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

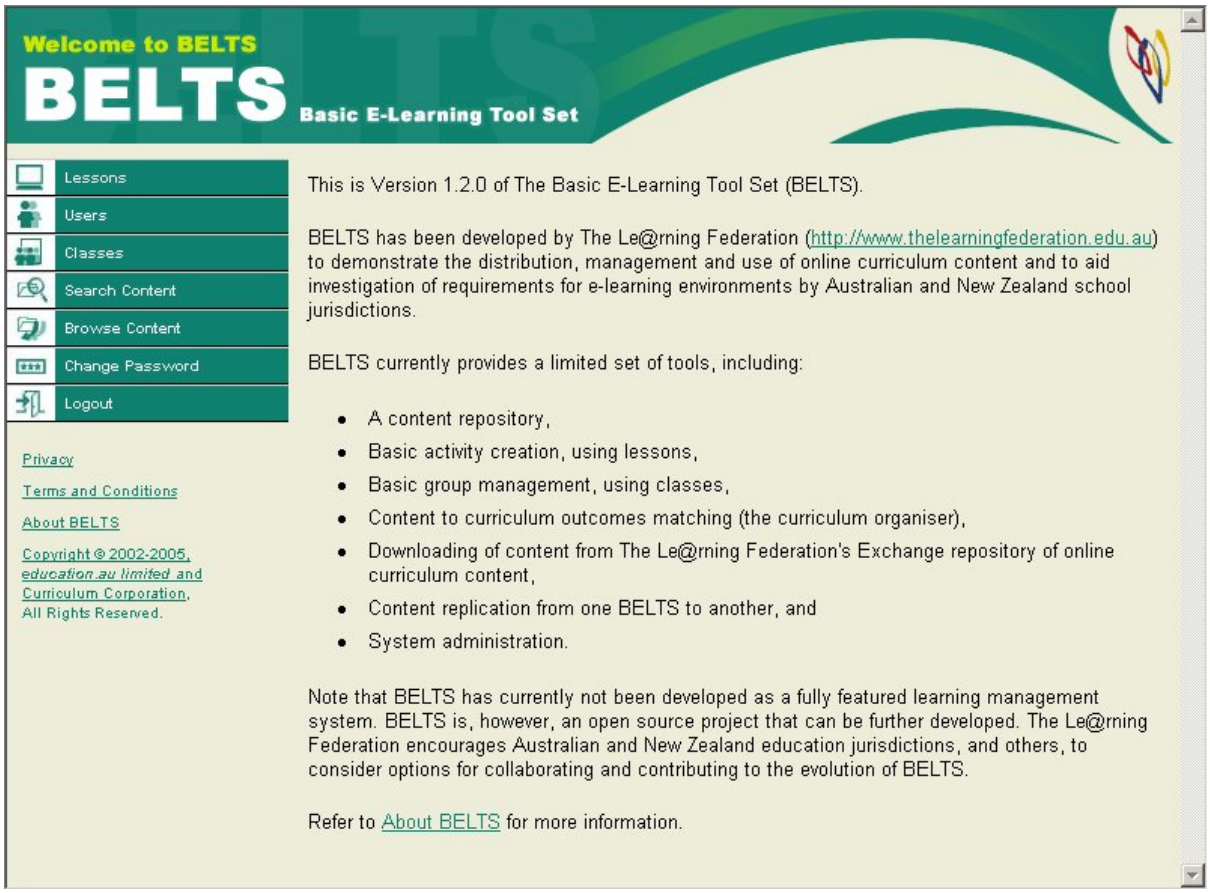


Figure 3.1. Teacher Main Screen

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

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

   The Change Password screen is displayed

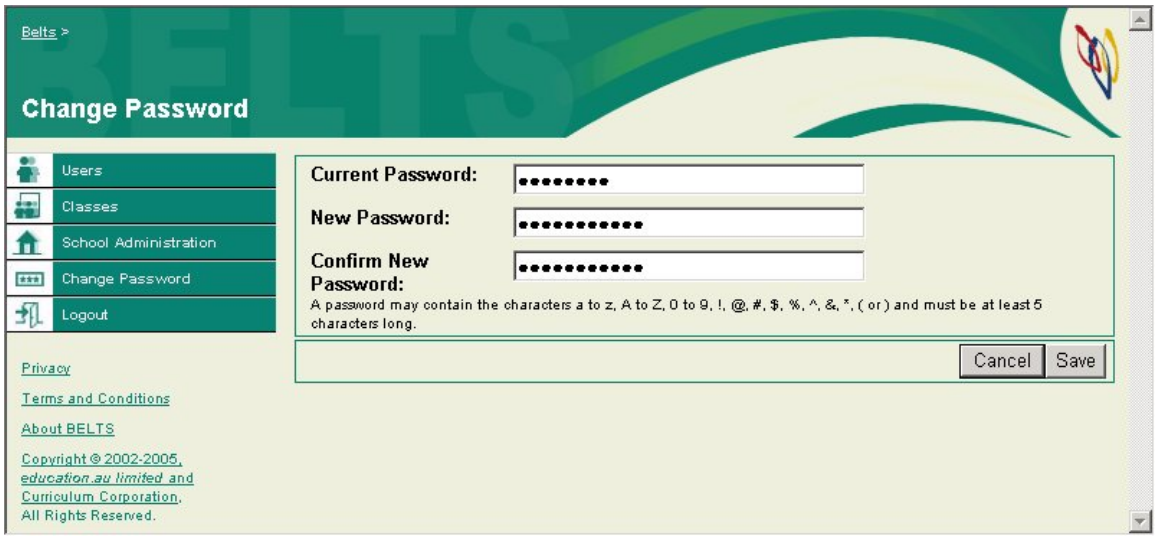


Figure 4.2. Change Password Screen

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

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

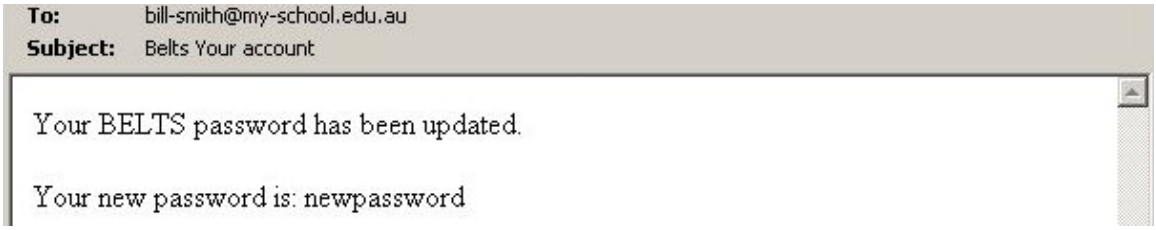


Figure 4.3. Password Changed Email

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

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

Chapter 5. 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

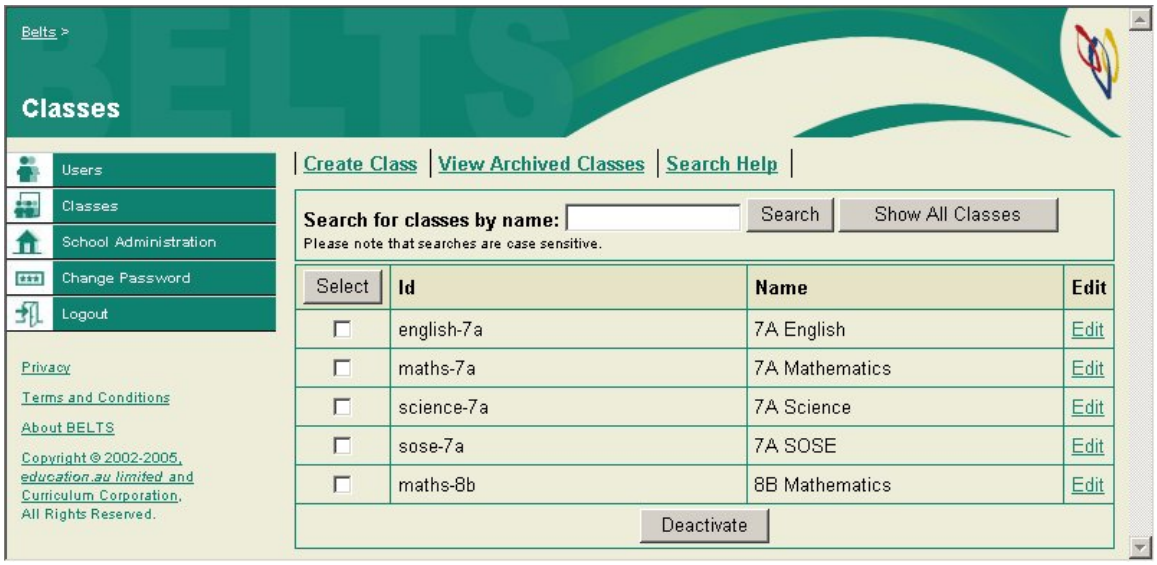


Figure 5.1. Active Class List Screen

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.

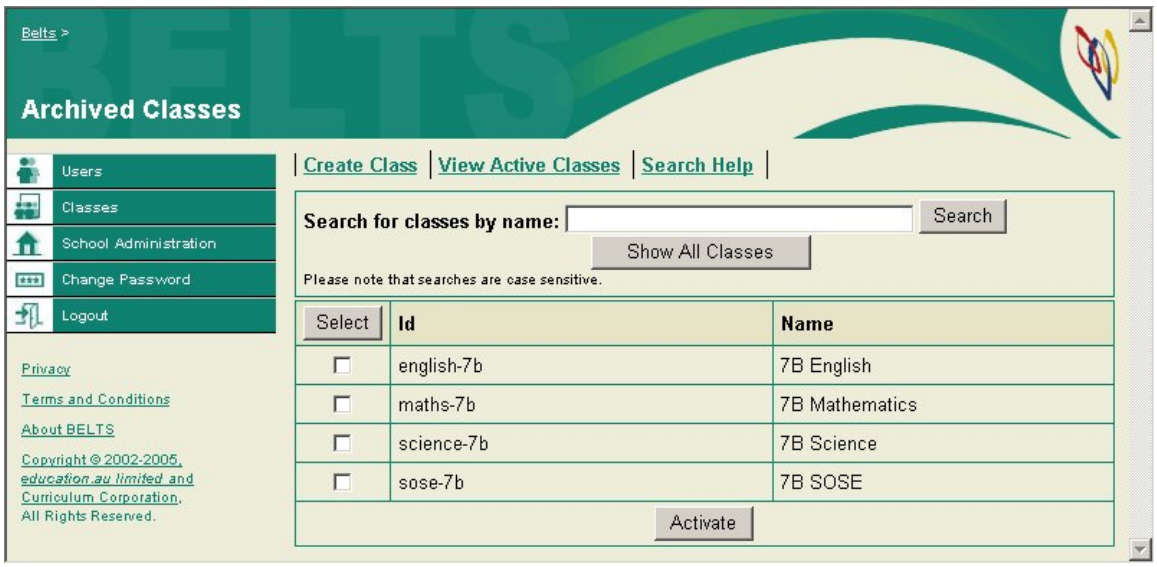


Figure 5.2. Archived Class List Screen

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

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

   The Create Class Screen is displayed.

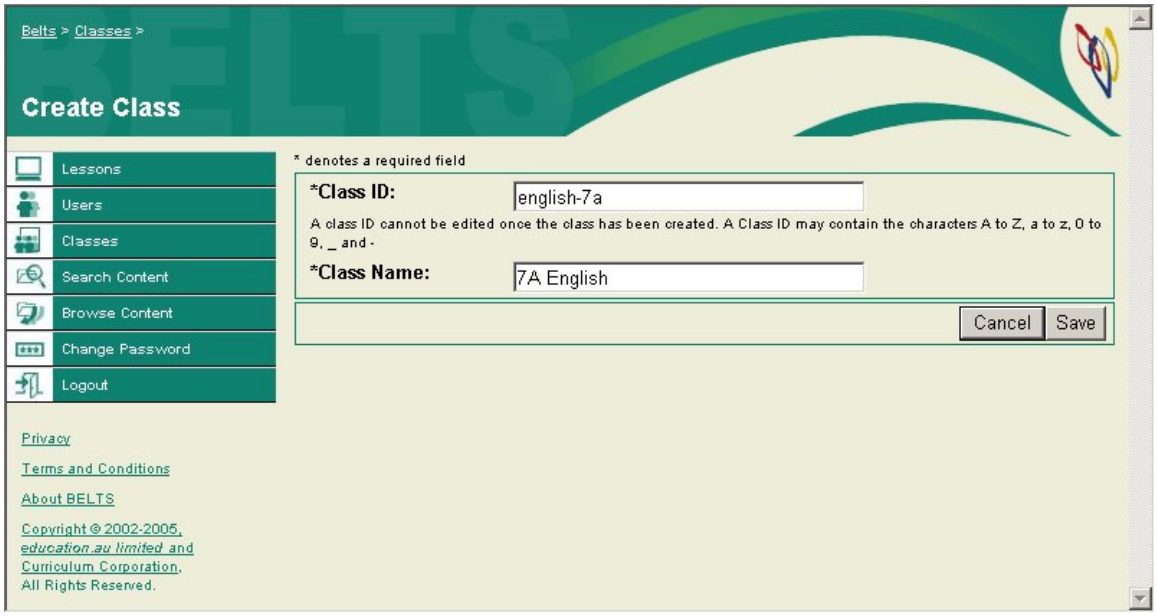


Figure 5.3. Create Class Screen

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.

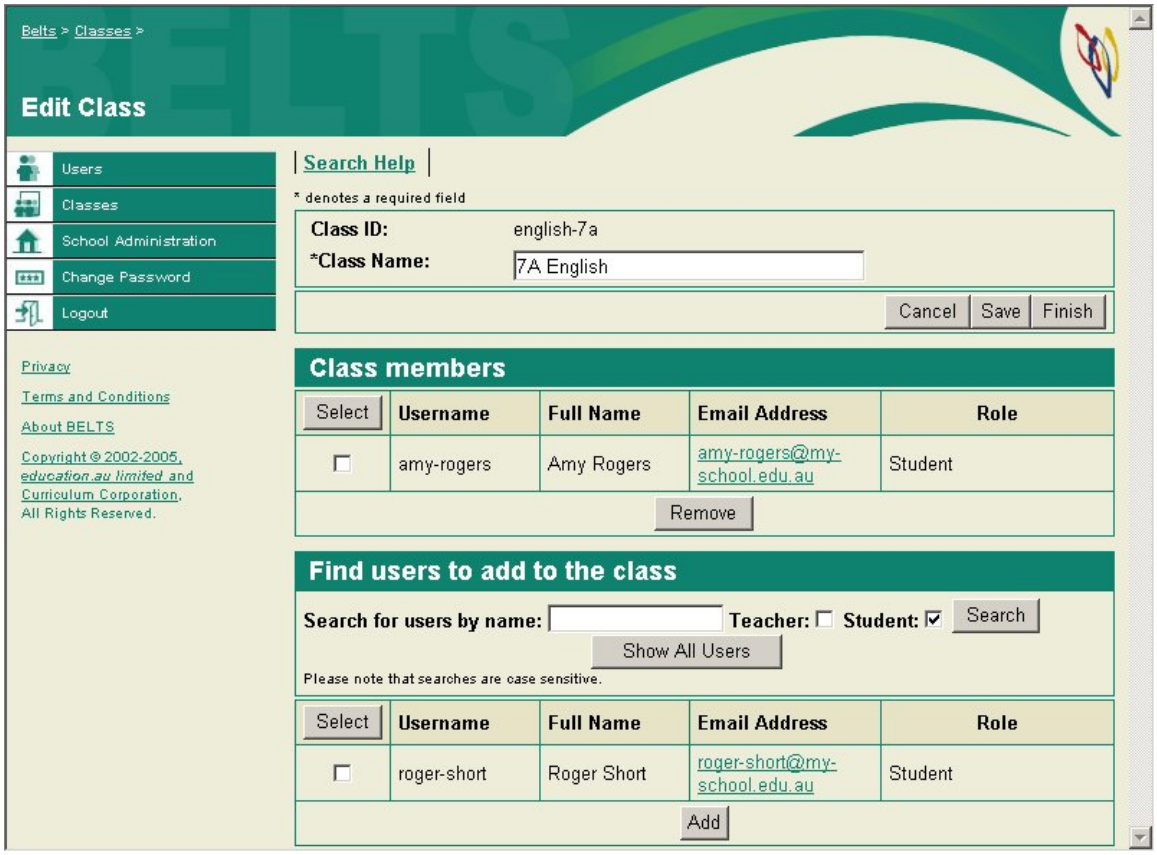


Figure 5.4. Edit Class Screen

2. Update the following information for the class:

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

5.4.1. Edit Class Details

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

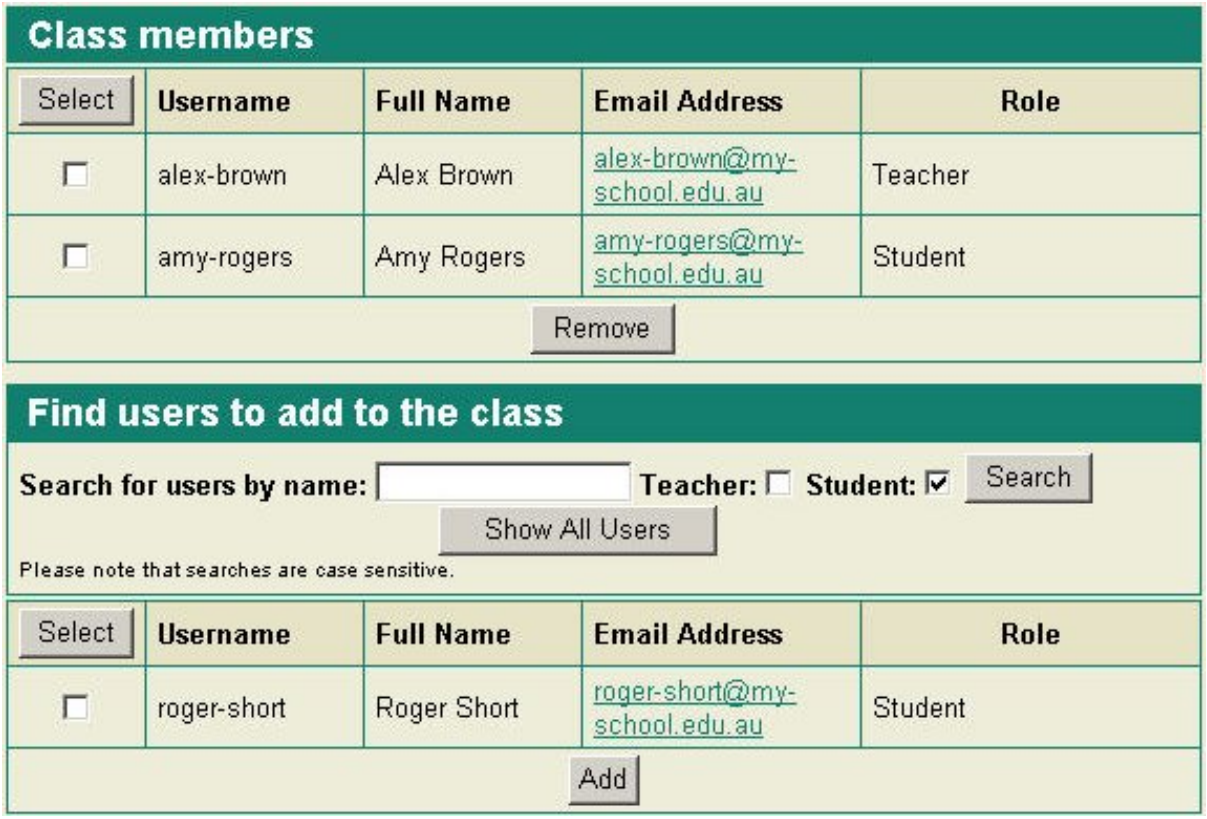


Figure 5.6. Edit Class Members Screen

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.

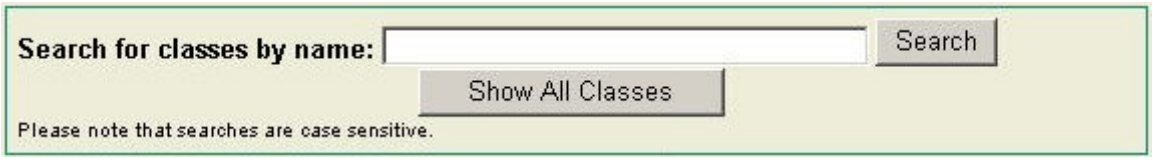


Figure 5.7. Class Search Screen

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.

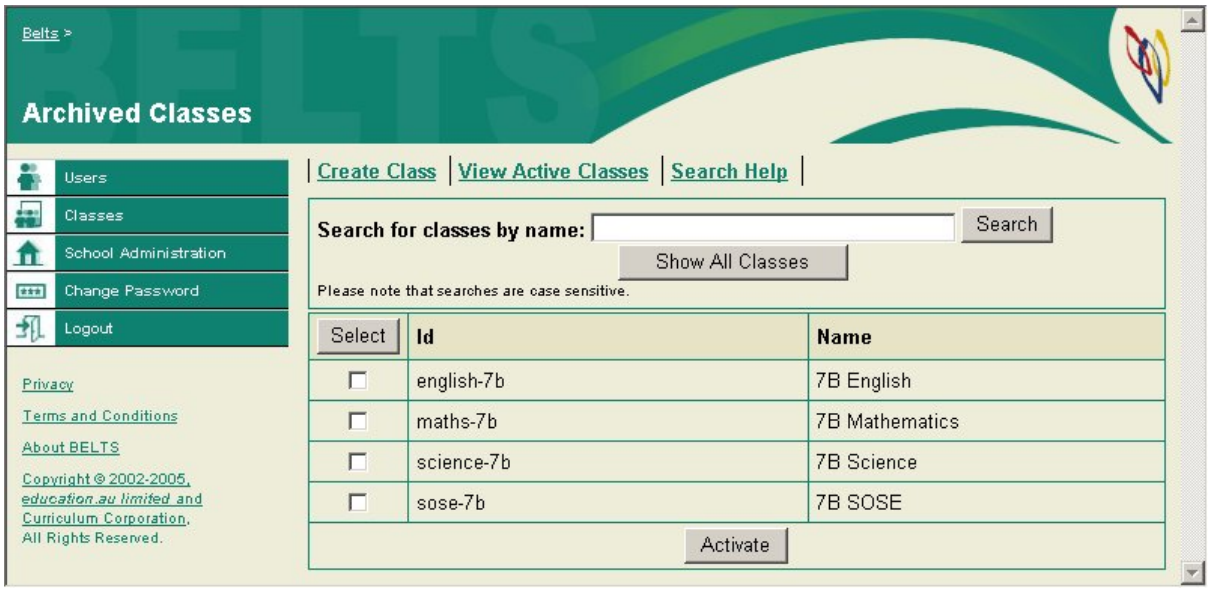


Figure 5.8. Archived Classes Screen

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.

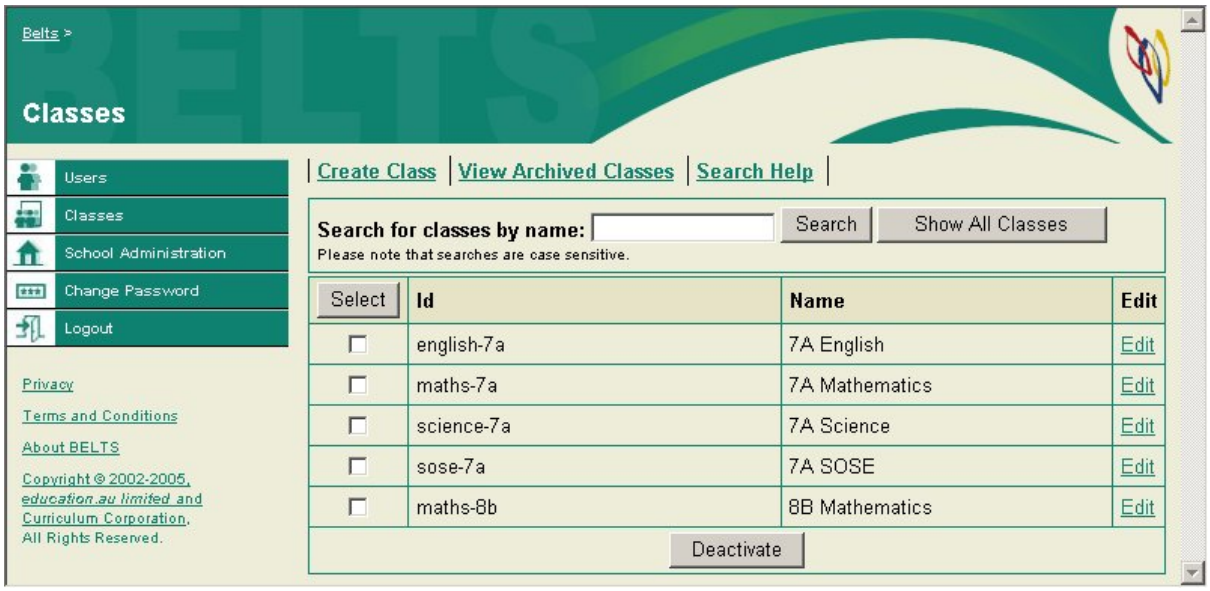


Figure 5.9. Classes Screen

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

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.

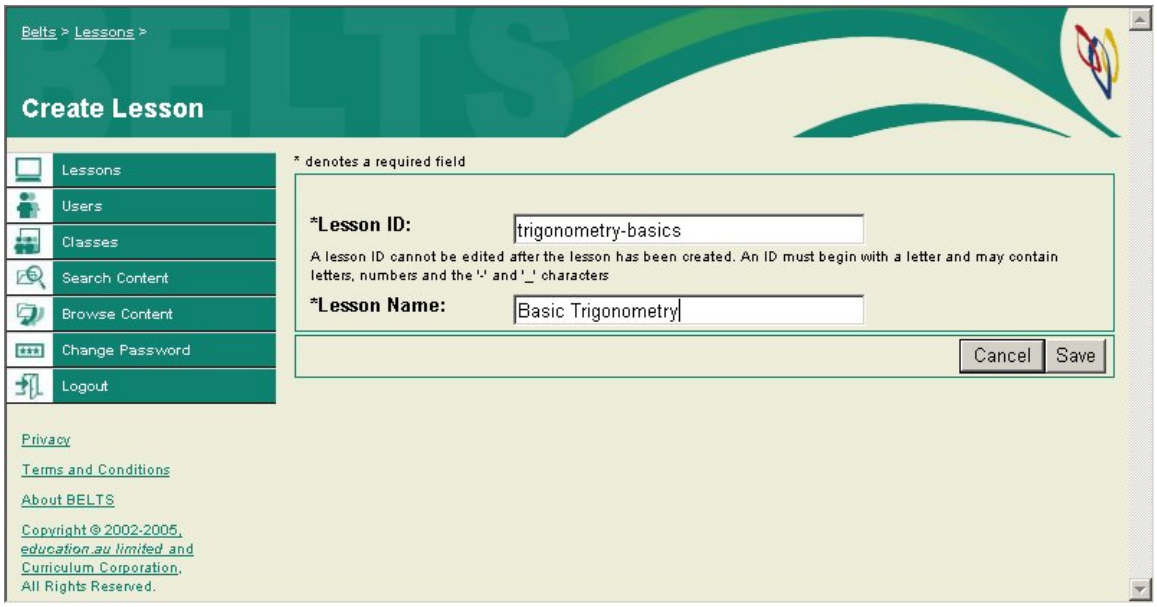


   Figure 6.2. Create Lesson Screen

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.

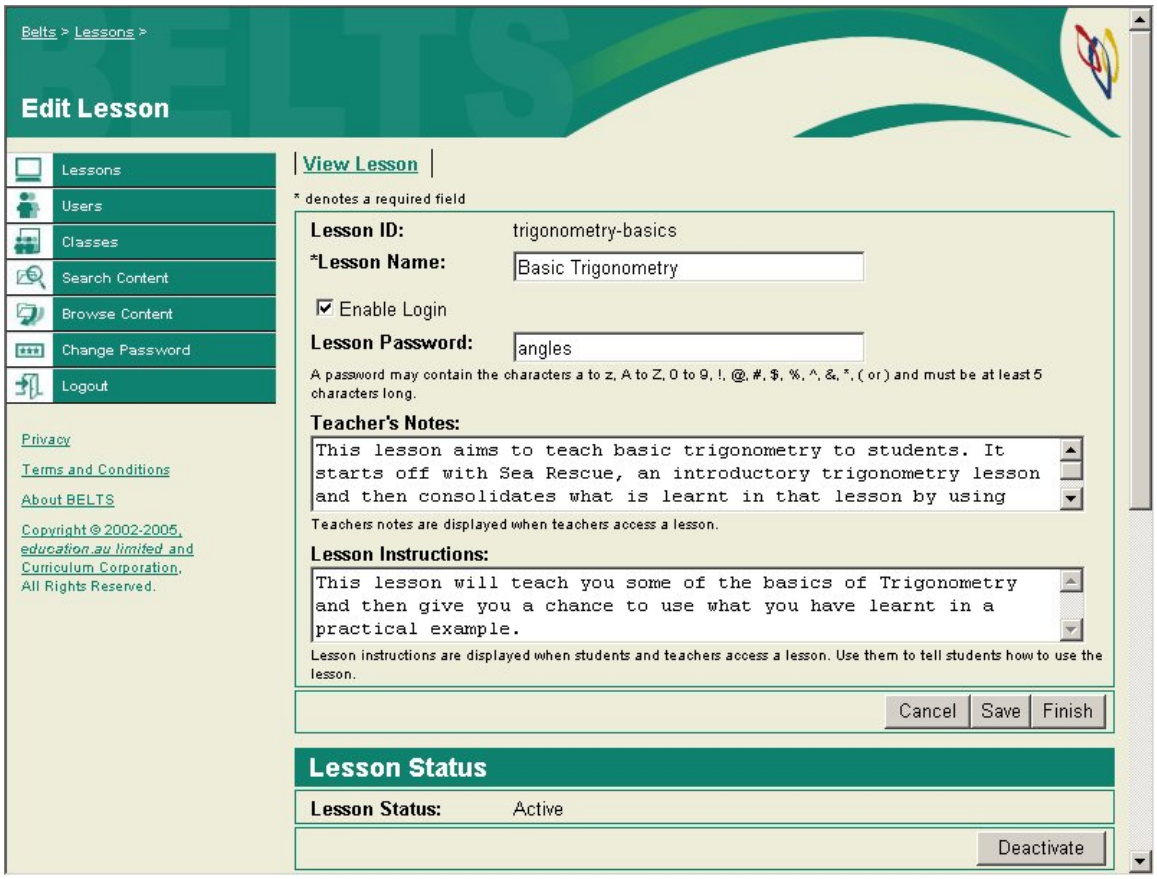


Figure 6.3. Edit Lesson Screen

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

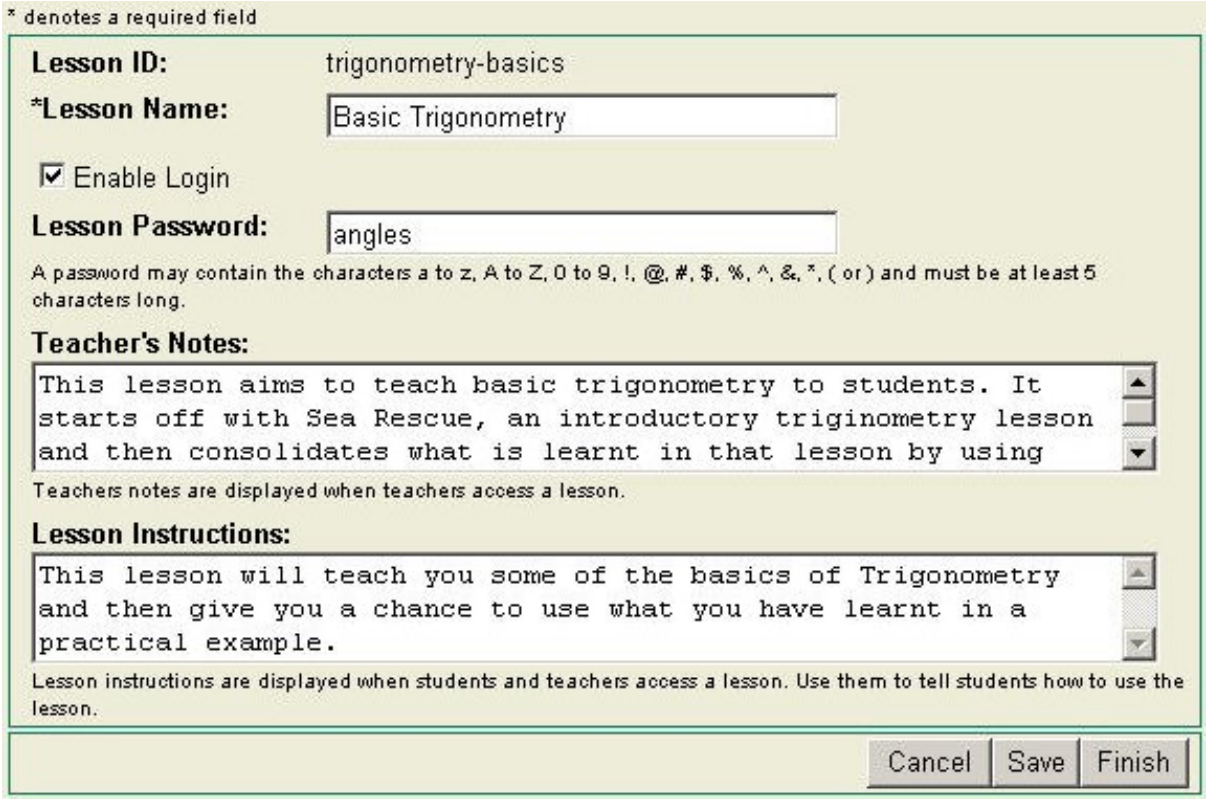


Figure 6.4. Edit Lesson Details Screen

Update the following information for the lesson:

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

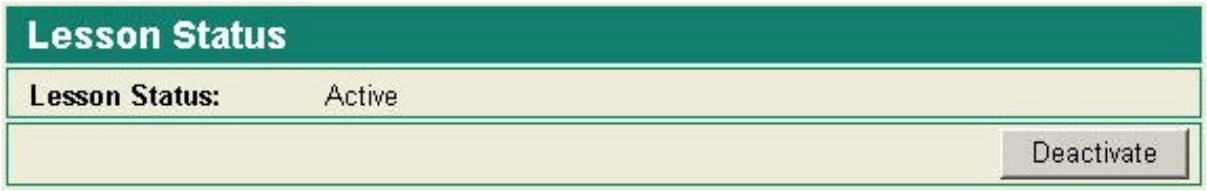


Figure 6.5. Edit Lesson Status Screen

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

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.

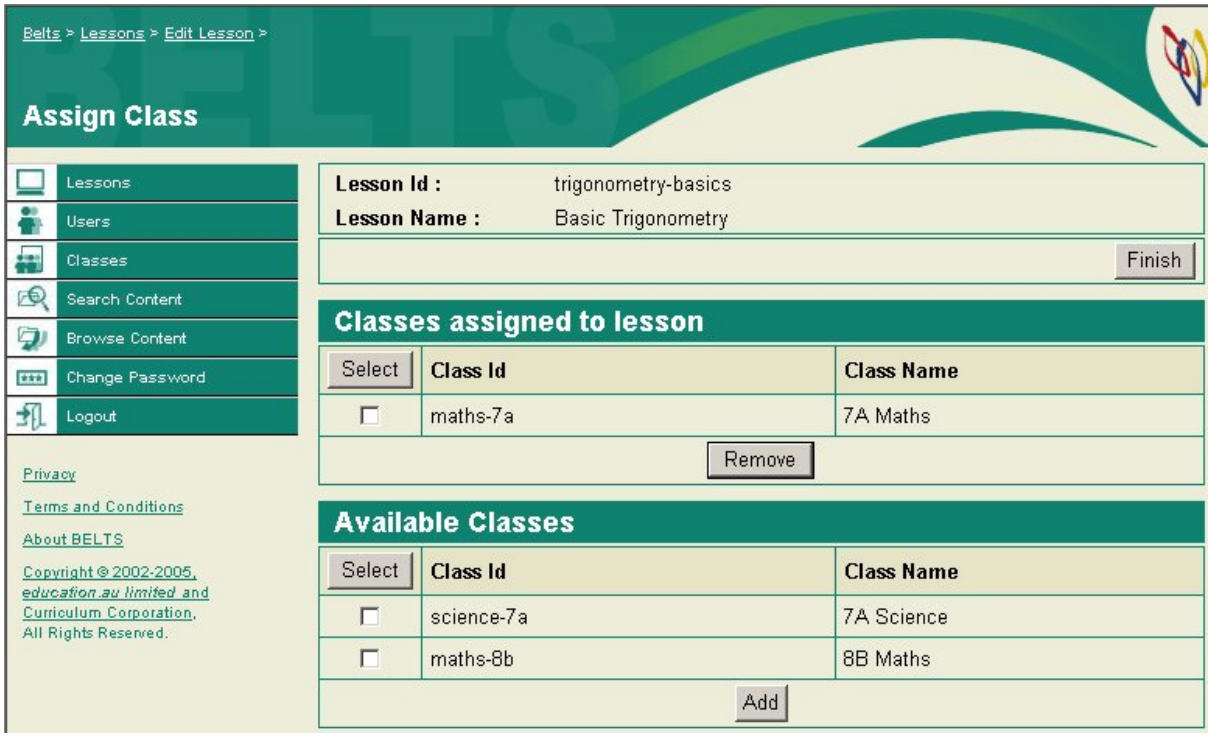


Figure 6.7. Assign Lesson Screen

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

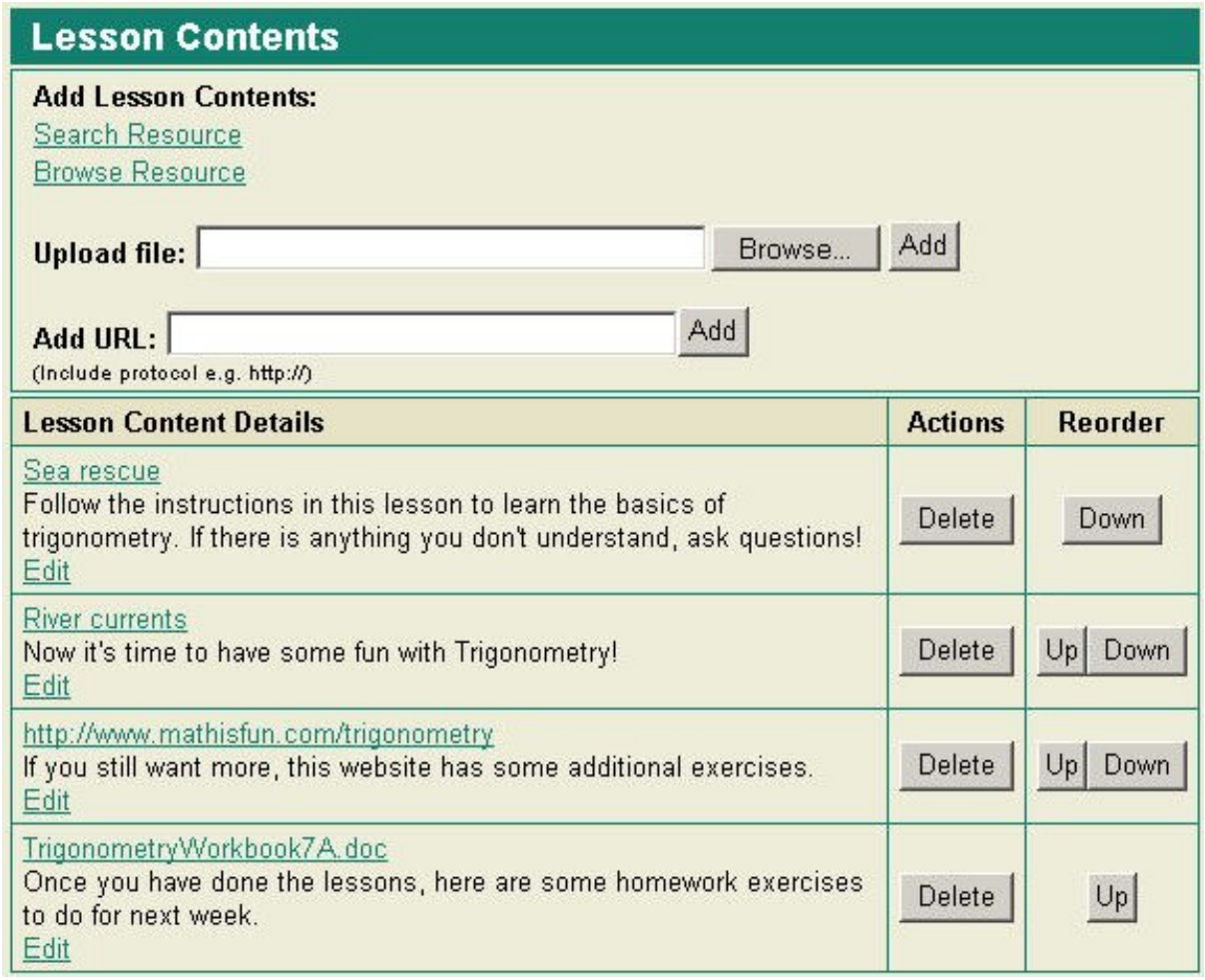


Figure 6.8. Edit Lesson Contents Screen

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.

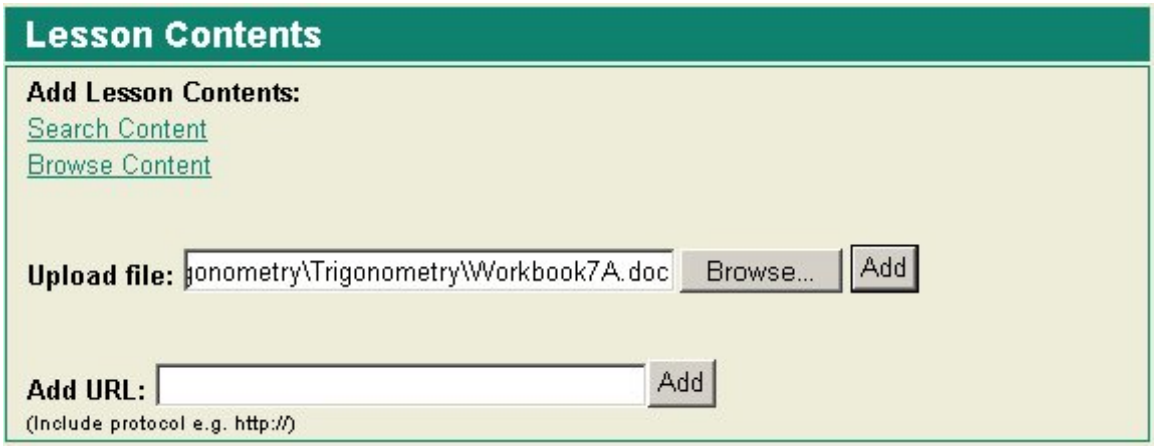


Figure 6.9. Add a File to a Lesson Screen

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.

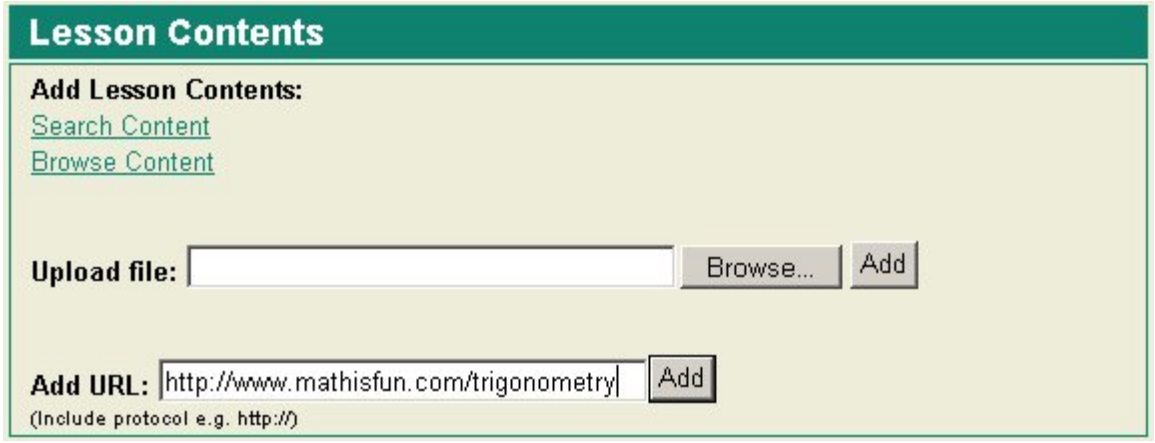


Figure 6.10. Add a URL to a Lesson Screen

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.

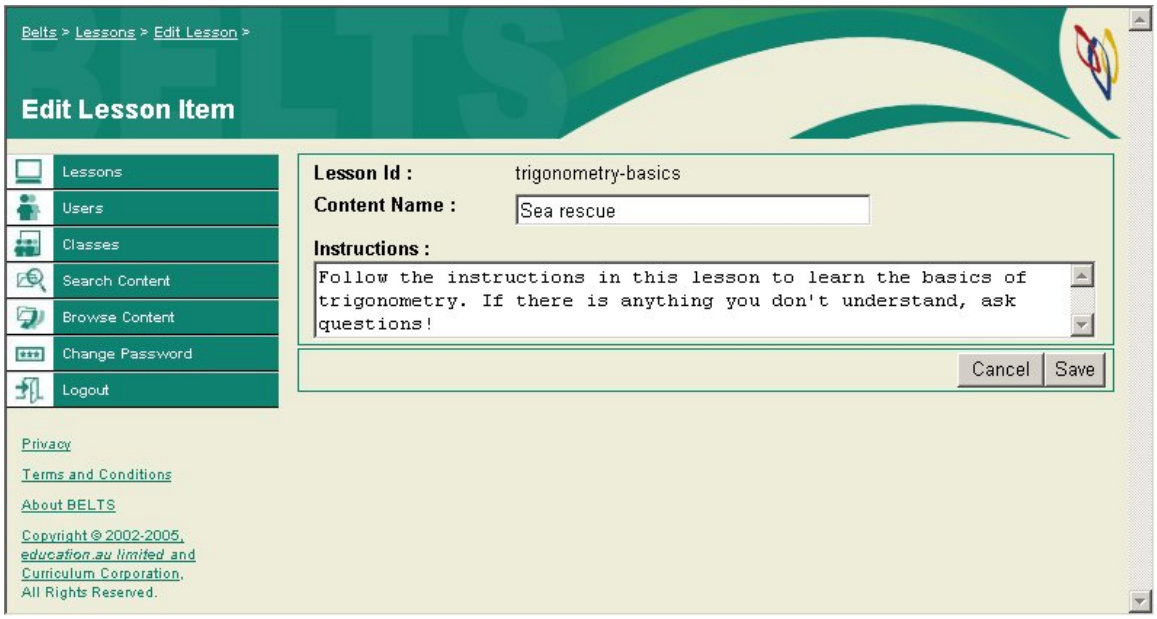


Figure 6.11. Edit Lesson Item Screen

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.

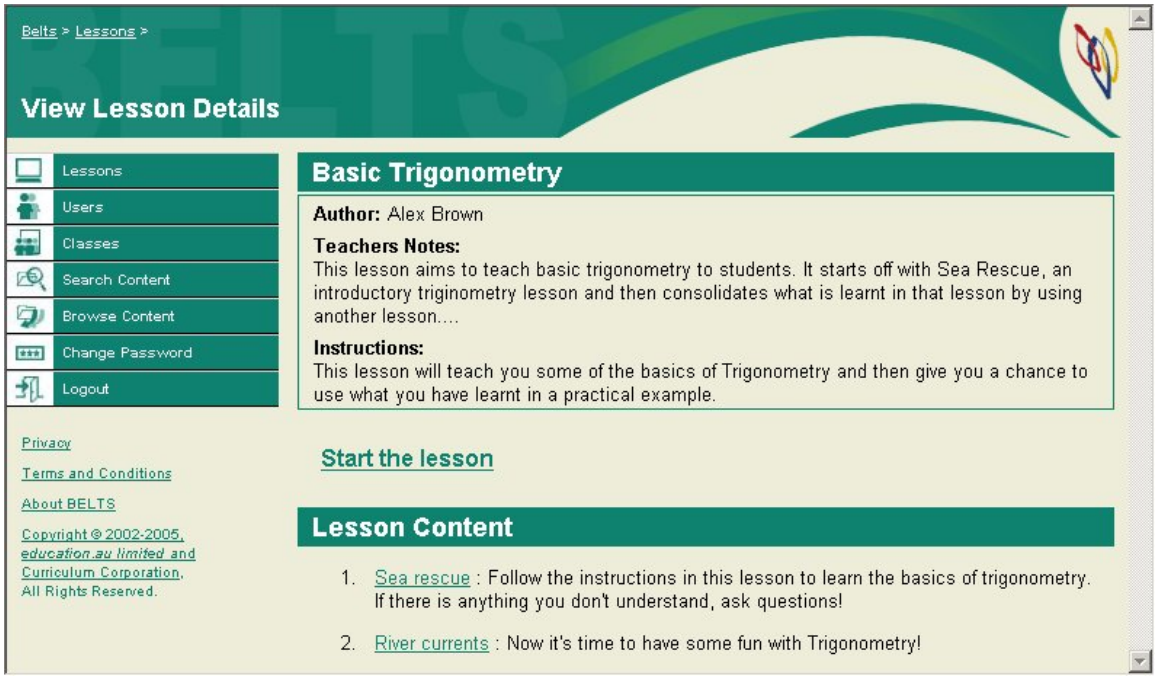


Figure 6.12. View Lesson Screen

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

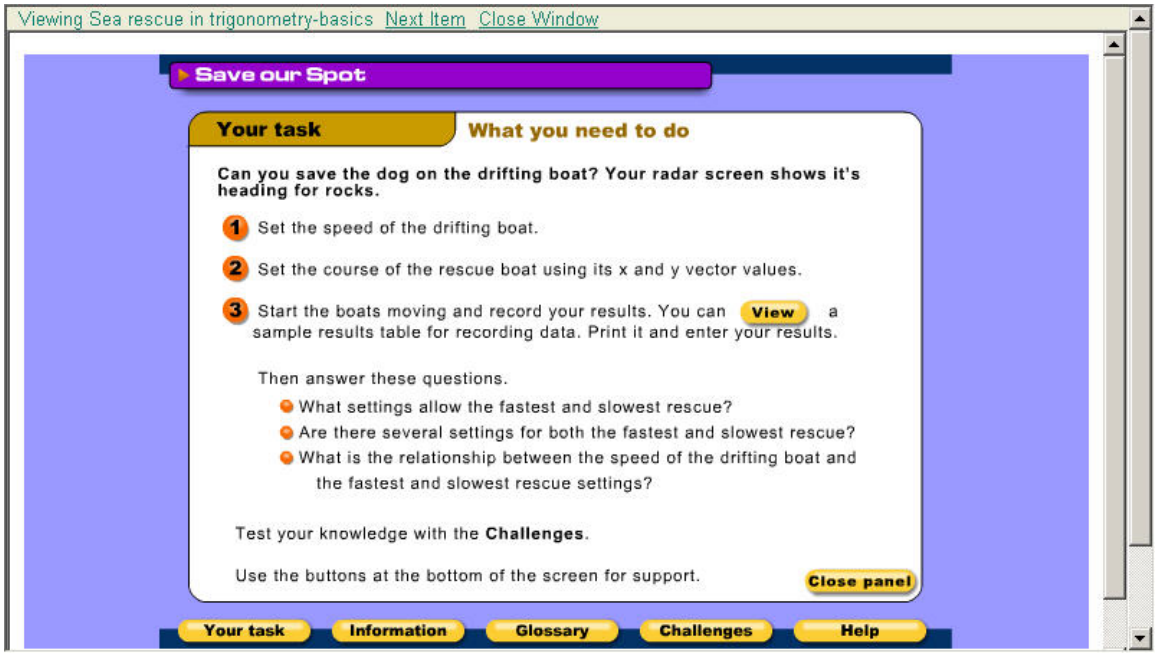


Figure 6.13. View Lesson Screen

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.

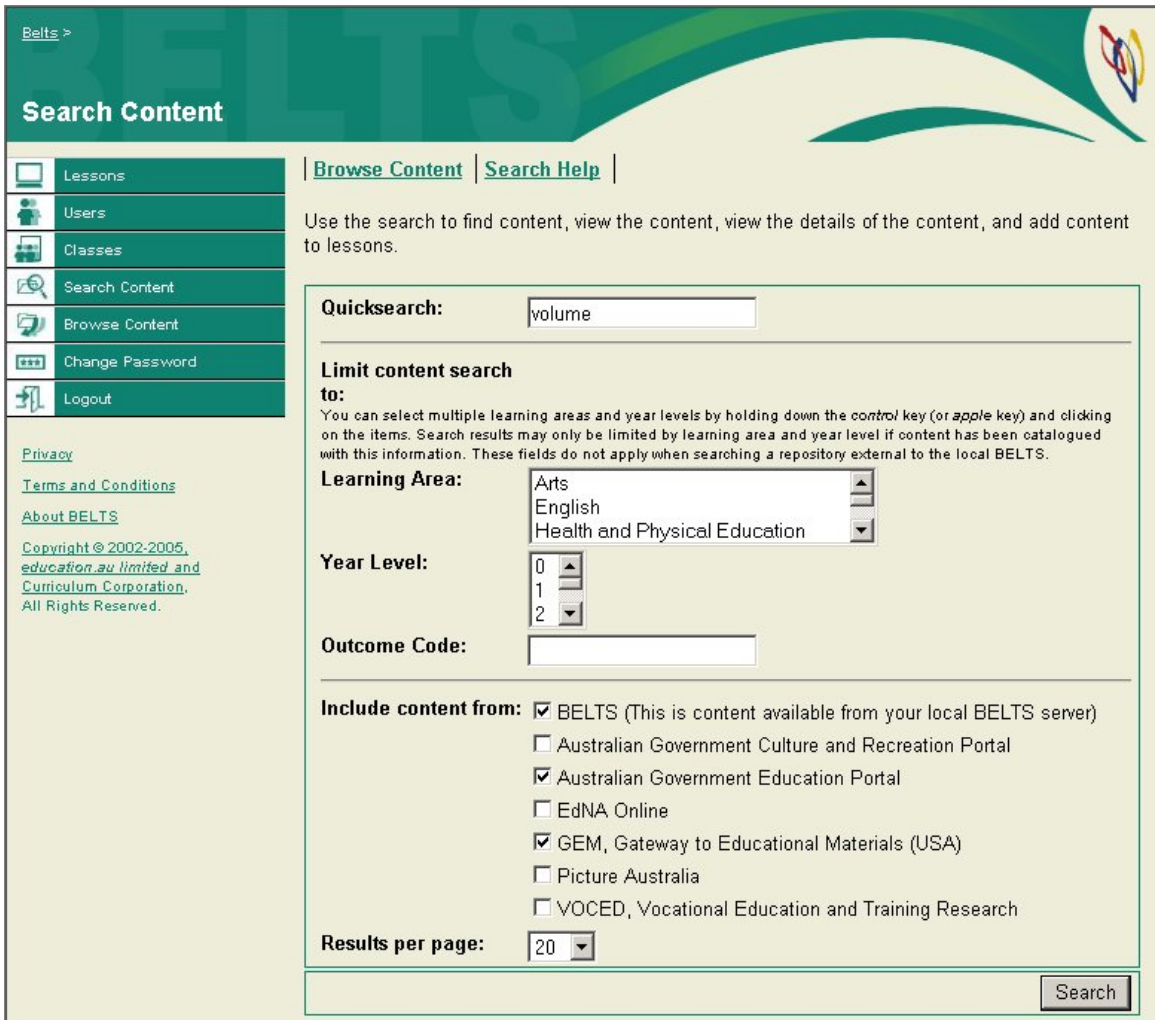


Figure 7.1. Search Content Screen

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 checbox 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.

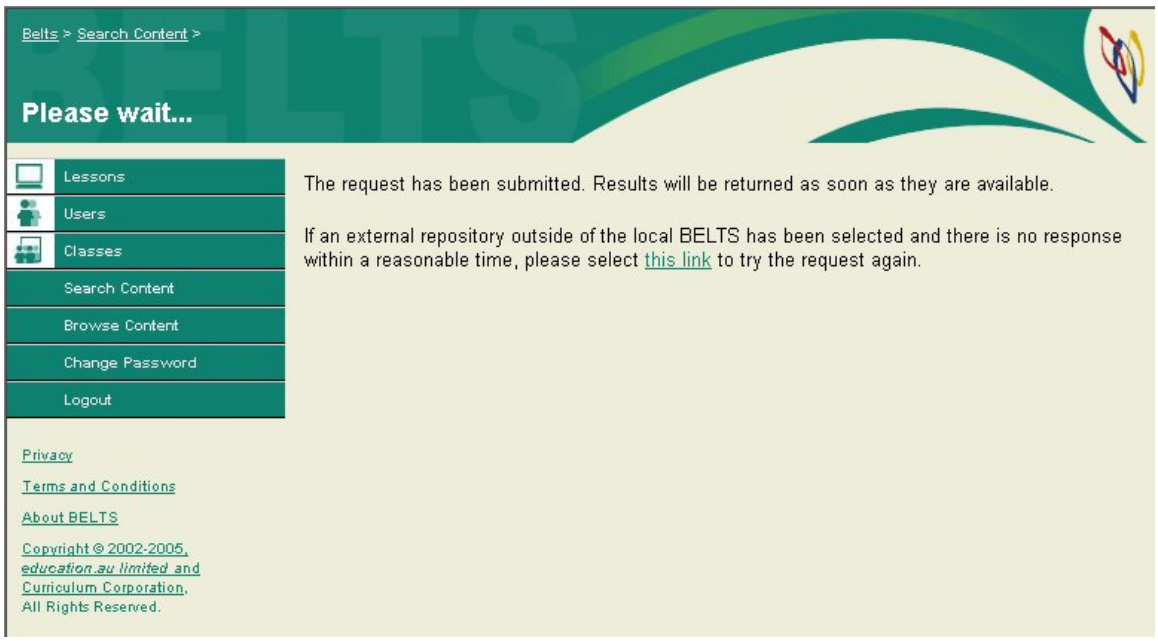


Figure 7.2. Search Wait Screen

*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.

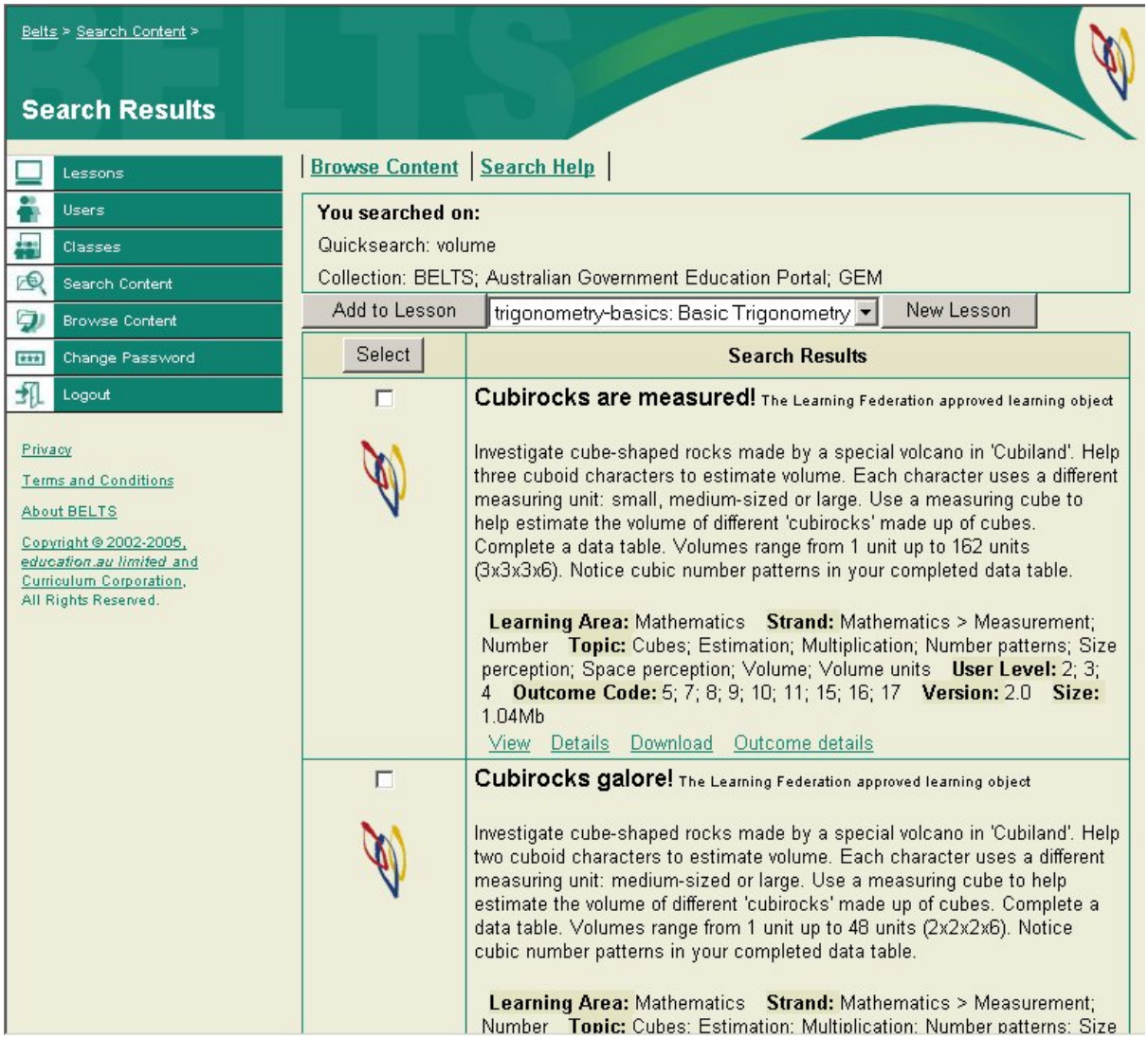


Figure 7.3. Content Search Results Screen

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.

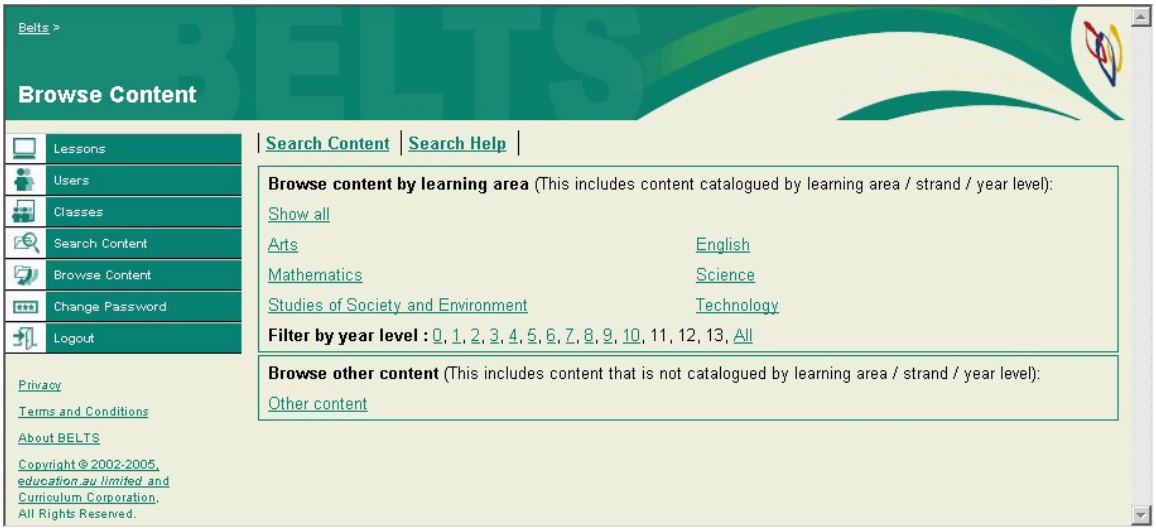


Figure 7.4. Browse Content Top Level Screen

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]** view 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]** view is displayed.*
- Select a **Year Level** link to filter the browse view by year level. *The **Browse Content with Filter [32]** view 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]** view 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.

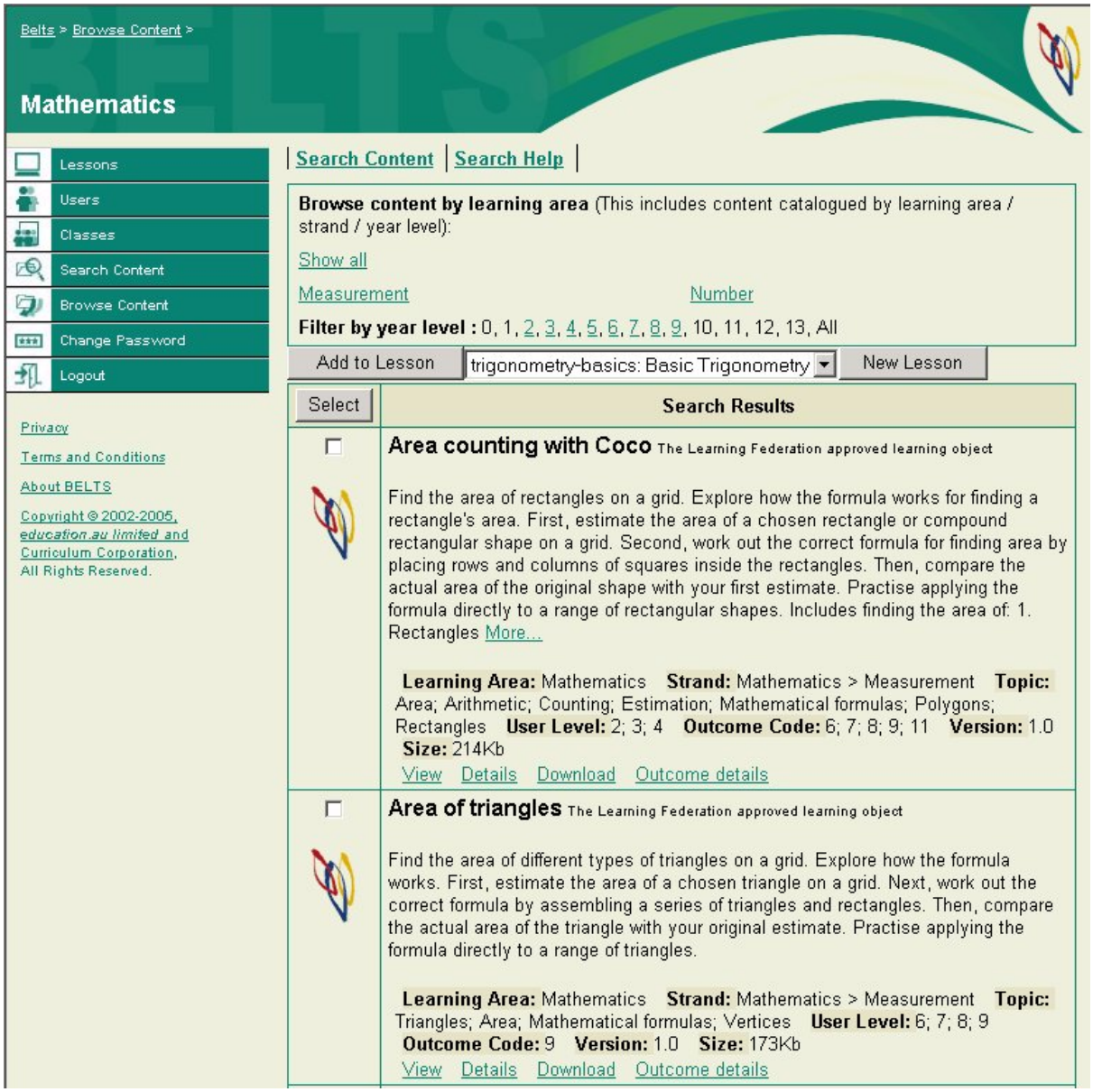


Figure 7.5. Browse Content With Filter Screen

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.

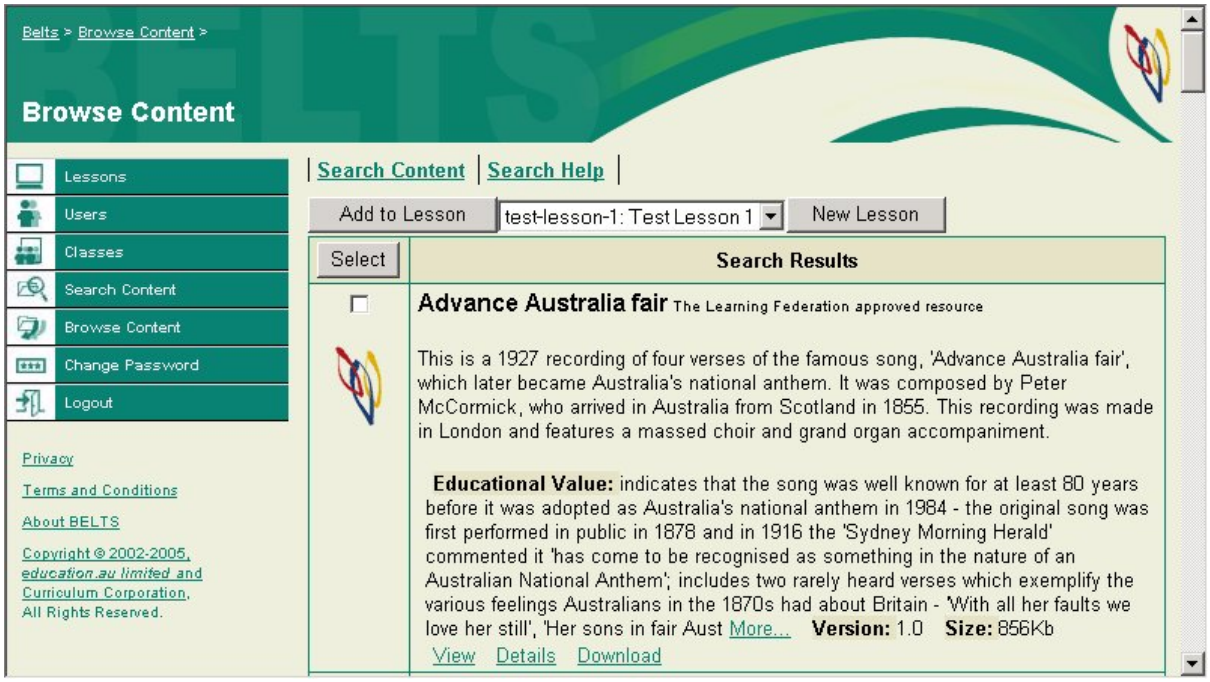


Figure 7.6. Browse Other Content Screen

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.

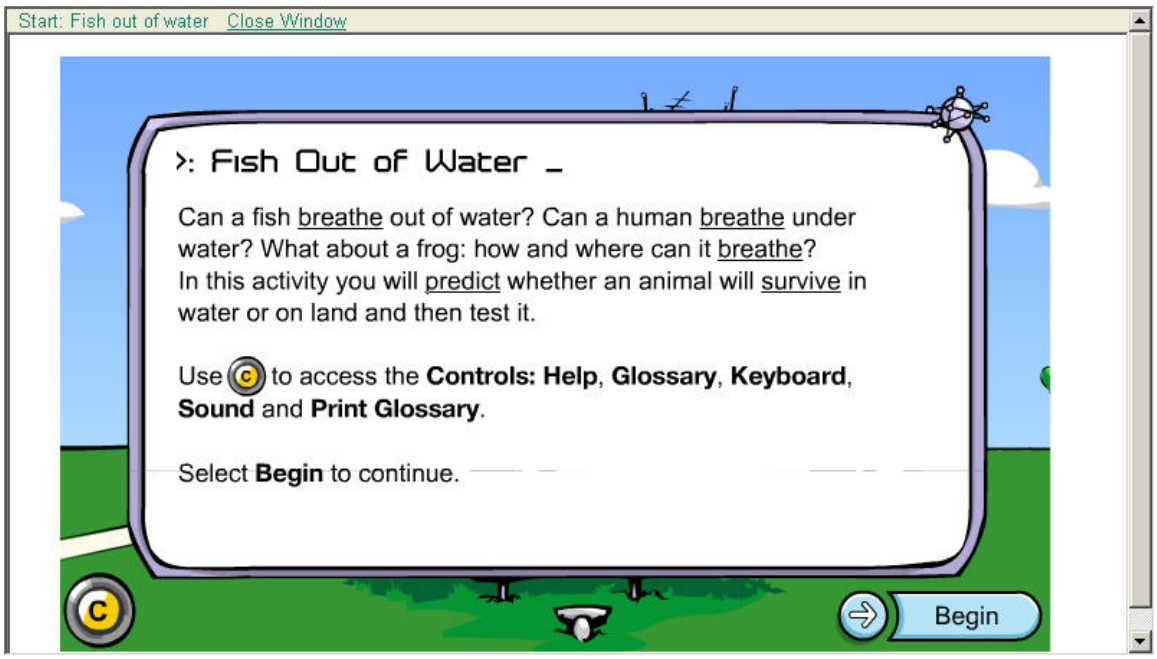


Figure 7.7. Content View Screen

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.

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.

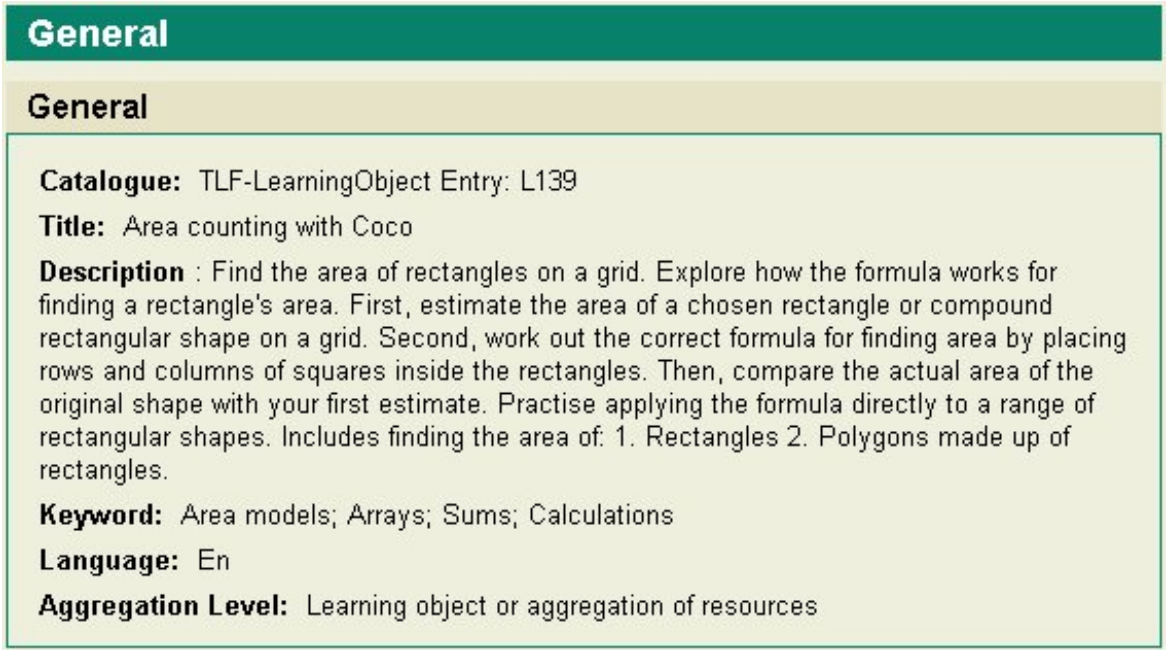


Figure 7.9. Content General Details Screen

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

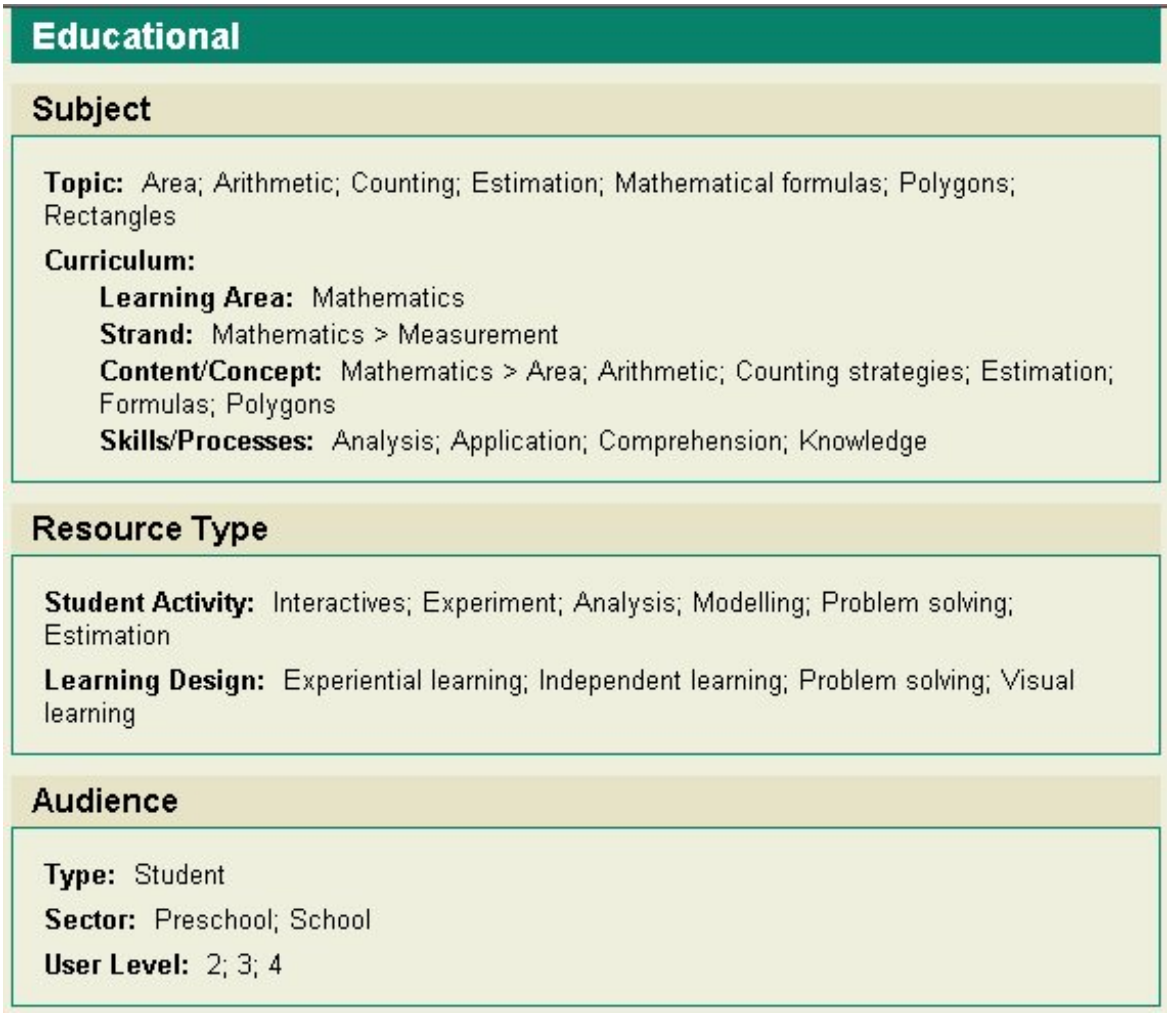


Figure 7.10. Content Educational Details Screen

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

Contributors

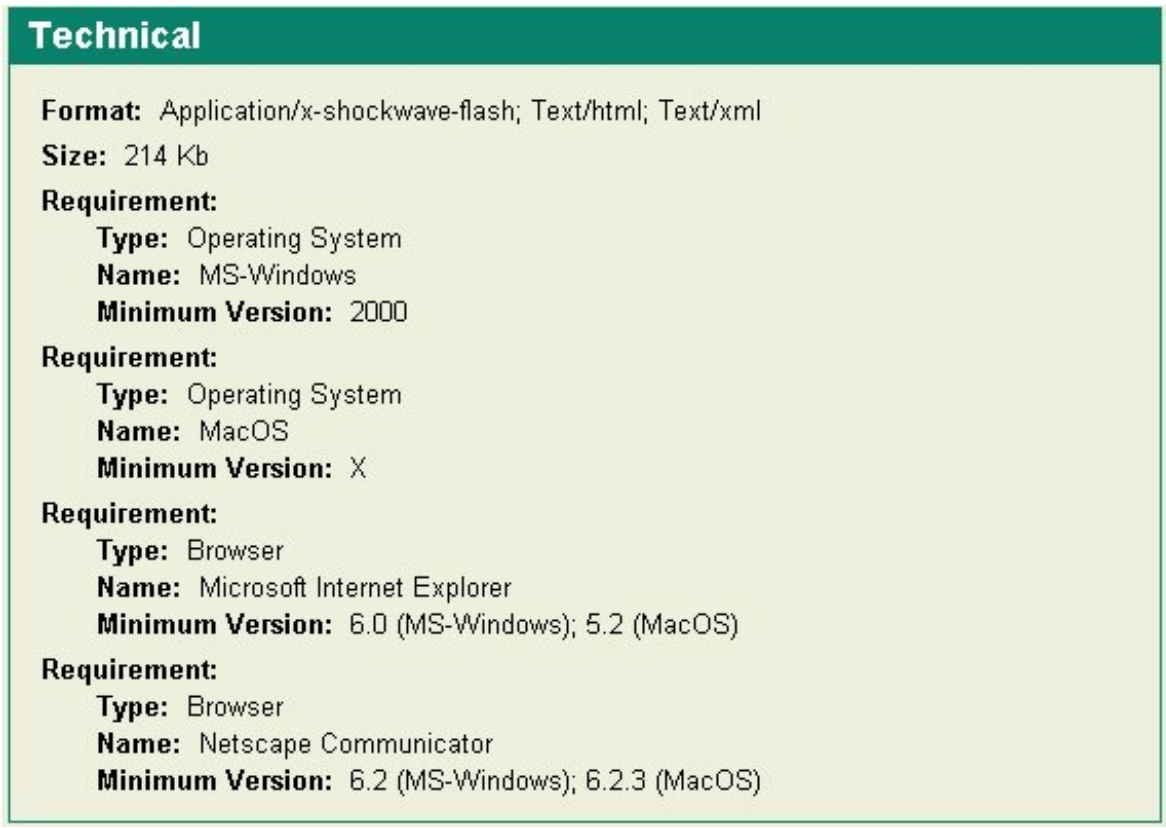
Contributor:
Role: Author
Entity: BEGIN:VCARD REV:2003-02-24T11:08:20+10:30 ADR:;;;Sydney;NSW;;Australia ORG:CADRE Design URL:http://www.cadre.com.au/ VERSION:3.0 END:VCARD

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.

Figure 7.13. Content Rights Management Details Screen

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

Figure 7.14. Content Assurance Details Screen

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

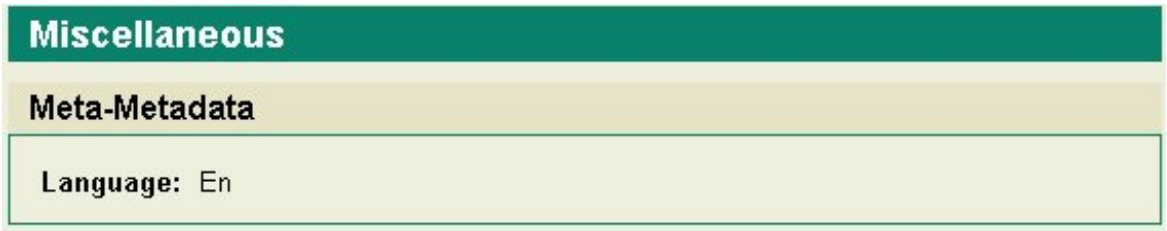


Figure 7.15. Content Miscellaneous Details Screen

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.

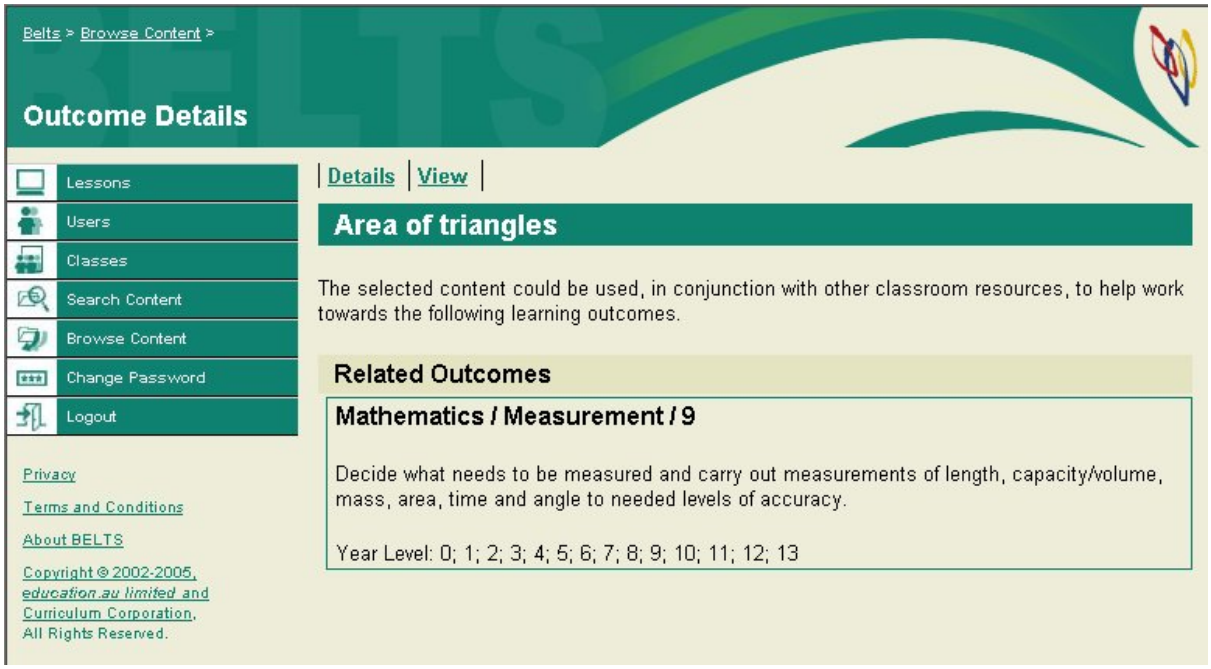


Figure 7.16. Learning Object Related Outcomes Screen

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.*

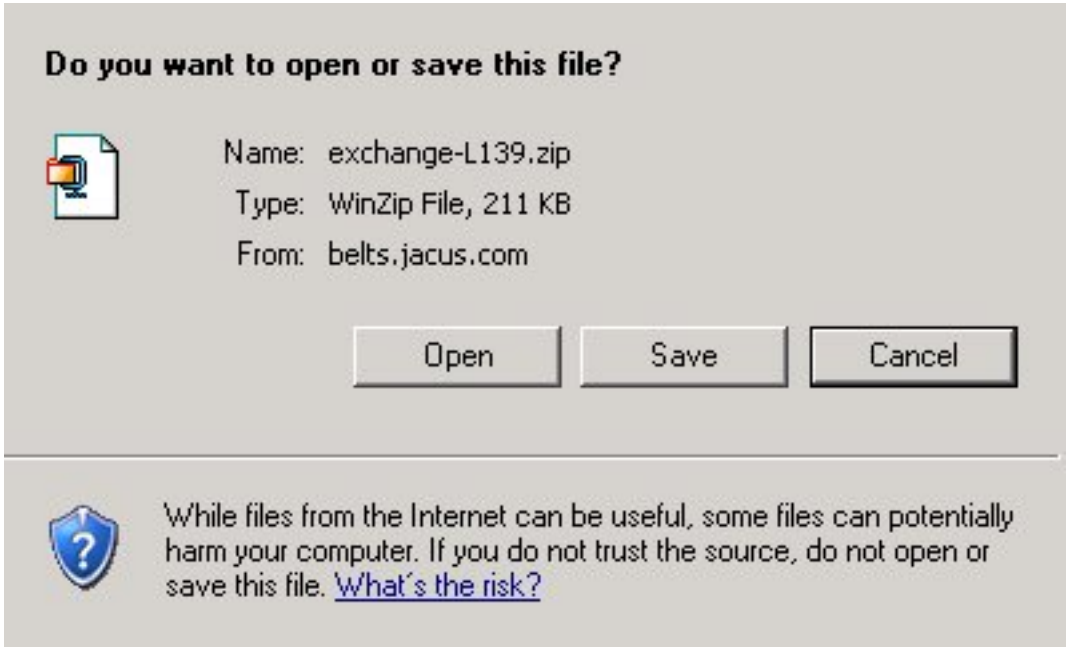


Figure 7.18. Download Content Confirmation Screen

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.

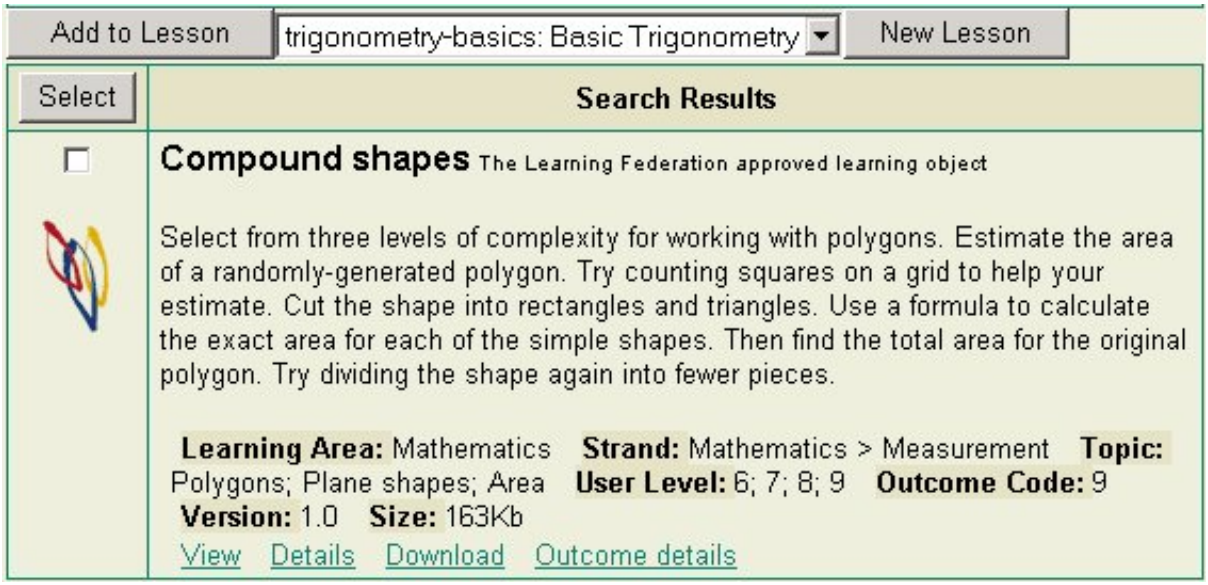


Figure 7.19. Add Content to Lesson Option

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.

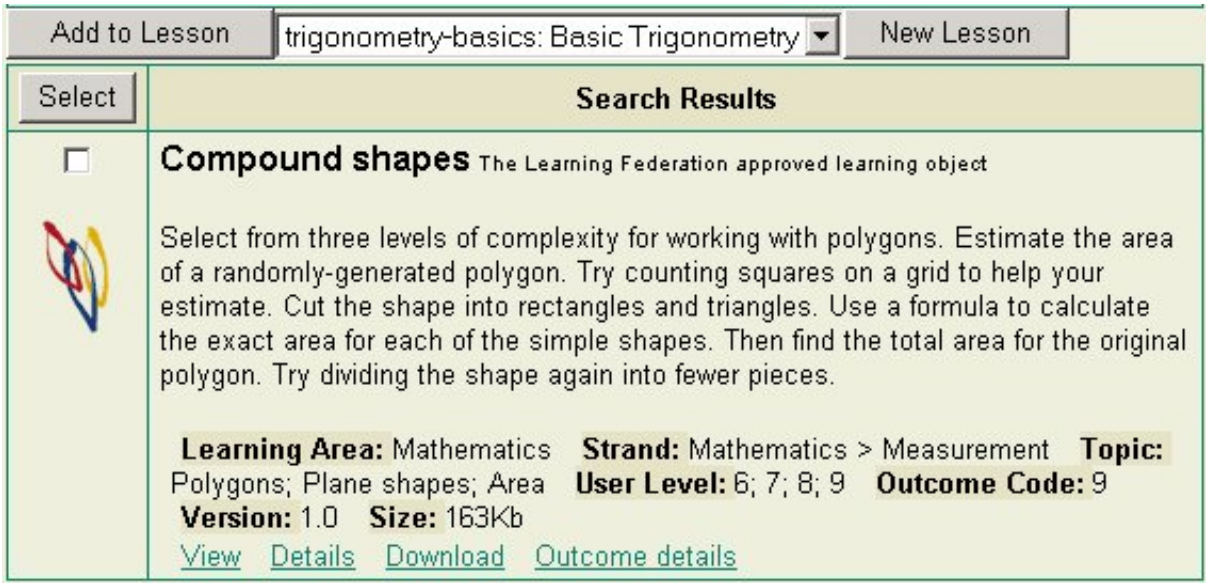


Figure 7.20. Add Content to a New Lesson Option

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

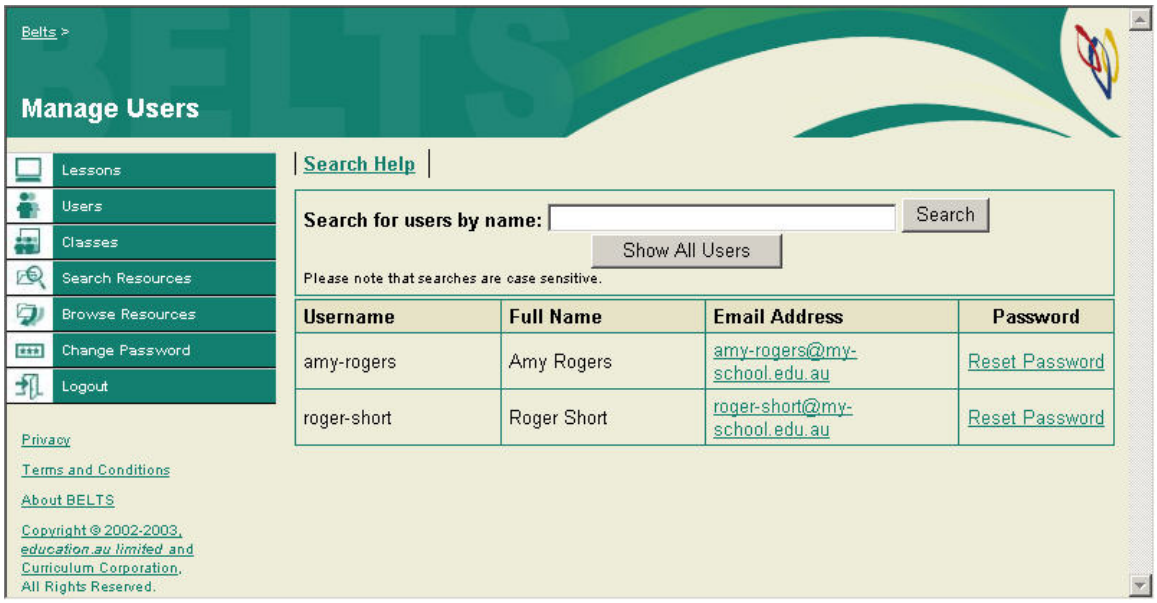


Figure 8.1. User List Screen

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.

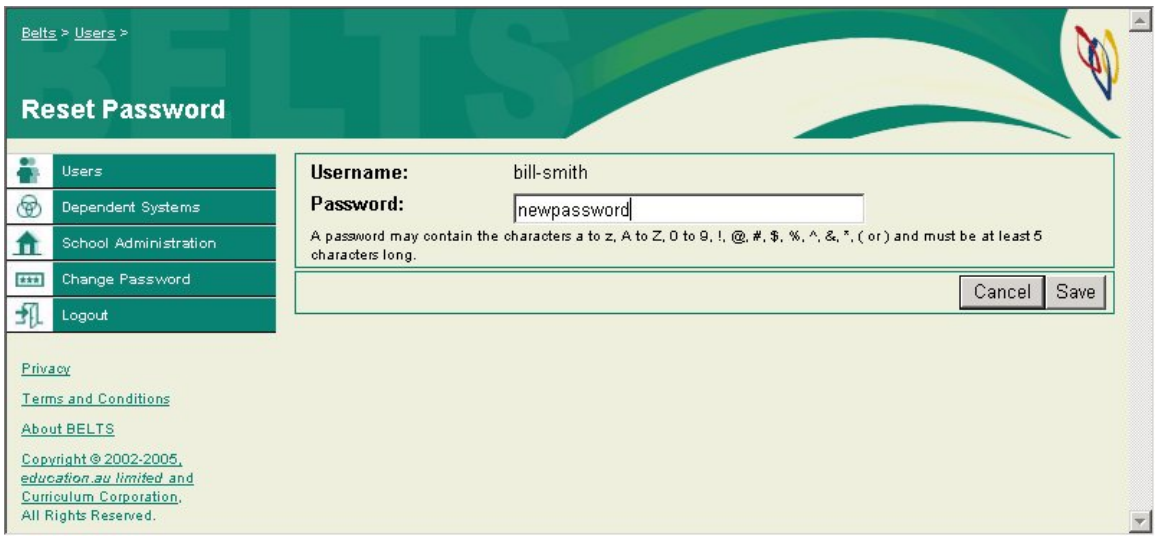


Figure 8.2. Reset Password Screen

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.

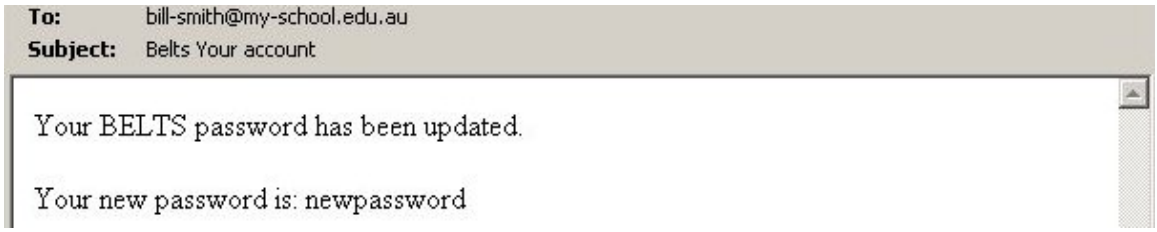


Figure 8.3. Password Changed Email

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.

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 the treated the same way as “kevin” or “KEVIN”.

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

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 looks 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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