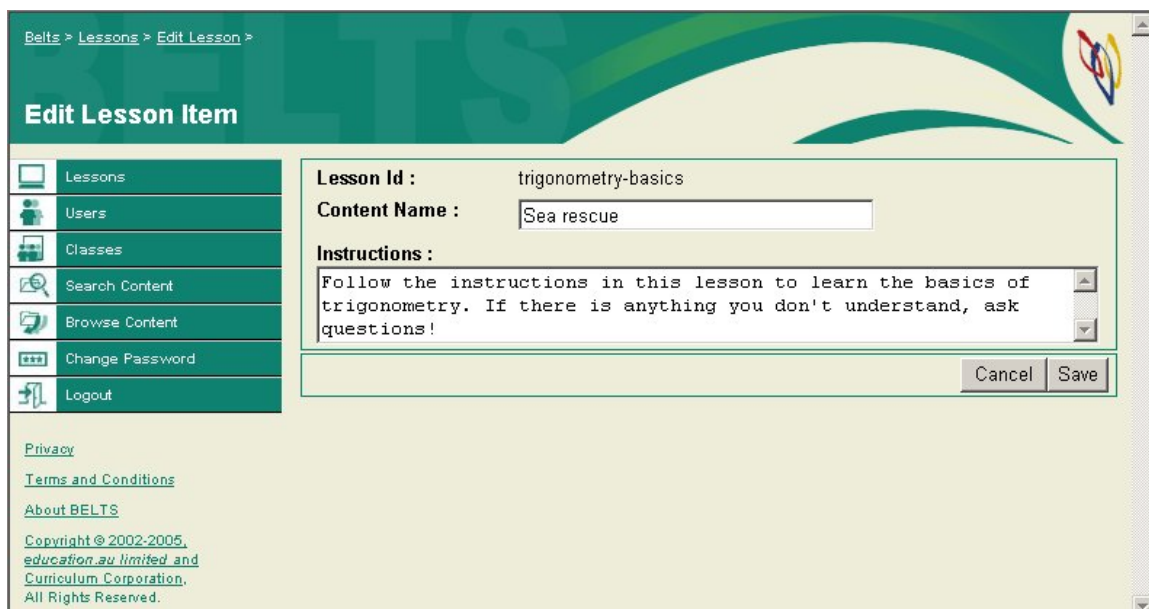
The URL item now appears in the lesson contents list.

6.3.4.3. Edit Lesson Item

Procedure 6.6. Edit a Lesson Item

1. From the **Edit Lesson Contents [23]** screen, select the **Edit** link for a listed lesson item.

The Edit Lesson Item Screen is displayed.



[BELTS](#) > [Lessons](#) > [Edit Lesson](#) >

Edit Lesson Item

☐ Lessons

☐ Users

☐ Classes

☐ Search Content

☐ Browse Content

☐ Change Password

☐ Logout

Lesson Id : trigonometry-basics

Content Name :

Instructions :

Follow the instructions in this lesson to learn the basics of trigonometry. If there is anything you don't understand, ask questions!

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Figure 6.11. Edit Lesson Item Screen

2. Update the following information for the lesson item:
 - Content name
 - Instructions
3. Select **Cancel** to cancel any changes you have made to the lesson item details or **Save** to save the lesson item details and return to the **Edit a Lesson [19]** screen.

6.4. Remove a Lesson

When a lesson is no longer required, it may be removed from the system. This function allows you to remove lessons.

Procedure 6.7. Remove a Lesson

- From the **List Available Lessons [18]** function, select the **Remove** button for a listed lesson.

*The Lesson is removed and the **List Available Lessons [18]** screen is redisplayed.*

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

6.5. Activate a Lesson

Activating a lesson makes it available for use by others, either by membership in classes the lesson is assigned to, or by a lesson login. This function allows you to activate a lesson.

Procedure 6.8. Activate a Lesson

- From the **List Available Lessons [18]** or **Edit a Lesson [19]** functions, select the **Activate** button for a lesson.

*The Lesson is activated and is now available for use by others. The **List Available Lessons [18]** screen is redisplayed.*

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

6.6. Deactivate a Lesson

Deactivating a lesson makes it unavailable for use by others. This function allows you to deactivate a lesson.

Procedure 6.9. Deactivate a Lesson

- From the **List Available Lessons [18]** or **Edit a Lesson [19]** functions, select the **Deactivate** button for a lesson.

*The Lesson is deactivated and is no longer available for use by others. The **List Available Lessons [18]** screen is redisplayed.*

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

6.7. View a Lesson

This function allows you to view a lesson in its entirety or the individual items in a lesson.

Procedure 6.10. View a Lesson

1. From the **List Available Lessons [18]** or **Edit a Lesson [19]** functions, select the **View** link for a lesson.

The View Lesson Screen is displayed.

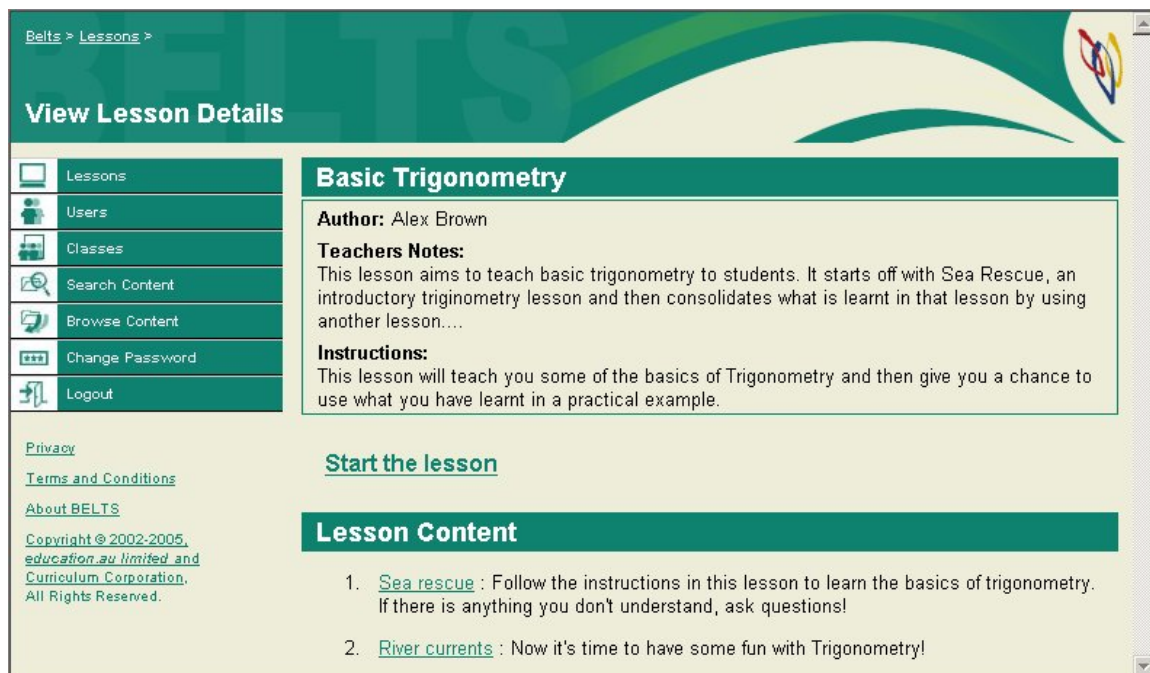


Figure 6.12. View Lesson Screen

This screen contains a list of the items in the lesson, as well as information about the lesson author and any instructions the author may have written to help you get started with the lesson.

2. Select the **Start the Lesson** link to start the lesson.

The lesson is displayed in a new window

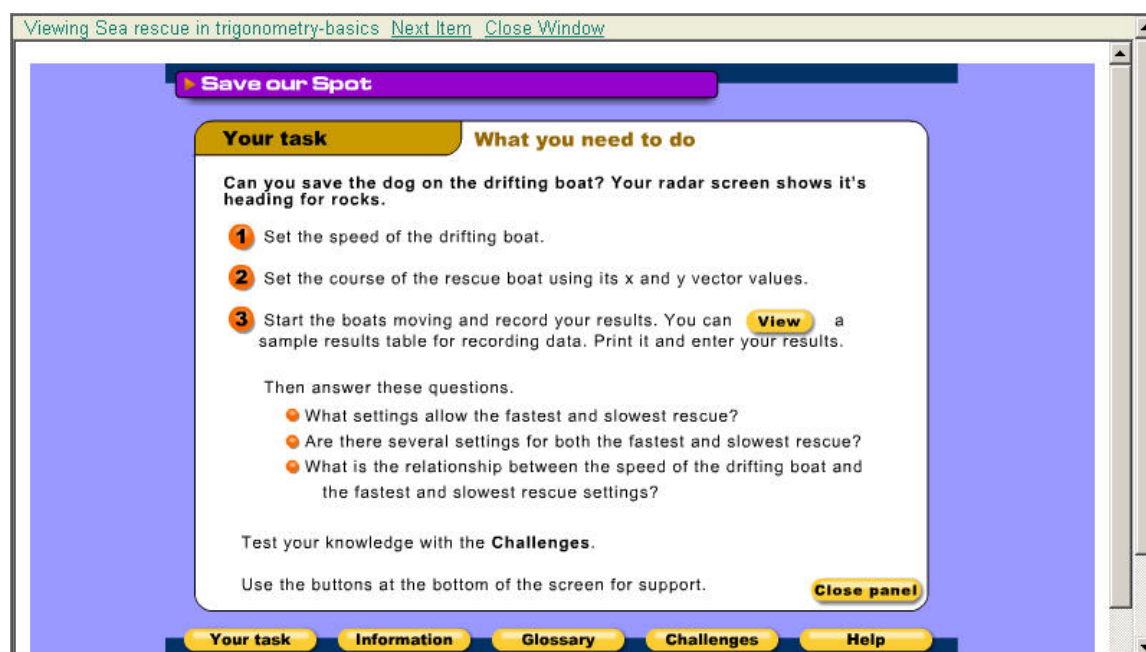


Figure 6.13. View Lesson Screen

To view the lesson, follow the instructions provided by the lesson being viewed. Select the **Next Item** link to move to the next lesson item, the **Prev Item** link to return to the previous lesson item, or the **Close Window** to close the lesson window and return to the previous window.

Chapter 7. Content Management Functions

This chapter provides a brief overview of the content management functions available to teachers in BELTS.

7.1. Search Content

Procedure 7.1. Search Content

1. Within the BELTS window, select **Search Content** from the menu.

The Search Content screen is displayed.

Belts >

Search Content

[Browse Content](#) | [Search Help](#)

Use the search to find content, view the content, view the details of the content, and add content to lessons.

Quicksearch:

Limit content search to:
You can select multiple learning areas and year levels by holding down the control key (or apple key) and clicking on the items. Search results may only be limited by learning area and year level if content has been catalogued with this information. These fields do not apply when searching a repository external to the local BELTS.

Learning Area:
English
Health and Physical Education

Year Level:
1
2

Outcome Code:

Include content from: ☒ BELTS (This is content available from your local BELTS server)
☐ Australian Government Culture and Recreation Portal
☒ Australian Government Education Portal
☐ EdNA Online
☒ GEM, Gateway to Educational Materials (USA)
☐ Picture Australia
☐ VOCED, Vocational Education and Training Research

Results per page:

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Figure 7.1. Search Content Screen

2. Enter a phrase in the **Quicksearch** field if you want to find the phrase in a learning object description.
3. Select a **Learning Area** if you wish to restrict your results to learning objects in a particular learning area

(or multiple learning areas).

4. Select a **Year Level** if you wish to restrict your results to learning objects in a particular year level (or a range of year levels).
5. Type in all or part of a Curriculum Organiser **Outcome Code** to restrict your results to learning objects that match a particular outcome.
6. Select the repositories to **include content from** by clicking on the checkbox next to the repository name. Selecting only the BELTS repository performs a search against the local BELTS repository and will return results in the quickest time. Selecting an external repository may cause the results to come back more slowly.
7. Select the number of **Results per page** to specify how many results you would like displayed on each page of output once the search is performed.
8. Press the **Search** button to actually perform the requested search.

The Search Wait screen is displayed.

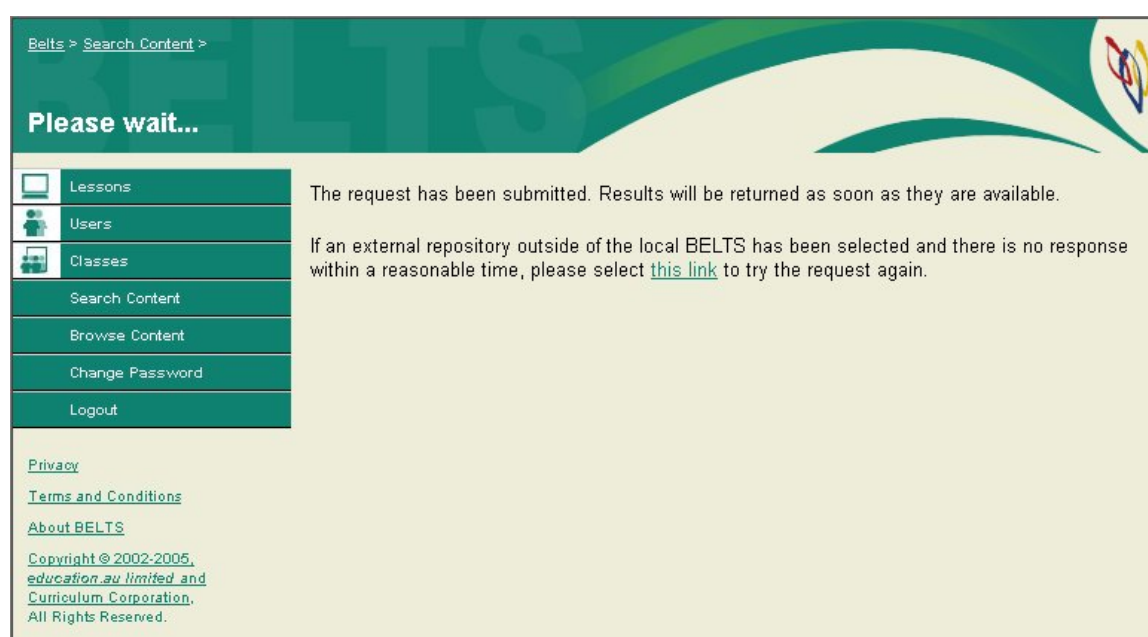


Figure 7.2. Search Wait Screen

*Once the search has completed, the results of the search are displayed on the **Content Search Results** [31] screen.*



Note

You can select multiple learning areas and year levels by holding down the *control* key (or *apple* key) and clicking on the items.

From this point, the following actions may be performed:

- Select the **Browse Content** option to perform the **Browse Content** [32] function.
- Select the **Search Help** option to get help on searching for content (see Advanced Search Tips [48]).

7.1.1. Content Search Results

The **Content Search Results** screen is displayed after the **Search Content [29]** function is performed. It contains a list of learning objects available in the system that match the search criteria.

Belts > Search Content >



Search Results

Lessons
Users
Classes
Search Content
Browse Content
Change Password
Logout

[Browse Content](#) | [Search Help](#)

You searched on:
Quicksearch: volume
Collection: BELTS; Australian Government Education Portal; GEM

Add to Lesson | trigonometry-basics: Basic Trigonometry | New Lesson

Select	Search Results
<input type="checkbox"/>	 <p>Cubirocks are measured! The Learning Federation approved learning object</p> <p>Investigate cube-shaped rocks made by a special volcano in 'Cubiland'. Help three cuboid characters to estimate volume. Each character uses a different measuring unit: small, medium-sized or large. Use a measuring cube to help estimate the volume of different 'cubirocks' made up of cubes. Complete a data table. Volumes range from 1 unit up to 162 units (3x3x3x6). Notice cubic number patterns in your completed data table.</p> <p>Learning Area: Mathematics Strand: Mathematics > Measurement; Number Topic: Cubes; Estimation; Multiplication; Number patterns; Size perception; Space perception; Volume; Volume units User Level: 2; 3; 4 Outcome Code: 5; 7; 8; 9; 10; 11; 15; 16; 17 Version: 2.0 Size: 1.04Mb</p> <p>View Details Download Outcome details</p>
<input type="checkbox"/>	 <p>Cubirocks galore! The Learning Federation approved learning object</p> <p>Investigate cube-shaped rocks made by a special volcano in 'Cubiland'. Help two cuboid characters to estimate volume. Each character uses a different measuring unit: medium-sized or large. Use a measuring cube to help estimate the volume of different 'cubirocks' made up of cubes. Complete a data table. Volumes range from 1 unit up to 48 units (2x2x2x6). Notice cubic number patterns in your completed data table.</p> <p>Learning Area: Mathematics Strand: Mathematics > Measurement; Number Topic: Cubes; Estimation; Multiplication; Number patterns; Size</p>

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Figure 7.3. Content Search Results Screen

From this point, the following actions may be performed:

- Select the **Browse Content** option to perform the **Browse Content [32]** function.
- Select the **Search Help** option to get help on searching for content (see Advanced Search Tips [48]).
- Perform the **Add Content to a Lesson [42]** function for one or more learning objects.
- Perform the **Add Content to a New Lesson [42]** function for one or more learning objects.
- Select the **View** link for a learning object to perform the **View Content [34]** function.
- Select the **Details** link for a learning object to perform the **Content Details [35]** function.
- Select the **Download** link for a learning object to perform the **Download Content [40]** function.
- Select the **Related outcomes** link for a learning object to perform the **View the Related Outcomes for Content [39]** function.
- Select one of the **Next** or **Previous** links at the bottom of the screen to view the next (or previous) page of learning objects.

7.2. Browse Content

Procedure 7.2. Browse Content

- Within the BELTS window, select **Browse Content** from the menu.

The list of content categories available in the BELTS system is displayed.

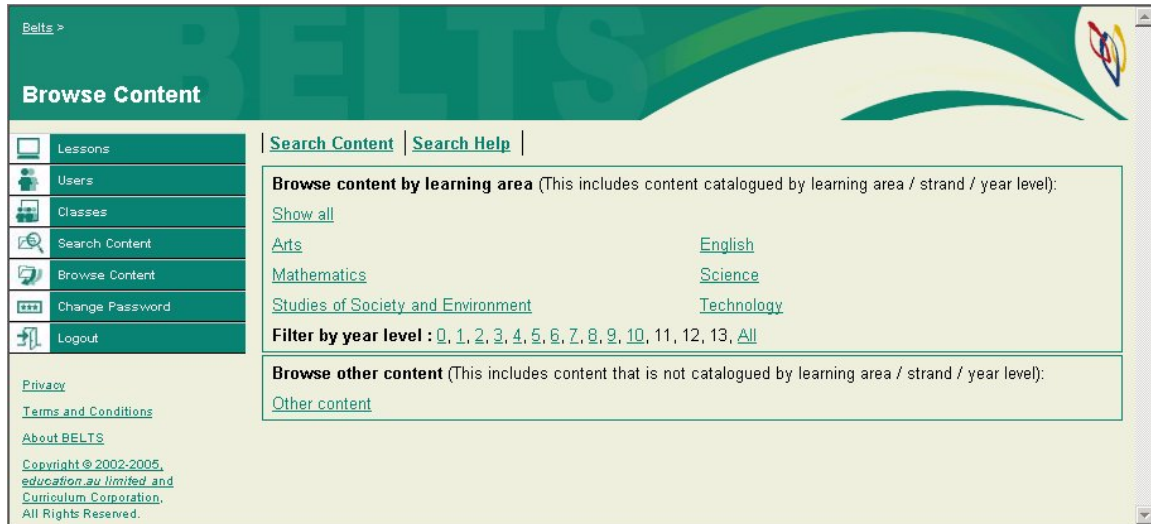


Figure 7.4. Browse Content Top Level Screen

From this point, the following actions may be performed:

- Select the **Search Content** option to perform the **Search Content [29]** function.
- Select the **Search Help** option to get help on searching for content (see Advanced Search Tips [48]).
- Select **Show All** to show the list of learning objects for all learning areas. *The **Browse Content with Filter [32]**iew is displayed, with no filter in place.*
- Select a **Learning Area** link to filter the browse view by learning area. *The **Browse Content with Filter [32]**iew is displayed.*
- Select a **Year Level** link to filter the browse view by year level. *The **Browse Content with Filter [32]**iew is displayed.*
- Select **Other Content** to filter the browse view to content that is not catalogued by learning area, strand or year level. *The **Browse Other Content [34]**iew is displayed.*

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

7.2.1. Browse Content with Filter

The **Browse Content with Filter** screen is displayed after the **Browse Content [32]** function is performed. It contains a list of learning objects that match the filter criteria.

Belts > Browse Content >

Mathematics

Lessons
Users
Classes
Search Content
Browse Content
Change Password
Logout

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Search Content | Search Help

Browse content by learning area (This includes content catalogued by learning area / strand / year level):

Show all

Measurement Number

Filter by year level : 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, All

Add to Lesson trigonometry-basics: Basic Trigonometry New Lesson

Select	Search Results
<input type="checkbox"/>	<p>Area counting with Coco The Learning Federation approved learning object</p> <p>Find the area of rectangles on a grid. Explore how the formula works for finding a rectangle's area. First, estimate the area of a chosen rectangle or compound rectangular shape on a grid. Second, work out the correct formula for finding area by placing rows and columns of squares inside the rectangles. Then, compare the actual area of the original shape with your first estimate. Practise applying the formula directly to a range of rectangular shapes. Includes finding the area of: 1. Rectangles More...</p> <p>Learning Area: Mathematics Strand: Mathematics > Measurement Topic: Area; Arithmetic; Counting; Estimation; Mathematical formulas; Polygons; Rectangles User Level: 2; 3; 4 Outcome Code: 6; 7; 8; 9; 11 Version: 1.0 Size: 214Kb</p> <p>View Details Download Outcome details</p>
<input type="checkbox"/>	<p>Area of triangles The Learning Federation approved learning object</p> <p>Find the area of different types of triangles on a grid. Explore how the formula works. First, estimate the area of a chosen triangle on a grid. Next, work out the correct formula by assembling a series of triangles and rectangles. Then, compare the actual area of the triangle with your original estimate. Practise applying the formula directly to a range of triangles.</p> <p>Learning Area: Mathematics Strand: Mathematics > Measurement Topic: Triangles; Area; Mathematical formulas; Vertices User Level: 6; 7; 8; 9 Outcome Code: 9 Version: 1.0 Size: 173Kb</p> <p>View Details Download Outcome details</p>

Figure 7.5. Browse Content With Filter Screen

From this point, the following actions may be performed:

- Select the **Search Content** option to perform the **Search Content [29]** function.
- Select the **Search Help** option to get help on searching for content (see Advanced Search Tips [48]).
- Select **Show All** to show the list of learning objects for all learning areas. *The **Browse Content with Filter [32]** view is redisplayed, with no filter in place.*
- If available, select a **Learning Area/Strand** link to filter the browse view. *A more finely filtered **Browse Content with Filter [32]** view is displayed.*
- If available, select a **Year Level** link to filter the browse view. *A more finely filtered **Browse Content with Filter [32]** view is displayed.*
- Perform the **Add Content to a Lesson [42]** function for one or more learning objects.
- Perform the **Add Content to a New Lesson [42]** function for one or more learning objects.
- Select the **View** link for a learning object to perform the **View Content [34]** function.
- Select the **Details** link for a learning object to perform the **Content Details [35]** function.
- Select the **Download** link for a learning object to perform the **Download Content [40]** function.
- Select the **Related outcomes** link for a learning object to perform the **View the Related Outcomes for**

Content [39] function.

- Select one of the **Next** or **Previous** links at the bottom of the screen to view the next (or previous) page of learning objects.

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

7.2.2. Browse Other Content

The **Browse Other Content** screen is displayed after the **Browse Content [32]** function is performed. It contains a list of content that is not catalogued by learning, area, strand and year-level.



Figure 7.6. Browse Other Content Screen

From this point, the following actions may be performed:

- Select the **Search Content** option to perform the **Search Content [29]** function.
- Select the **Search Help** option to get help on searching for content (see Advanced Search Tips [48]).
- Perform the **Add Content to a Lesson [42]** function for one or more content items.
- Perform the **Add Content to a New Lesson [42]** function for one or more content items.
- Select the **View** link for a learning object to perform the **View Content [34]** function.
- Select the **Details** link for a learning object to perform the **Content Details [35]** function.
- Select the **Download** link for a learning object to perform the **Download Content [40]** function.
- Select one of the **Next** or **Previous** links at the bottom of the screen to view the next (or previous) page of content items.

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

7.3. View Content

Procedure 7.3. View Content

- From the **Browse Content [32]** or **Search Content [29]** functions, select the **View** link for the content.

The content is displayed in a new window.

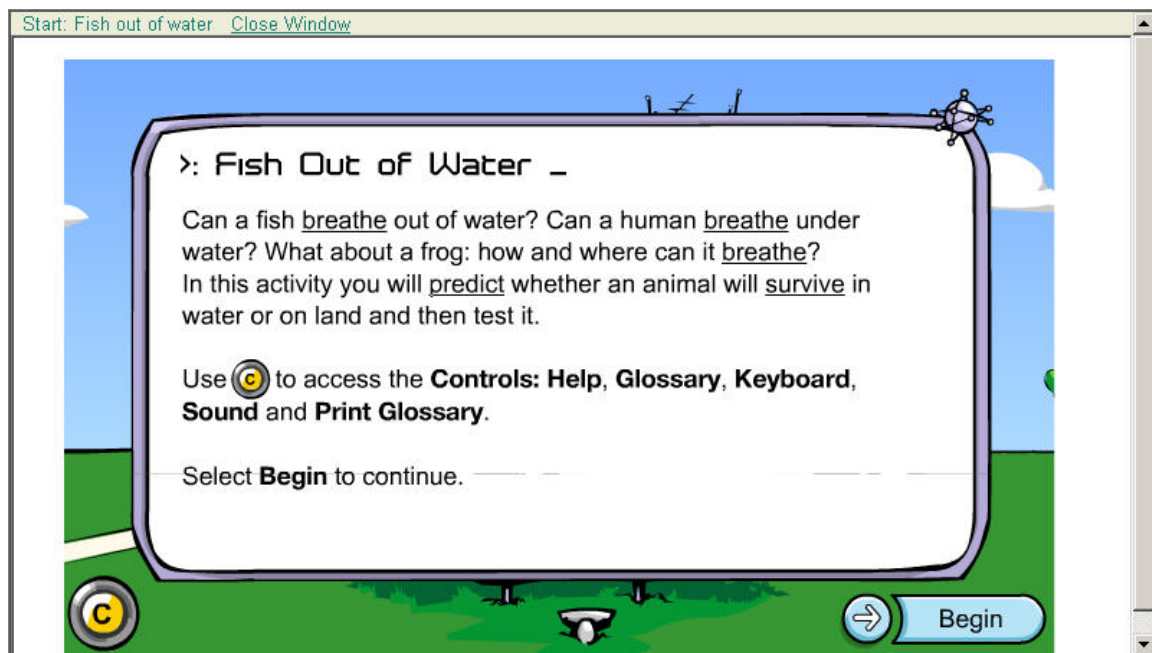


Figure 7.7. Content View Screen

To view the content, follow the instructions provided by the content being viewed. Select the **Close Window** to close the content window and return to the previous window.

7.4. Content Details

The **Content Details** screen is displayed by selecting the **Details** link on the **Browse Content [32]** or **Content Search Results [31]** screens. It contains the details for a particular content object.

[Belts](#) > [Browse Content](#) >

Content Details

Lessons

Users

Classes

Search Content

Browse Content

Change Password

Logout

[View](#) | [Outcome details](#) |
 [General](#) | [Educational](#) | [Contributors](#) | [Technical](#) | [Rights Management](#) | [Accessibility](#) | [Assurance](#) | [Miscellaneous](#) |

General

Catalogue: TLF-LearningObject Entry: L139

Title: Area counting with Coco

Description : Find the area of rectangles on a grid. Explore how the formula works for finding a rectangle's area. First, estimate the area of a chosen rectangle or compound rectangular shape on a grid. Second, work out the correct formula for finding area by placing rows and columns of squares inside the rectangles. Then, compare the actual area of the original shape with your first estimate. Practise applying the formula directly to a range of rectangular shapes. Includes finding the area of: 1. Rectangles 2. Polygons made up of rectangles.

Keyword: Area models; Arrays; Sums; Calculations

Language: En

Aggregation Level: Learning object or aggregation of resources

Educational

Subject

Topic: Area; Arithmetic; Counting; Estimation; Mathematical formulas; Polygons; Rectangles

Curriculum:

Learning Area: Mathematics

Strand: Mathematics > Measurement

Content/Concept: Mathematics > Area; Arithmetic; Counting strategies; Estimation; Formulas; Polygons

Skills/Processes: Analysis; Application; Comprehension; Knowledge

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Figure 7.8. Content Details Screen

From this point, the following actions may be performed:

- Select the **View** option to perform the **View Content [34]** function.
- Select the **Related outcomes** link to perform the **View the Related Outcomes for Content [39]** function.
- Select the **General** link to view general content details.

General
<p>General</p> <p>Catalogue: TLF-LearningObject Entry: L139</p> <p>Title: Area counting with Coco</p> <p>Description : Find the area of rectangles on a grid. Explore how the formula works for finding a rectangle's area. First, estimate the area of a chosen rectangle or compound rectangular shape on a grid. Second, work out the correct formula for finding area by placing rows and columns of squares inside the rectangles. Then, compare the actual area of the original shape with your first estimate. Practise applying the formula directly to a range of rectangular shapes. Includes finding the area of: 1. Rectangles 2. Polygons made up of rectangles.</p> <p>Keyword: Area models; Arrays; Sums; Calculations</p> <p>Language: En</p> <p>Aggregation Level: Learning object or aggregation of resources</p>

Figure 7.9. Content General Details Screen

- Select the **Educational** link to view content details related to Education.

Educational
<p>Subject</p> <p>Topic: Area; Arithmetic; Counting; Estimation; Mathematical formulas; Polygons; Rectangles</p> <p>Curriculum:</p> <p>Learning Area: Mathematics</p> <p>Strand: Mathematics > Measurement</p> <p>Content/Concept: Mathematics > Area; Arithmetic; Counting strategies; Estimation; Formulas; Polygons</p> <p>Skills/Processes: Analysis; Application; Comprehension; Knowledge</p>
<p>Resource Type</p> <p>Student Activity: Interactives; Experiment; Analysis; Modelling; Problem solving; Estimation</p> <p>Learning Design: Experiential learning; Independent learning; Problem solving; Visual learning</p>
<p>Audience</p> <p>Type: Student</p> <p>Sector: Preschool; School</p> <p>User Level: 2; 3; 4</p>

Figure 7.10. Content Educational Details Screen

- Select the **Contributors** link to view details about the contributors to this content.

Contributors

Contributor:
Role: Author
Entity: BEGIN:VCARD REV:2003-02-24T11:08:20+10:30
ADR;;;Sydney;NSW;;Australia ORG:CADRE Design URL:http://www.cadre.com.au/
VERSION:3.0 END:VCARD

Contributor:
Role: Author
Entity: BEGIN:VCARD REV:2003-02-24T11:13:00+10:30
ADR;;;Sydney;NSW;;Australia ORG:University of Western Sydney
URL:http://www.uws.edu.au/ VERSION:3.0 END:VCARD

Contributor:
Role: Publisher
Entity: BEGIN:VCARD REV:2003-02-10T14:16:23+10:30
ADR;;;Melbourne;VIC;;Australia ORG:The Le@rning Federation
URL:http://www.thelearningfederation.edu.au/ VERSION:3.0 END:VCARD

Figure 7.11. Content Contributor Details Screen

- Select the **Technical** link to view technical content details.

Technical

Format: Application/x-shockwave-flash; Text/html; Text/xml
Size: 214 Kb

Requirement:
Type: Operating System
Name: MS-Windows
Minimum Version: 2000

Requirement:
Type: Operating System
Name: MacOS
Minimum Version: X

Requirement:
Type: Browser
Name: Microsoft Internet Explorer
Minimum Version: 6.0 (MS-Windows); 5.2 (MacOS)

Requirement:
Type: Browser
Name: Netscape Communicator
Minimum Version: 6.2 (MS-Windows); 6.2.3 (MacOS)

Figure 7.12. Content Technical Details Screen

- Select the **Rights Management** link to view content details related to Rights Management.

Rights Management
Rights: Copyright Curriculum Corporation and education.au limited

Figure 7.13. Content Rights Management Details Screen

- Select the **Assurance** link to view content details related to Assurance.

Assurance
Life Cycle
Version: 1.0
Assurance:
Status: Published
Date: 28 November 2003 (06:04 GMT)
Remark: First public release.

Figure 7.14. Content Assurance Details Screen

- Select the **Miscellaneous** link to view miscellaneous content details.

Miscellaneous
Meta-Metadata
Language: En

Figure 7.15. Content Miscellaneous Details Screen

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

7.5. View the Related Outcomes for Content

The **Content Related Outcomes** screen is displayed by selecting the **Related Outcomes** option on the **Browse Content** [32] or **Content Search Results** [31] screens. It displays the related outcomes for a particular learning object.

Belts > Browse Content >

Outcome Details

- Lessons
- Users
- Classes
- Search Content
- Browse Content
- Change Password
- Logout

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[Details](#) | [View](#)

Area of triangles

The selected content could be used, in conjunction with other classroom resources, to help work towards the following learning outcomes.

Related Outcomes

Mathematics / Measurement / 9

Decide what needs to be measured and carry out measurements of length, capacity/volume, mass, area, time and angle to needed levels of accuracy.

Year Level: 0; 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12; 13

Figure 7.16. Learning Object Related Outcomes Screen

From this point, the following actions may be performed:

- Select the **Details** link to perform the **Content Details [35]** function.
- Select the **View** option to perform the **View Content [34]** function.

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

7.6. Download Content

Procedure 7.4. Download Content

1. From the **Browse Content [32]** or **Search Content [29]** functions, select the **Download** link for the content.

*The **Download Confirmation Screen** is displayed to give you some information about the file you are about to download.*

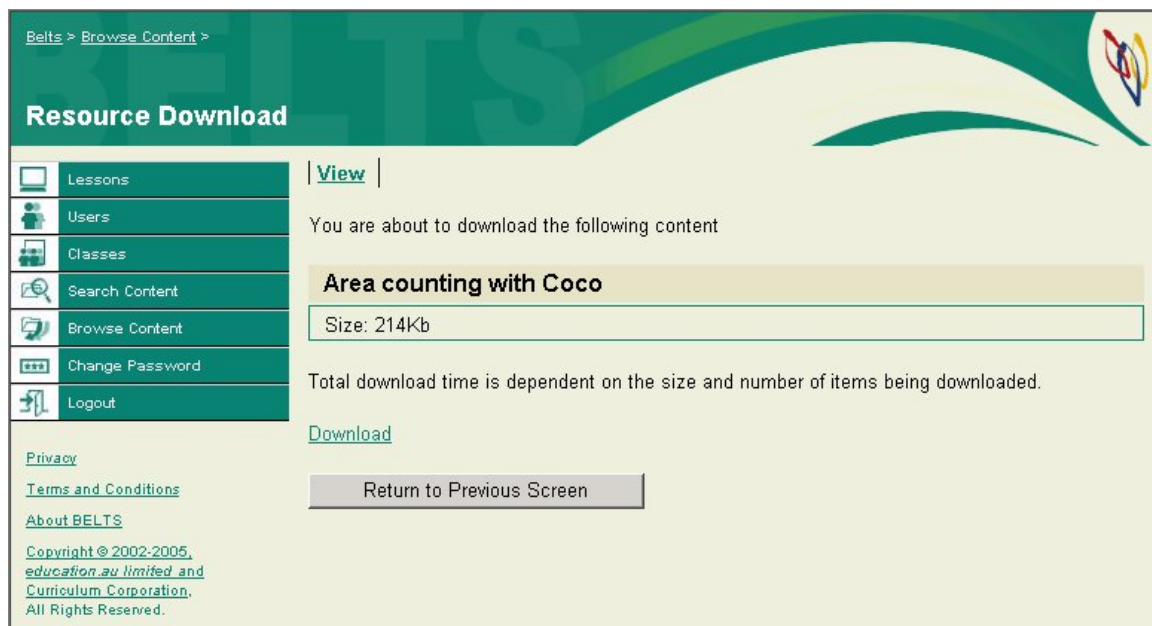


Figure 7.17. Content Download Confirmation Screen

2. Select the **Download** link to perform the download.

*The **File Download** confirmation window is displayed to allow you to save the file to your local hard drive.*

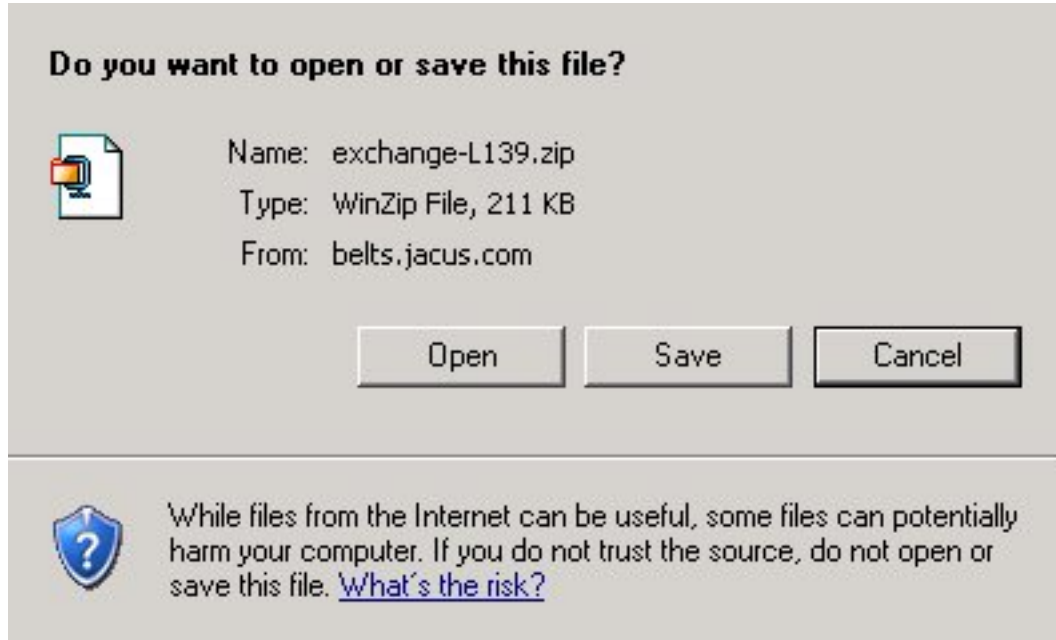


Figure 7.18. Download Content Confirmation Screen

To download the content, press the **Open** or **Save** buttons. To cancel the download, press the **Cancel** button.

7.7. Add Content to a Lesson

The **Add Content to a Lesson** function is performed from the **Browse Content [32]** or **Content Search Results [31]** functions.


Add to Lesson		trigonometry-basics: Basic Trigonometry ▼	New Lesson
Select	Search Results		
<input type="checkbox"/>	Compound shapes The Learning Federation approved learning object  <p>Select from three levels of complexity for working with polygons. Estimate the area of a randomly-generated polygon. Try counting squares on a grid to help your estimate. Cut the shape into rectangles and triangles. Use a formula to calculate the exact area for each of the simple shapes. Then find the total area for the original polygon. Try dividing the shape again into fewer pieces.</p> <p> Learning Area: Mathematics Strand: Mathematics > Measurement Topic: Polygons; Plane shapes; Area User Level: 6; 7; 8; 9 Outcome Code: 9 Version: 1.0 Size: 163Kb </p> <p> View Details Download Outcome details </p>		

Figure 7.19. Add Content to Lesson Option

Procedure 7.5. Add Content to a Lesson

1. Select the checkbox for the learning object you wish to add to a lesson or press the **Select** button to select all learning objects on the current page to add. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all learning objects on the currently displayed page.
2. Select a lesson from the list and press the **Add to Lesson** button to add the selected learning objects to the selected lesson.

The Edit a Lesson [19] function is called to allow further editing of the lesson.

7.8. Add Content to a New Lesson

The **Add Content to a New Lesson** function is performed from the **Browse Content [32]** or **Content Search Results [31]** functions.


Add to Lesson		trigonometry-basics: Basic Trigonometry ▼	New Lesson
Select	Search Results		
<input type="checkbox"/> 	<p>Compound shapes The Learning Federation approved learning object</p> <p>Select from three levels of complexity for working with polygons. Estimate the area of a randomly-generated polygon. Try counting squares on a grid to help your estimate. Cut the shape into rectangles and triangles. Use a formula to calculate the exact area for each of the simple shapes. Then find the total area for the original polygon. Try dividing the shape again into fewer pieces.</p> <p>Learning Area: Mathematics Strand: Mathematics > Measurement Topic: Polygons; Plane shapes; Area User Level: 6; 7; 8; 9 Outcome Code: 9 Version: 1.0 Size: 163Kb</p> <p>View Details Download Outcome details</p>		

Figure 7.20. Add Content to a New Lesson Option

Procedure 7.6. Add Content to a New Lesson

1. Select the checkbox for the content you wish to add to a new lesson or press the **Select** button to select all content on the current page to add. Pressing the **Select** button again clears all of the checkboxes and may be used to toggle the state of the checkboxes for all content on the currently displayed page.
2. Press the **New Lesson** button to create a new lesson containing the selected content.

The Create a Lesson [19] function is performed to allow the lesson to be created.

Chapter 8. User Management

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

8.1. List Users

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

Procedure 8.1. List Users

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

The User List is displayed

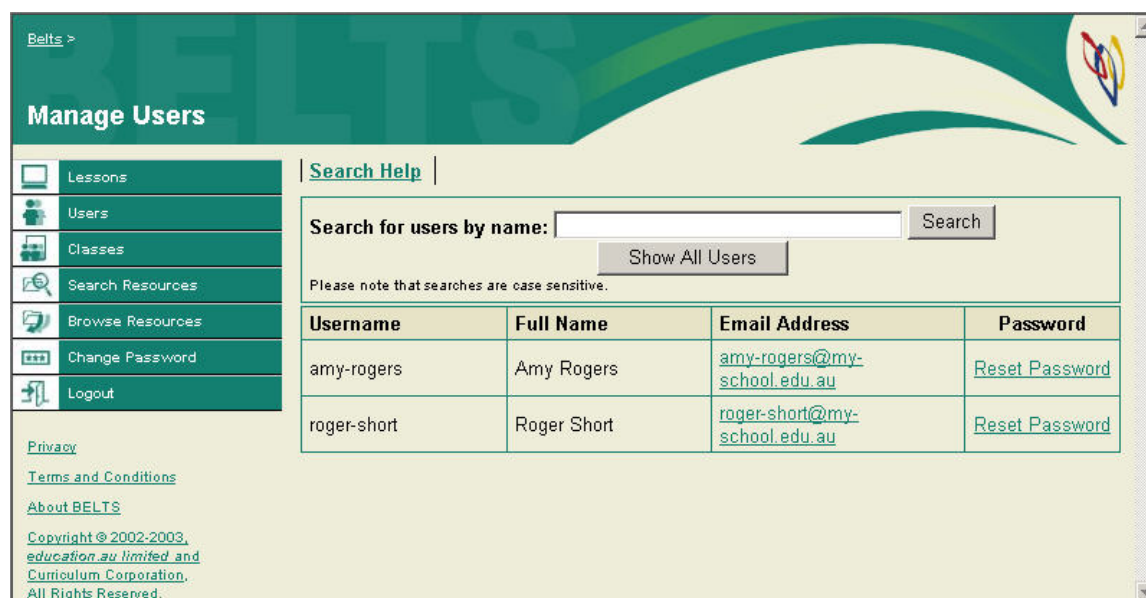


Figure 8.1. User List Screen

From this point, the following actions may be performed:

- Enter a search phrase and press **Search** button to perform the **Search For Users** [45] function.
- Select the **Search Help** option to get help on searching for users (see Quick Search Tips [48]).
- Select the **Email Address** link for a user to perform the **Send an email to a User** [46] function.
- Select the **Reset Password** link for a user to perform the **Reset User Password** [44] function.

8.2. 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 8.2. Reset a User Password

1. From the **List Users [44]** function, select the **Reset Password** link for a user.

The Reset Password Screen is displayed.

Figure 8.2. 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 8.3. 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.

8.3. 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 8.3. 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.

The image shows a web interface for searching users. It features a light yellow background with a green border. At the top left, the text "Search for users by name:" is followed by a white text input field. To the right of the input field is a grey button labeled "Search". Below the input field and to the right of the "Search" button is another grey button labeled "Show All Users". At the bottom left of the interface, there is a small note that reads "Please note that searches are case sensitive."

Figure 8.4. 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.

8.4. Send an email to a User

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

Procedure 8.4. 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.

Part IV. Miscellaneous Topics

Chapter 9. Search Help

This chapter provides a brief overview of how searching is performed in BELTS.

9.1. 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.

9.2. Advanced Search Tips

The search engine in BELTS is built upon Jakarta Lucene [<http://jakarta.apache.org/lucene/>]. This document will provide you with an understanding of the query language and help you target your searches effectively.

9.2.1. Words and phrases

A query revolves around words. For searching purposes BELTS considers a word as an unbroken sequence of letters, numbers, underscores (_), hyphens (-) and single quotes ('). For example:

- “O'Neill” is one word
- “Marlan/O'Neill” is two words; “Marlan” and “O'Neill”
- “education.au” is two words; “education” and “au”
- “test-user_1” is one word; “test-user_1”

Words are the basic building block for query terms. There are two types of terms: single terms and phrases.

1. A single term is a single word such as “Learning” or “Federation”.
2. A Phrase is a group of words surrounded by double quotes such as “The Learning Federation”.

Multiple terms can be combined together with boolean operators such as “OR” and “AND” (see below for more details) to form a more complex query.

9.2.2. Term Modifiers

Query terms support modifiers to provide a wide range of searching options.

9.2.2.1. Wildcard searches

Single and multiple character wildcard searches are supported.

1. To perform a single character wildcard search use the “?” symbol.
2. To perform a multiple character wildcard search use the “*” symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for “text” or “test” you can use the search:

```
te?t
```

Multiple character wildcard searches look for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

```
test*
```

You can also use the wildcard searches in the middle of a term.

```
te*t
```



Note

You cannot use a * or ? symbol as the first character of a search.

9.2.2.2. Fuzzy searches

Fuzzy searches based on the Levenshtein Distance, or Edit Distance algorithm are also supported. To use a fuzzy search use the tilde, “~”, symbol at the end of a Single word Term. For example to search for a term similar in spelling to “roam” use the fuzzy search:

```
roam~
```

This search will find terms like foam and roams.



Note

Terms with a fuzzy search modifier will automatically get a boost factor (see below) of 0.2

9.2.2.3. Proximity searches

Finding words within a specific distance away is also supported. To do a proximity search use the tilde, “~”, symbol at the end of a phrase. For example to search for “calculate” and “speed” within 10 words of each other in a document use the search:

```
"calculate speed"~10
```

9.2.2.4. Boosting a term

You can boost the relevance level of matching documents based on the terms found. To boost a term use the caret, “^”, symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be. For example, if you are searching for “calculate speed” and you want the term “calculate” to be more relevant, you would type:

```
calculate^4 speed
```

This will make matches with the term calculate appear more relevant.

You can also boost Phrase Terms as in the example:

```
"learning object"^4 "learning federation"
```

By default, the boost factor is 1 and although the boost factor must be positive, it can be less than 1 (e.g. 0.2)

9.2.2.5. Boolean operators

Boolean operators allow terms to be combined. “AND”, “+”, “OR”, “NOT” and “-” are supported.

9.2.2.5.1. OR

The OR operator is the default operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document.

To search for documents that contain either “learning object” or just “federation” use the query:

```
"learning object" federation
```

or

```
"learning object" OR federation
```

9.2.2.5.2. AND

The AND operator matches documents where both terms exist anywhere in the text of a single document.

To search for documents that contain “learning object” and “learning federation” use the query:

```
"learning object" AND "learning federation"
```

9.2.2.5.3. +

The “+” or required operator requires that the term after the “+” symbol exist somewhere in the document.

To search for documents that must contain “learning” and may contain “federation” use the query:

```
+learning federation
```

9.2.2.5.4. NOT

The NOT operator excludes documents that contain the term after NOT.

To search for documents that contain “learning federation” but not “learning object” use the query:

```
"learning federation" NOT "learning object"
```



Note

The NOT operator cannot be used with just one term as it will return no results

9.2.2.5.5. -

The “-” or prohibit operator excludes documents that contain the term after the “-” symbol.

To search for documents that contain “learning federation” but not “learning object” use the query:

```
"learning federation" -"learning object"
```

9.2.2.5.6. Grouping

Parentheses may be used to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either “federation” or “object” and “learning” use the query:

```
(federation object) AND learning
```

9.2.2.5.7. Escaping special characters

Special characters that are part of the query will need to be escaped. The current list of special characters are

```
+ - && | | ! ( ) { } [ ] ^ " ~ * ? : \
```

To escape these characters use the \ before the character. For example to search for (1+1):2 use the query:

```
\(1\+1\)\:2
```

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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