

INQUISIQ^{r3}

Unleash the Power of e-Learning

Administrator Manual - Content

Version 1.5

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Administrator Menu

To access the **Administrator** section, select the 'Administrator Menu' from Inquisiq R3™'s top navigation bar. Once you are in the Administrator Menu, you will first see the general 'Application Information' and 'Statistics' information on the left side. On the right side you will see the four categories of administrator functionality – System, Interface, Users & Groups, and Content. Note that you will only see the categories that you have been given permission to. Remember that only the Master Administrator can set permissions which is done in the **Users** section (Administrator Menu > Users & Groups > Users).



In the 'Application Information' area to the left, you will see the name of your Inquisiq R3™ instance, along with the 'Contact' information setup in the **Account Settings** section (Administrator Menu > System > Account Settings). 'Expires' shows when your account will expire, though this will usually say "Never". Note that the expiration date is something that is set in the Control Panel when your Inquisiq R3™ instance is created (see the **Inquisiq R3™ Control Panel Manual** for more detail on the Control Panel).

In the 'Statistics' area to the left, 'Users' displays the number of current user accounts, including how many are currently logged-in to your instance. Below that is 'Disk Usage' which displays how much hard-drive space your lessons are currently using in the system.

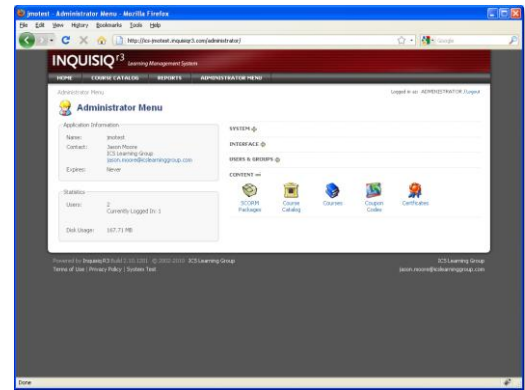
Note: this manual is targeted more toward Hosted/SaaS Solutions; however it is certainly applicable to Installed Solutions as well. This document will note where any functionality may differ between the two Solutions.

“Simple” vs. “Advanced” Mode

Inquisiq R3™ content integration comes set in 'Simple Mode' by default. This allows a fast method for uploading your content into the LMS. However, 'Advanced Mode' allows more flexibility with your content (i.e. replacing content packages within lessons). See the '**Content Tutorial**' for more information on these two modes. This manual covers features found in R3's Advanced Mode. If you would like your LMS set to Advanced Mode, please contact [Inquisiq Support](#).

Content

The fourth and final category in the Administrator Menu is **Content**, relating to SCORM Packages, Catalogs, Courses, Lessons and Sessions. If you click the symbol next to the 'Content' title, the group will either collapse or expand depending on its current state. Note that access to the Content area of the Administrator Menu is controlled by the permission called *Content Creator*. This permission will allow full access to all function in the Content menu. See the **Inquisiq R3™ Admin – System & Interface Manual** for more information on permissions.



Overview

To understand the Content section of Inquisiq, it is first necessary to understand what all of the content types are and how they work together. The Content section allows you to fundamentally manage the following types of content:

- **SCORM Packages** – are uploaded to the system are used to create your course and lessons.
- **Course Catalogs** – are used to organize and present your course offerings to your users. Users can browse the catalog to locate courses for self-enrollment.
- **Courses** – includes setting up courses and all the elements within a course such as Lessons, Sessions, and Course Materials.
- **Coupon Codes** – can be used in conjunction with the e-Commerce capability of Inquisiq to provide a variety of discounts for users during the self-enrollment and purchase process.
- **Certificates** – are created and configured to be granted to users based on the award criteria (the completion of a course or combination of courses).

SCORM Packages Overview

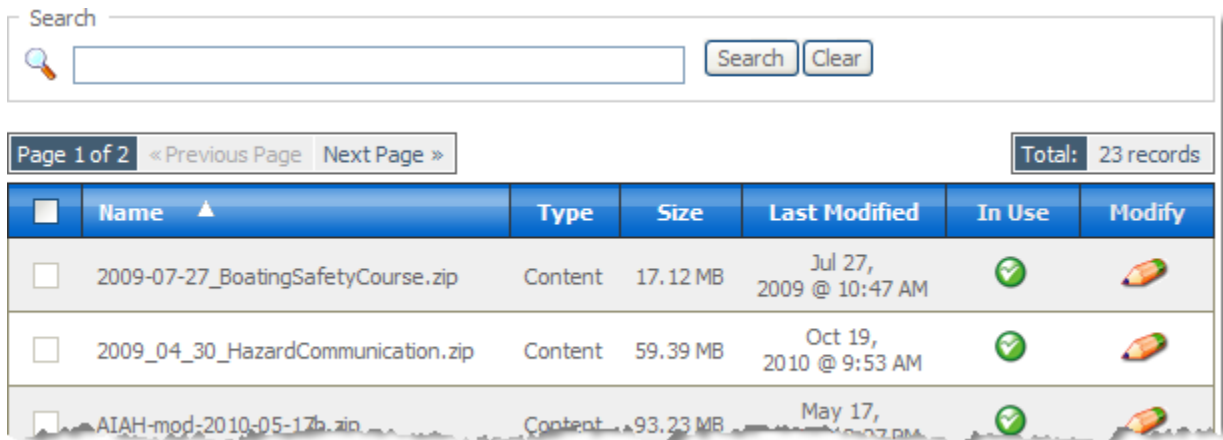
InquisiqR3 does not include an authoring tool – so you will first need to create your web-based training modules in the authoring tool of your choice. Lectora, Articulate Presenter, Inquisiq Studio, and Adobe Captivate, are just a few of the many popular SCORM-compliant authoring tools on the market. As long as the authoring tool allows you to publish your

finished modules as SCORM-compliant packages, they can be loaded into Inquisiq. Once uploaded into Inquisiq, your SCORM packages can be used to create lessons, which in turn are organized into courses.

The details of SCORM are beyond the scope of this manual but in essence, a SCORM package is a zip file that contains a “manifest” file and all of the other content files that make up your lesson. The manifest file is what defines all of the structure and resources in your SCORM package.

To upload and manage your SCORM packages in Inquisiq, go to the Administrator Menu > **SCORM Packages** screen. This will display a list of all of the SCORM packages currently loaded in your system. In addition to the name of the packages, the list will display the type of package (Content or Resource), the size of the package, and the date that it was last modified. Also, note the checkmark icon in the “In Use” column. A green checkmark means that the SCORM package is currently being used by a lesson. A yellow checkmark means that the SCORM package is not currently part of a lesson but that completion records related to this package exist in the database.

The Actions area to the upper-right of the SCORM Packages screen includes the “Upload & Fetch” tools as well as the “Test Upload Speed” tool. These tools are discussed later in this section.



| <input type="checkbox"/> | Name ▲ | Type | Size | Last Modified | In Use | Modify |
|--------------------------|------------------------------------|---------|----------|-------------------------|--------|--------|
| <input type="checkbox"/> | 2009-07-27_BoatingSafetyCourse.zip | Content | 17.12 MB | Jul 27, 2009 @ 10:47 AM | | |
| <input type="checkbox"/> | 2009_04_30_HazardCommunication.zip | Content | 59.39 MB | Oct 19, 2010 @ 9:53 AM | | |
| <input type="checkbox"/> | AIAH-mod-2010-05-17a.zip | Content | 93.23 MB | May 17, 2010 @ 07:07 PM | | |

Deleting

To delete a SCORM Package from the SCORM packages screen, select the checkbox on the left side of the desired package. Then, below the list, click the Delete Selected link to remove all of the checked SCORM packages. Note however, that you can only select SCORM

packages that are not in use as indicated by the In Use icon – the checkmark icon must be grey, indicating that the SCORM package is not currently in use, in order to delete the package.

In Use Indicator:

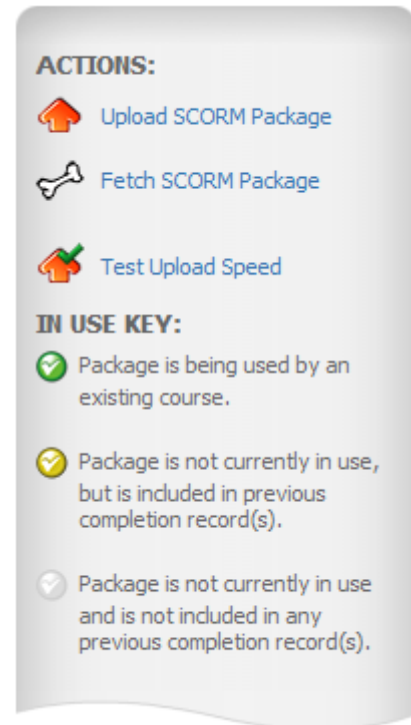
The SCORM Package list includes a column titled 'In Use'. This column contains a checkmark icon that will be one of three colors indicating its status.

- (1) **Green** – indicates that the package is currently in use and is part of an existing course and lesson.
- (2) **Yellow** – indicates that the package is not currently being used by any existing course or lesson, however it was used in the past and has completion records associated with it.
- (3) **Grey** – indicates that the package is not currently being used by any existing course or lesson and also does not have any completion records associated with it.

Testing Upload Speed

Before uploading SCORM packages to the system, it is important to know what your upload speed is so you can determine how large a SCORM package or Course Material component you can upload successfully. Your upload speed is directly dependent on your internet connection speed and will determine the size of the file that you will be able to upload before the server times-out the upload process. If you have a high-speed connection you may be able to upload files that are as large as 100 MB; slower connections may not be able to upload more than 20 MB.

To test your upload speed, you can use the Test Upload Speed function built into Inquisiq. To run this test, go to the Administrator menu > **SCORM packages** screen. In the upper-right portion of the screen notice that there are three actions you can take, including 'Test Upload Speed'. Click this icon to run the test. A new window will open with a message "Testing Upload Speed". Do not close this window as it may take several minutes while the system transfers a file to the server and records the speed. When it is complete, a message will appear that tells you how long it took to upload a 1MB file and what the estimated size of the largest file you can upload will be.



Uploading

After creating your web-based training module and publishing it as a SCORM-compliant package (a single .zip file), you will need to upload that file to Inquisiq. Go to the Administrator Menu > **SCORM Packages** screen and select the 'Upload SCORM Package' tool located in the Actions area of the screen. This will bring up a new window which will prompt you to browse for the SCORM package file on your local computer. Once you have selected the file, its path and name will appear in the new window. Click the 'Upload' button to initiate the file transfer. The file transfer will take just a couple minutes to several minutes depending on the speed of your connection and the size of the SCORM package. If the file is too large and the upload time exceeds the server's script timeout setting (about 10 minutes) then you will get an error message and the packaged file will not be uploaded. If your file is too large to upload with this method, consider the 'Fetch' method.

Fetching

If your SCORM package file is large and you are getting script timeout errors with the Upload method, consider using the Fetch method instead. This feature helps to avoid the script timeout issue by reducing the time that the upload script must run by pulling the SCORM package from a web server via URL.

Most web servers have high-bandwidth connections so server to server transfers (i.e. web server to Inquisiq server) will be much faster than when the file is being transferred from your local computer. The downside to the Fetch method is that you need to locate the package file on a web server with a fast internet connection to which you have access.

To upload a file using the Fetch method, select the 'Fetch SCORM Package' option from the Actions area of the SCORM Packages screen. This will bring up a new window that prompts you to enter the URL of the package file that you want to upload. There will also be field to enter the username and password, should a login be required to access the file.

Modifying

Once the SCORM package has been uploaded to the system, you can make changes to some of its properties. For example, you can change the package's name or edit the manifest file. You can also import the package to create a course (more on this in the **Importing** section). To make these types of modifications to the SCORM package, go to the Administrator Menu > **SCORM Packages** screen. Then click the 'Modify' icon (pencil) of the SCORM package that

you want to modify to display the SCORM Package’s properties screen, consisting of three tabs:

- (1) **Properties Tab:** Shows the package name, type, size, created date, and last modified date. Only the ‘name’ property is editable.
- (2) **IMS Manifest Tab:** This allows you to see the manifest file that is associated with this package. Note that you can modify the manifest file directly from this screen if you like. However, we suggest that only those very familiar with XML structures and the SCORM specification make changes.
- (3) **Resources Tab:** This tab will show you the resources that are in the selected SCORM package. You will typically see a list of assets or SCO-type resources. Note that SCO resources will also have an actual HREF link to the SCO’s actual resource file for previewing the result. There are no actual properties to be modified in this tab.

Importing

A powerful feature of Inquisiq is the ability to “Import” an uploaded SCORM package. The import process will automatically create a new course and lesson for you and will assign this SCORM package as the one associated with your new lesson. You can still create courses and lessons manually if you prefer but the Import feature can greatly simplify the task.

It is important to note that when you Import the package, that Inquisiq will look in the manifest file and create a new course and lesson based on the names set in the manifest file. If you have imported this package before then Inquisiq will create another course and lesson with the same names as on the initial import – resulting in duplicate courses – which may not be your desire. It is very common to use the Import function to create the initial course and lesson, but then for future updates, you would modify the properties of a course or lesson and make the appropriate changes, such as associating a new SCORM package with a lesson.

Courses

Overview

Courses are a fundamental and very important element in Inquisiq. They are at the top of the content hierarchy as it is courses, and only courses, in which users are enrolled. Once enrolled in a course, the user gains access to all the elements within a course, which include lessons (of several different types) and Course Materials (non-trackable documents and handouts). Lessons are covered in more detail in subsequent sections of this manual, however, it should be pointed out that lessons are individual components of a course and can be either online modules (that reference a SCORM package), or they can be live events

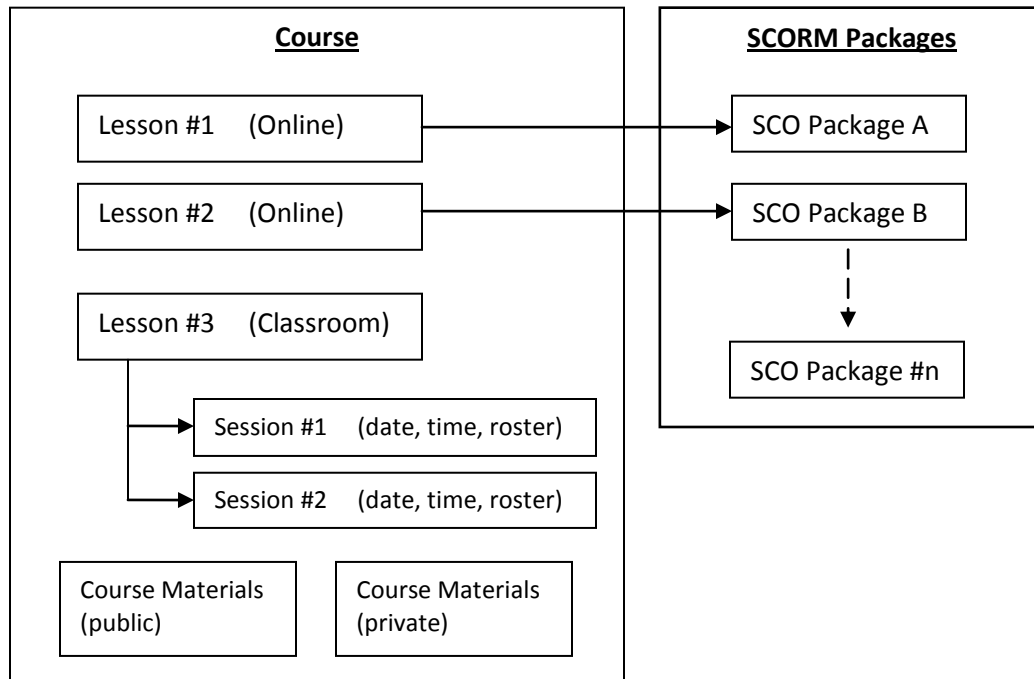
such as Classroom Lessons or Web Meetings. Lessons that are live events also need Sessions, which define a specific meeting time and place for the lesson. Students enrolled in a course that contains a Classroom Lesson will need to be assigned to, or sign-up for, a specific Session. Note that a course must have at least one lesson but typically has several.

Search

Page 1 of 1 < Previous Page Next Page > Total: 5 records

| <input type="checkbox"/> | Name ▲ | Code | Package | Credits | Published | Closed | Locked | Modify |
|--------------------------|--|------|---------|---------|-----------|--------|--------|--------|
| <input type="checkbox"/> | 5 Questions Before You Buy | - | - | 3 | | | | |
| <input type="checkbox"/> | Business Ethics: Ethical Dilemmas and the Law | - | - | 3 | | | | |
| <input type="checkbox"/> | Inquisiq Studio Introduction | - | - | 3 | | | | |
| <input type="checkbox"/> | Project Management for Non-project Managers Simulation | - | - | 3 | | | | |
| <input type="checkbox"/> | Respectful Workplace Relationships | - | - | 3 | | | | |

The following block diagram shows the structure of a typical course and the elements within it.



Creating

Courses can be created in one of two ways. The first way is for an Administrator, who has Content permissions (see the **Inquisiq R3™ Admin - Users & Groups Manual** for more on permissions), to manually create a new course. This involves manually entering in all of the course properties and setting up all of the appropriate lessons and sessions.

The second way is through the 'Import' process (see the **Importing** section of this manual). The Importing process is an Action found on the SCORM Packages screen. This process uses the package's manifest file to define the course structure. It is very common to use the Import function initially, but then to later manually modify the course or add other lessons and sessions to it.

(1) **Manual Course Creation:**

To manually create a new course go to the Administrator Menu > **Courses** screen. The Courses screen will present the list of existing courses. To create a new course, click the 'New Course' icon located in the upper-right portion of the screen. A new (blank) Course screen will appear for completion. The Course screen includes all the course information and is broken up into the following four tabs:

(a) **Properties Tab:**

Includes the course name, course code, and both short and long descriptions (the long description is titled simply "Description"). Note that the short description is used in the Course Catalog and the long description is used on the Course details screen. Both the short and long descriptions are included in the Course Catalog search and the short description is required.

(b) **Settings Tab:**

Allows you to control the state of the course as well as other access parameters including the following:

- **Published** – this setting allows you to make a course public and visible in the Course Catalog.
- **Closed** – a closed course will not allow students to self-enroll. An Administrator, however, can still enroll a student in a closed course.
- **Locked** – a locked course may not be launched by students who are currently enrolled. Note that if you lock a course it will also automatically be closed.
- **Cost** – this field is only available if the e-Commerce engine has been setup and verified (see the **Inquisiq R3™ Admin - System & Interface Configuration Manual** for more on e-Commerce). This field then allows you to specify a cost for a student to be enrolled in the course. The cost amount is displayed on the course description page.

- **Credits** – allows you to assign a number of credits associated to this course. The course credit does appear in reports but there is currently no other functionality within Inquisiq to track the credits earned.
- **Access** – The access period is the length of time that a user will have access to the course after self-enrollment. You can specify ‘No Limit’ if you want the access period to be indefinite.
- **Time Limit** – The time limit is an optional parameter that allows you to control the amount of time a user may access the course. This control is however different from the Access period as it behaves like a timer, starting when the user first launches any lesson within the course. Once initiated, the timer continues to count up until the time limit is reached – at which point the user will be forced to exit any lesson they may be in and will be denied further access to the course. Note that an Administrator can go in and change the Time Limit for any individual user.
- **Social Media** – this feature allows you to link to web sites or social media pages (Facebook groups, linkedin.com groups, Google groups, Twitter profiles, etc.). Optionally you can specify whether these links will only show up if the user has been granted access to the course. Buttons for these links will show up when accessing the course detail page from the course catalog.

(c) **Expert Tab**

Specify an expert that users may contact for information or help related to the course. You may specify an expert by selecting from existing user accounts within the system, or selecting the ‘Specified below’ option allowing you to directly enter the expert’s contact information. Note that the course expert is not necessarily the instructor of a live training event. The instructor of a live training event is specified as a property of the Session, which is explained in the Lessons > **Sessions** section of this manual.

(d) **Prerequisites Tab**

You can establish course prerequisites that will limit what course users may self-enroll in. There are two options to define course prerequisites; the first, ‘any single course selected below’, allows you to specify any one course as a prerequisite, the second option allows you to define a group of courses - all of which must be completed to satisfy the prerequisite. Note that the prerequisite does not affect the Administrator enrolling a user in a course or the automatic group enrollment (see the **Inquisiq R3™ Admin - Users & Groups Manual** for more on automatic group enrollments). The prerequisite can only be used to limit users when self-enrolling in courses through the Course Catalog.

(2) Importing From a SCORM Package

(see the SCORM Packages > **Importing** section in this manual)

Modifying

To modify an existing course go to the Administrator Menu > **Courses** screen. The Courses screen will display the list of existing courses. Click the 'Modify' icon (pencil) of the course you would like to modify. The resulting Course screen includes four tabs of course information; Properties Tab, Setting Tab, Expert Tab, and Prerequisites Tab (see the Content > Courses > Creating > **Manual Course Creation** section for a more detailed description of each tab). Once the necessary changes have been made, ensure that all required field on all tabs has been entered, then click the 'Save Changes' button to commit all modifications.

Deleting

To delete an existing course go to the Administrator Menu > **Courses** screen. Click the check box on the left side of the Course List for any course you would like to delete. Once you have selected the courses to delete, click the 'Delete Selected' link below the list. You will be prompted to confirm the deletion of the selected course(s) – click OK to complete the deletion.

Adding Course Material

(See the Courses > **Course Materials** section in this manual)

Lessons

Overview

While Learners are enrolled into courses, it is the lessons within a course that make up all of the instruction. Lessons can be either web delivered modules (SCORM-compliant) or they can be live events such as classroom instruction or web-meetings. You can define the order of the lessons and specify a variety of options on how the lessons should behave.

Types - There are four different types of lessons in Inquisiq. They are:

- **Online Lessons** - are web delivered, on-demand modules. These lessons use SCORM packages that have been loaded into the system. The user launches lessons from their Course screen.



- **Classroom Lessons** - are for live training that is taking place in a classroom setting. These types of lessons require Sessions to be setup, which specify the details of a particular instance of this lesson (such as time and place the event is to be held). An instructor is assigned to the Session and can manage the session's roster, enter attendance and even scores into the LMS.
- **Web Meetings** – similar to Classroom Lessons but held as an on-line meeting using web meeting software such as GoTo Meeting, Web-Ex, or other equivalent tools. The sessions associated with web meetings can include a URL link to join the meeting.
- **OJT Event** – this option will include online assessments for courses, but targeted for individuals who complete assessments on other users (such as a supervisor). This feature is in production and may or may not be available to your version of Inquisiq at this time.

Creating

(1) Manually Creating Lessons

Lessons are always unique to a course, so the first step in creating a lesson is to select the course to which a lesson will be joined. Select a course by going to Administrator Menu > **Courses** and click the 'Modify' icon (pencil) of the course to which you want to add the lesson. Once on the Course screen, click the 'Lessons' icon located in the Tools area (upper-right of the screen). The Lessons screen lists all of the lessons in the course along with their associated information (name, type, limit, minimum passing score, and optional settings).

To add a new lesson, click the appropriate action (based on the type of lesson you want to create):

- Add Online Lesson
- Add Classroom Lesson
- Add Web Meeting

Selecting any of the Add Lesson buttons will result in a blank Lesson details screen. The type of lesson you are creating will dictate what information requested. The following explains the details of the different properties and controls for the lessons:

1. **Name:** All lessons require a name. The lesson name must be unique within a course; however, lessons in different courses can have the same name. For example, you may decide to name a lesson "Introduction", so within a specific course there can be only one lesson called "Introduction", however, there may be many other singular lessons in other courses with the name "Introduction".

2. **Type:** This pull-down selector allows you to select the type of lesson. It will default to the type of lesson you initially created but can be changed by selecting another type.
3. **Short Description:** The short description is a required field and is used during a Catalog Search. Describe the lessons with likely keywords to help your users search for and find the lesson.
4. **Description:** The description is not required but like the short description it is used in the Catalog Search. Because a user never sees the short or long description outside of a Catalog Search, there may be no need to use the description as all useful information may be consolidated in the short description. However, both these fields exist as Inquisiq's import capability automatically reads course and lesson information from the manifest file. If the lesson description information is in the manifest file, the import process will then populate these fields.
5. **SCORM Package/Resource:** If the lesson is an Online Lesson then the lesson must point to a SCORM package. Click the 'Select Package/Resource' button to display a list of all SCORM packages in a new pop-up window. Select the correct package (click to highlight) and click the OK button. You will then be presented with a list of resources in the package to select. Click the resources that should be included (you may want to select all of the resources by holding the control key down while clicking each resource).
6. **Attempt Limit:** part of the SCORM specification requires a valid cmi.exit value that indicates how a user exiting the lesson will be interpreted by the system. As the instructions state, values of "normal," "time-out," "logout," or empty string (ie "" or no value) will mark the attempt as over and if the user has not finished, they will need to retake the lesson as completely new attempt. If the value of "suspend" is used, the lesson is essentially "paused" until the next time the user launches the course and can resume from the place they left off.
7. **Mastery / Passing Score:** The Mastery/Passing score is not required. In most cases, the passing score will be determined by the SCORM package as established when it was published from the authoring tool. However, you can use the Mastery/Passing score setting in Inquisiq to override the SCORM package setting. To do this, click the checkbox (a green check mark will appear) and type in the score as a percentage in the open text field.
8. **Maximum Time Allowed** (Online lesson only): The maximum time allowed is an optional control to specify the length of time, from first launch, that a user can access the lesson. The control has three components to it:
 - a. Select Box to enable the function.

- b. Enter in the Maximum time allowed. This must be entered in hh:mm:ss format.
 - c. Select the appropriate action to take once the time limit is met.
9. **Launch Data:** This string can be passed to the Lesson (SCORM package) when it is launched. The SCO will need to be programmed to request this data from the LMS and act on it accordingly.
 10. **Resume Options:** When a lesson (SCO) is running and then exited, it can send 'resume data' back to the LMS for storage. The next time the lesson is launched it can request the resume data and use it appropriately. One common use of resume data is to support bookmarking. Most of the time you should keep this setting on "Do not specify" – as this allows the lesson itself to control the retrieval of resume data. In some cases, however, there may be a need to force the LMS to either always or never provide resume data to the launched lesson.
 11. **Window Display Properties:** This setting has two parts. The first setting allows you to specify whether the user can resize the window in which the lesson is running. The other setting allows you to control the size of the lesson window. The width and height setting must be in pixel dimensions.

(2) As Imported From a SCORM Package

(see the SCORM Packages > **Importing** section in this manual)

Deleting

To delete a lesson from a course, you must first go to the Administrator Menu > **Courses**. From the list of courses, click the 'Modify' icon (pencil) of the course that has the lesson you would like to delete. From the Course screen, click the 'Lessons' icon located in the Tools area to display a list of lessons in the course. Select the lesson(s) to delete by clicking the checkbox on the left of each lesson, and then click the 'Delete Selected' link below the lesson list. You will be asked to confirm the action before the lesson is deleted.

Making a Lesson Optional

To make a lesson optional in a course, go to the Administrator Menu > **Courses** screen. From the resulting list of courses, click the 'Modify' icon (pencil) of the course that has the lesson you would like to make optional, then click the 'Lessons' icon located in the Tools area (upper-right of the screen) to display a list of lessons in the course.

To make a lesson optional, click the round checkmark icon in the 'Opt.' column. By default, this icon is grayed-out, meaning that the lesson is not optional and is required. When you

click this icon, it will toggle one of two states - a green checkmark if the lesson is optional and not required or a grayed-out checkmark if the lesson is not optional and is required.

If a lesson is optional then the LMS will allow the student to launch and view the lesson in “browse” mode – however, **no data is recorded** by the LMS. This means the lesson will not support bookmarking and lesson completion status and scores will not be recorded in the LMS. An optional lesson is not required to be completed or passed for a course to be completed.



| <input type="checkbox"/> | Name | Type | Limit | Min Pass | Opt. | Move | Modify |
|--------------------------|-------------------------|------|-------|----------|-----------------------|------|--------|
| <input type="checkbox"/> | 1. Introduction | | - | - | <input type="radio"/> | | |
| <input type="checkbox"/> | 2. Web Discussion | | - | - | <input type="radio"/> | | |
| <input type="checkbox"/> | 3. Classroom Discussion | | - | - | <input type="radio"/> | | |

Re-ordering

To re-order lessons in a course, go to the Administrator Menu > **Courses** screen. From the resulting list of courses, click the ‘Modify’ icon (pencil) of the course that has the lesson you would like to make optional, then click the ‘Lessons’ icon located in the Tools area (upper-right of the screen) to display a list of lessons in the course.

The order in which the lessons appear is based on the order in which they were created – however, you can reorder the lessons by clicking the **green up/down arrows** in the ‘Move’ column.

Modifying

From the **Courses** screen, click the ‘Lessons’ icon located in the Tools area in the top-right of the screen. This displays a list of the lessons that are in this course. To modify a lesson, click the ‘Modify’ button. This will then present you with the lesson properties including name, type, short description, description, and package file name. It will also allow you to access the settings for mastery score, maximum time allowed, launch data, resume options, and window display options. All of these lesson parameters are explained in more detail in the Content > Lessons > **Creating** section of this manual.

Options

To re-order lessons in a course, go to the Administrator Menu > **Courses** screen. From the resulting list of courses, click the ‘Modify’ icon (pencil) of the course that has the lesson you would like to make optional, then click the ‘Lessons’ icon located in the Tools area (upper-right of the screen) to display a list of lessons in the course.

Note that this Course > **Lesson** screen has two tabs at the top; the first one, being the default, is called 'Lessons' and is where all of the lesson parameters are shown and can be changed. The second tab is called 'Options' and allows you to control some of the behavior of the lessons within this course. The settings are:

- (1) The first option, "Require all lessons to be completed in order" requires a user to progress through all of the lessons sequentially based on the order of the lessons in the course. The LMS will not allow the user to launch a lesson until all subsequent lessons have been completed or passed. Notice that if you select this option then the next two options will automatically be selected.
- (2) The second option, "Require first lesson be completed before any other", allows you to require that the first lesson in the course must be completed before any other lesson in the course can be launched. A sample use-case is an introductory lesson that the user must view before they start any other lesson.
- (3) The third option, "Lock last lesson until all previous lessons are completed", locks the last lesson in the course so that it cannot be launched until all previous lessons have been completed. A sample use-case is a lesson that is a final exam and you do not want the users to launch this lesson until they have completed all of the other lessons first.

Sessions

Overview

It is important to understand that when you add a Classroom Lessons to a course, you are just establishing its existence and name. However, in practice, this Classroom Lesson may be taught on multiple dates and in a variety of locations. It is these specific occurrences of the Classroom Lesson that we are called Sessions.

In this sense, having multiple sessions for a given lesson are simply a way of providing the same lesson content in

multiple locations and/or dates/times. Sessions cannot be used to break up the content of a lesson into multiple parts for subsequent dates/times. Do do that you would need to create separate lessons for each separate piece of instructional content.

A Session requires a data and time along with a location, and an instructor. It will also need a roster of students who have been assigned to attend. The whole process involves creating

Details

Sessions for this lesson are listed below. You may modify the session or manage the roster, scores and statuses of these sessions.

[Add Session](#)

Page 1 of 1 | « Previous Page | Next Page »

Total: 2 records

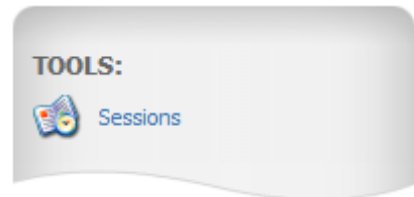
| <input type="checkbox"/> | Date | Location | Seats (Avail.) | Waiting List (Avail.) | Manage | Modify |
|--------------------------|-----------------------------|---------------|----------------|-----------------------|--------|--------|
| <input type="checkbox"/> | January 16, 2011 @ 9:00 AM | Hope, NJ | 6 (6) | 0 (0) | | |
| <input type="checkbox"/> | January 16, 2012 @ 10:00 AM | Baltimore, MD | 25 (25) | 5 (5) | | |

a course, then adding a Classroom Lesson, and then creating Sessions for your Classroom Lesson.

When a user is enrolled in a course that has a Classroom Lesson, they will be alerted to the fact that they need to select the Session they would like to attend. Of course, an Administrator or instructor can also add/delete users to a specific session. However, only students that are enrolled in the course that contains the Classroom Lesson can be added to the Session.

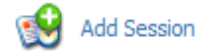
Creating

To create a Session you must first select the associated Course and Classroom Lesson. To do this, go to Administrator Menu > **Courses** and select a course by clicking the 'Modify' icon (pencil). To display the lessons in the selected course, click the 'Lesson' icon located in the Tools area in the top-right corner of the screen.



Next, select an existing Classroom Lesson (indicated by the school desk icon in the Type column) by clicking its 'Modify' icon . Now, to view the Session(s) associated with this particular Classroom Lesson, click the 'Sessions' icon located in the Tools area.

A list of all of the Sessions will be displayed. To create a new one, click the 'Add Session' icon located in the upper-right portion of the screen. This will display a blank Session properties screen where you will be prompted to enter in the data/time, location, class size, and the instructor information.



Modifying

As explained above, navigate to the specific Course and Classroom Lesson (Administrator Menu > Courses > Course Name > Lessons > Classroom Lesson Name > Sessions). Once on the **Sessions** screen, you can change the parameters of a particular Session by clicking on the 'Modify' icon to display all of the specific information about the Session. Make the appropriate changes and click 'Save Changes'.

Actions

Additionally, notice the feature available in the Actions area on the right-side of the screen, 'Duplicate Session'. This option is useful if you want to base a session on one you have already customized (i.e. perhaps there are minimal changes from one to the other like the location or date). If you select 'Duplicate Session', the resulting screen allows you to create a

new session but has all the fields filled in based on the session you were accessing the feature from. From here you would make any needed modifications to the new session and click the Save Changes button in order for the new session to be saved. If you only wanted one new session, you could click on the Done button on the resulting screen, but you can also create as many additional duplicates as you would like by clicking the Duplicate Again button and repeating the process as needed.

Deleting

Navigate to the specific Course and Classroom Lesson (Administrator Menu > Courses > Course Name > Lessons > Classroom Lesson Name > Sessions). Once on the **Sessions** screen you can delete any of the Sessions by selecting the associated checkbox on the left. This will add a checkmark to indicate the Session has been selected. To delete the selected Sessions, click the 'Delete Selected' link that is located below the list. You will be asked to confirm the deletion before continuing.

Managing (Roster, Status and Scoring)

(1) Enrolling Users

Once you have created a Session, users who are enrolled in the course that contains the Classroom Lesson can now be enrolled in the Session. To manage the Session Roster, navigate to the **Sessions** section (Administrator Menu > Courses > Course Name > Lessons > Classroom Lesson Name > Sessions). To display a list of Sessions created for this specific Classroom Lesson, click the 'Manage' icon for any specific Session. You will see that there are two tabs to access the screens related to this Session. The first tab is 'Information' and displays Session details. Click the second tab called 'Roster' to display a list of users that have been enrolled in this session. Notice that this screen shows both who has been Enrolled as well as who is currently on the Wait-List. If the date of this Session is in the **future** then you can add users to this session by clicking the 'Add Users' icon located on the upper-right side above the list. When you click the Add Users icon, a list of users that are enrolled in the course, but not yet enrolled in a Session for this lesson, will display in a new pop-up window. Select the user(s) that you want added to the Session and click OK.

 **Classroom Test : January 20, 2011 @ 11:00 AM**

 Print Roster

Information

Roster

Enrolled: Maximum Limit: 5 Users + Add User

| Name | Demote | Drop |
|---------------------|--------|------|
| 1. Callahan, Nancy | ↓ | ✖ |
| 2. Custer, Jesse | ↓ | ✖ |
| 3. Grimes, Rick | ↓ | ✖ |
| 4. McCarthy, Dwight | ↓ | ✖ |
| 5. Simmons, Albert | ↓ | ✖ |

Information

Roster

Wait-List: Maximum Limit: 1 User + Add User

| Name | Promote | Drop |
|----------------|---------|------|
| 1. Smith, John | ↑ | ✖ |

(2) Demoting and Dropping Users

From the **Sessions** screen, click the 'Manage' icon of the Session you want to modify. Click the 'Roster' tab to display all of the users that are currently enrolled in the Session. If the Session is in the future, then you can alter the roster by enrolling users (as explained above) or by demoting users from the Enrolled list to the Wait-List. To do this, click the **red down arrow** icon in the 'Demote' column of the Enrolled list for the user you want to move to the Wait-List. In a similar fashion, you can promote any user on the Wait-List to the Enrolled list by clicking the **red up arrow** in the Wait-List's 'Promote' column.





You can also drop any user from either the Enrolled list or the Wait-List by clicking the red X in the 'Drop' column of either list. Note that this will remove the user from this session but they are still enrolled in the course, and may now be added to another session.

Course Catalog




Overview

The Course Catalog presents your course offering to your users, allowing them to browse the Catalog and self-enroll in courses. You can create as many different Catalogs as you need and organize them any way you want so your users can find what they need. Catalogs can consist of other Catalogs, allowing you to create a logical hierarchy. Also, note that a course can exist in any number of different Catalogs.

ACTIONS:


-  New Catalog
-  Modify This Catalog
-  Delete This Catalog
-  Add Course(s) To Catalog

Configuration

- (1) To create, delete, or modify a Catalog, go to the **Course Catalog** section 
(Administrator Menu > Course Catalog)
- (2) There are two primary sections (tabs) on the Course Catalog page, 'Catalog Structure' and 'Options'. For the 'Catalog Structure' tab:
 - (a) In the primary window on the left-side of the page, you'll see a 'Course Catalogs' header and, below, all the Catalogs and courses that are currently contained in your instance of the Inquisiq R3™ LMS.
 - (b) In this view, Courses have this icon:  Whereas Catalogs are indicated by this icon: 
 - (c) Until you have setup a Catalog, only established courses will be visible in this list under the Course Catalog header.
 - (i) Clicking an existing Catalog icon and title reveals actions such as "New Catalog", "Modify This Catalog", "Delete this Catalog", and "Add Course(s) to Catalog".
 - (ii) Clicking the small arrow next to a Catalog will expand the Catalog to reveal the courses it contains.
 - (iii) Clicking a course within a Catalog allows you to remove the course from that Catalog.
 - (iv) Simply clicking a course outside a Catalog has no effect.
- (3) In addition to the aforementioned functionality in the 'Catalog Structure' tab, there is also the 'Options' tab at the top of the Course Catalog page. These Catalog options apply to the LMS globally. For the 'Options' tab:
 - (a) Enable Course Catalog: per the LMS description, "Leaving this unchecked means users will not be able to browse the course catalog or self-enroll in courses." So if you want users to view Catalogs and enroll in the contained lessons, this option should remain checked (as it is by default).

- (b) Enable Catalog Searching: per the LMS description, “Allows users to search the course catalog.” This option provides a Search box on the left-side of the Course Catalog page itself for users to look for keywords in your Course Catalog. This is particularly helpful, of course, if you have a lengthy Catalog list.
- (c) Enable Event Calendar: per the LMS description, “Displays the live event (web-meetings and classroom sessions) schedule.” This calendar is displayed on the left side of the Course Catalog **and** the My Account page, and is particularly useful if you schedule ‘live’ events (i.e. classroom or web meetings) within the LMS.
- (d) Require Login: per the LMS description, “Check to require users to login before they are allowed to browse or search the course catalog.” If this is not checked, users can access the Course Catalog page of your LMS before they login...allowing users to review your Catalogs and courses before they create an account. If this option is checked, users **cannot** view the Course Catalog page at all (the “Course Catalog” option is not present on the LMS menu bar), nor search the Catalog, until they login.
- (e) List Private Catalogs: per the LMS description, “Lists private catalog names for users who do not have access rather than hiding them.” If a Catalog is marked as Private (see the Public vs. Private section below), by default it is not shown in the general Course Catalog list unless a user is logged-in and has specific permission to view that Catalog. However, by checking this option, the private Catalogs will be listed for all to see, but only those users who have specific permission to access those Catalogs will be able to view, enroll, and launch the contained courses and lessons.
- (f) Hide Course Codes: per the LMS description, this hides any course codes within the public catalog view.

Creating a Course Catalog

When you first navigate to the Course Catalog page, the ‘Course Catalog’ header in the catalog list is highlighted and the ‘New Catalog’ option is available by default. To create a new Catalog, ensure the ‘Course Catalogs’ header is highlighted then simply click the ‘New Catalog’ option on the right-side of the screen, under Actions. 

- (a) A new window will pop-up with a form to complete. Enter the name of the new Catalog, whether it’s ‘Public’ or ‘Private’, a brief description of the Catalog (which will appear with the Catalog name on the Course Catalog page), and optionally a longer, more descriptive entry to be displayed when a Catalog is selected from the Course Catalog page.
- (b) Note, you can use the formatting tools below the ‘Description’ field to add bold, underlines, URLs, or even custom HTML to the long descriptions.
- (c) Once you save the Catalog, the pop-up window will close and the new Catalog will appear in the Catalog list on the LMS Course Catalog page.

- (d) Note you can also create a Catalog **within** a Catalog if you so choose. If you select/highlight an existing Catalog then select 'New Catalog', once you complete the form, the new Catalog will appear under the Catalog that was highlighted when you initiated the creation process.
- (e) Also note that, once created, Catalogs cannot be moved. If a Catalog needs to be moved, say from within one Catalog to another, it currently must be deleted from the current location and recreated in the new location.

Public vs. Private

When creating or modifying a Catalog, you can specify a 'Public' or 'Private' setting. 'Public' is the default, meaning the Catalog will appear in the Course Catalog page for all users (assuming the Course Catalog page is enabled, see the 'Configuration' subsection).

Selecting 'Private' for a Catalog will restrict access to that Catalog to only those users or groups who are explicitly granted permission to those Catalogs. A Catalog must be created and set as 'Private' first **before** such user/group access can be established (see the **Granting / Revoking Private Catalog Access** section of the **R3 Admin - Users & Groups Manual**).

Modifying a Course Catalog

Navigate to the **Course Catalog** page in the **Administrator** section and select the Catalog you want to modify. Note the additional Actions that appear on the right. Select 'Modify this Catalog'.

The items that can be modified are limited to exactly the same items presented when the Catalog was created. Adjust as needed and save.

Deleting a Course Catalog

Navigate to the **Course Catalog** page in the **Administrator** section and select the Catalog you want to delete. Note the additional Actions that appear on the right. Select 'Delete this Catalog'.

A confirmation prompt will appear for you to verify the Catalog deletion. Selecting 'OK' will delete that Catalog (none of the courses within that Catalog will be deleted, just the Catalog 'folder' itself). Selecting Cancel will leave the Catalog intact.

Inserting / Removing Courses

Once a Catalog is created, courses then need to be assigned to that Catalog. An empty Catalog doesn't serve much purpose! Navigate to the **Course Catalog** page in the **Administrator** section and select the Catalog to which you want to add courses. Note the additional Actions that appear on the right. Select 'Add Course(s) To Catalog'.

A new window will pop-up with a Search box and a list of all courses currently in your Inquisiq R3™ LMS. Select the course, or courses, you want to add then click the OK button. You can select more than one course by holding down the 'Ctrl' key when clicking on a course.

Note the 'Select: All or None' option at the bottom for quick selection or deselection. Also note you can search the list of courses from the Search field at the top of the new pop-up window. Results that match your search terms will appear in the main window list. If you want to return to the entire course list, click 'Clear'.

Once you click OK, you will be returned to the main Course Catalog page where the new Catalog now contains the courses you selected. Courses are ordered within a Catalog in alphabetical order; the course order cannot be altered at this time, so plan accordingly when naming the courses (i.e Perhaps preface with 01, 02, etc.).

To remove a course from a Catalog, simply open (double-click) a Catalog then select (single-click) the course you want to remove. Note the 'Remove Course from Catalog' Action that appears on the right. Clicking that Action will display a confirmation dialog. If you click OK, the course will be removed. If you click Cancel, the course will not be removed.

Note that removing a course from a Catalog only does exactly that, removes it from the Catalog – the course itself still exists in the LMS and is not removed from any other listing or Catalogs.

Also note you can use a course in more than one Catalog. There is no limit to the number of Catalogs in which a particular course is used.

Granting / Revoking Access

(see the **Granting / Revoking Private Catalog Access** section of the **R3 Admin - Users & Groups Manual**)

Course Materials

Overview

The Course Materials section is a convenient location to add additional course resources that may complement your course. Course materials such as whitepapers, reference manuals, PowerPoint slide shows, photos and videos are common additions. You may attach any type of standard file (i.e. doc, pdf, ppt, jpg, etc.) Course materials will appear in both the catalog listing for the course in the course description (if the course materials were made public), and once enrolled, they will appear in the lesson launch area of the user's **My Account** screen.

The screenshot shows the 'Details' section for course materials. It includes a 'New Course Material' button with a green plus icon. Below is a pagination bar showing 'Page 1 of 1' and 'Total: 1 record'. The main table has the following structure:

| <input type="checkbox"/> | Name ▲ | File | Size | Private | Modify |
|--------------------------|--------------------------|--|--------|---------|--------|
| <input type="checkbox"/> | Safety Course References | Slide 4 - Explosives Regulations YUKON.pdf | 231 KB | | |

Adding / Uploading

To upload and add course materials, go to the **Courses** section (Administrator Menu > Courses) to display a list of the existing courses. Click the 'Modify' icon (pencil) on the right side of the course you would like to add course materials to. In the 'Tools' area, in the upper-right corner of the screen, click the 'Course Materials' icon. This will bring you to the Course Materials overview page for the selected course and display a list of existing course materials. If no materials exist, it will show "no records found". To add new course materials, click the 'New Course Material' icon in the upper-right corner of the screen. This displays the **Course Materials** screen where you will find three (3) required fields to complete (name, access, and file type). You must complete each field. Type in a name for the course materials, select your access to be public or private (see below), then click the 'browse' button and locate your file. Once you have located your file, either single-click on the file then click "open", or double-click the file to add the file's path into the 'File' field. When ready, click the 'upload' button. You will see "Initializing Transfer" then "Upload Complete" if successful and a file and size description will display. Click 'Save Changes' to save your course materials. A green "Done" banner will display on the screen noting that your course materials have been successfully saved.

Public vs. Private

When you create your course materials, you will be given a choice called “Access” with ‘Public’ or ‘Private’ options. If the “Private” option is selected, the course material will only display for those users who are enrolled in the course, and will only appear when they go to launch a lesson from their My Account page.

If the “Public” option is selected, the course materials will be available in the Course Catalog description. If you allow access to the Course Catalog on your home page, these resources will be accessible by anyone, even without logging in to the LMS. The courseware material will also be available for any user enrolled in the course, which will be located with the course description on the left side of the lesson launch screen in a user’s **My Account** page.

Modifying

To modify existing course materials, go to the **Courses** section (Administrator Menu > Courses). A list of your existing courses will be shown. In the list of existing courses, click the ‘Modify’ icon on the right side for the course to which you would like to add materials. Then, in the Tools area in the upper-right area of the screen, click the ‘Course Materials’ icon to display the course materials overview page for the selected course. Find the course material you want to modify in the list and click the ‘Modify’ icon (pencil) on the right side. In this menu, you are only given the choice to rename your existing file or change the access. If you want to change the file, you will need to delete that specific course material (see below). Once you have changed the name and/or access, click the ‘Save Changes’ button to save your modified course materials. A green “Done” banner will display on the screen noting the course materials have been successfully saved.

Deleting

If you want to permanently delete a course material item, or change the existing file of current course material, use the Delete function. To delete existing course materials, navigate to the **Courses** section (Administrator Menu > Courses). From the list of existing courses click the ‘Modify’ icon (pencil) on the right side for the course you would like to remove course materials from. From the ‘Tools’ area, click the ‘Course Materials’ icon. Find the course material you want to delete from the resulting list and click the checkbox on left side of the targeted material, then click the ‘Delete Selected’ link. A message will appear saying “Are you sure you want to delete the selected course materials?” Click the OK button to confirm. Once complete, a green “Done” banner will display on the screen saying the course material has been successfully deleted.

Coupon Codes



Overview

Coupon codes are generally used to give discounts to users who are self-enrolling in courses. As an Administrator, you create a Coupon Code and then give it to users, who will then enter the Coupon Code into the payment form when they self-enroll in a course (assuming the course has an associated cost). Coupon codes can take many different forms. For example, they can be for a fixed price reduction or a percentage off. They can also be limited in terms of the number of times they can be used and what Courses they can be applied to.

Search

[New Coupon Code](#)

Page 1 of 1 << Previous Page Next Page >> Total: 1 record

| <input type="checkbox"/> | Code ▲ | Discount Value | Total Uses Allowed | Uses Remaining | Modify |
|--------------------------|--------|----------------|--------------------|----------------|--------|
| <input type="checkbox"/> | abc321 | Free | 5 | 5 | |

Creating Coupon Codes

To create a coupon code, navigate to the **Coupon Code** section (Administrator Menu > Coupon Codes). On the resulting Coupon Codes screen, a list of all coupon codes (if any exist in the system) are displayed along with their specific details; the Code itself, it's Discount Value, Total Users Allowed, and Uses Remaining. From this screen you can also search among the coupon codes, modify or delete existing coupon codes, or create new coupon codes.

Click the 'New Coupon Code' icon in the upper-right portion of the screen to display a resulting screen where you can setup the new coupon code. This screen presents all options on one page (no tabs) and has no associated Actions. The options are:

1. Code – enter in whatever alphanumeric string you would like your coupon code to be. Consider how you may want to structure your codes, such as a group name followed by a course code (i.e. 'customer-course#').
2. Uses Allowed – total number of times this coupon code can be used. Each time a user enters the code into the payment/registration page, this number will decrement by one. Once the total number of uses is reached, the code will no longer be valid.

3. Times Used – will display how many times this coupon code has been used.
4. Discount Type – choose between ‘Free’, ‘New Course Price’ (if selected, enter a new cost for the course), ‘Price Off’ (if selected, enter the discounted course price), or ‘Percentage Off’ (if selected, enter the discounted course percentage).
5. Courses – choose between ‘any course that is in the course catalog’ and ‘only the course(s) selected below’. If you choose the latter, the list of all LMS courses will be available where you can select any number of the listed courses to which this coupon code will apply (use ctrl-click to select more than one course).
6. Comments – enter any comments here that may help you remember the purpose of the code, a history, or whatever other key phrases you may find helpful.

Be sure to click ‘Save Changes’ when you have completed setting up the new coupon code, after which you will be returned to the main coupon code screen where this new code has been added to the list of coupon codes in the LMS.

Editing Coupon Codes

To modify a coupon code, navigate to the **Coupon Code** section (Administrator Menu > Coupon Codes) to view a list of all coupon codes in the system. Click the ‘Modify’ icon (pencil) next to the code you want to modify. The resulting page will show you all the same options as when you created the coupon code. Refer to the ‘Creating Coupon Codes’ section above for specifics of those options. Note that changes to a coupon code are **not** retroactive against users and account that have already used the code. Once a code is used, the benefits of that code cannot be revoked by changing the properties of that code.

Deleting Coupon Codes

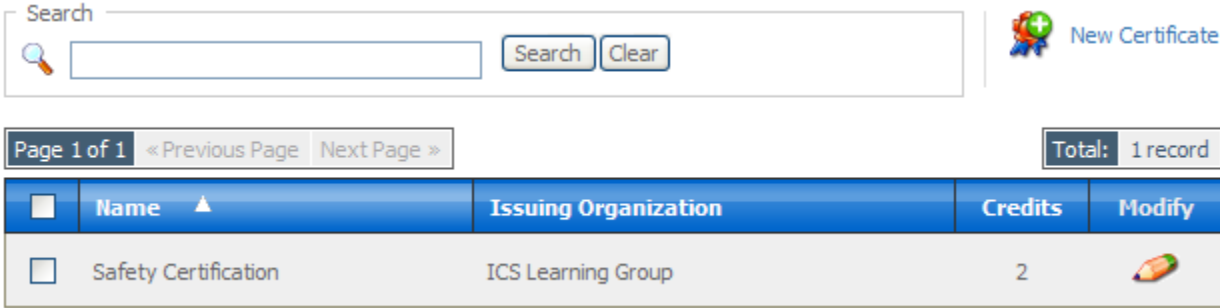
To delete a coupon code, navigate to the **Coupon Code** section (Administrator Menu > Coupon Codes) to view a list of all coupon codes in the system. Click the checkbox to the left of the code(s) you want to delete, and then click the ‘Delete Selected’ link at the bottom of the list. You will be asked to confirm the selections and the deletions will be performed when you click OK. Note that if you delete a coupon code, even if it has ‘uses remaining’, the code will no longer be accepted by the LMS.


Certificates

Overview

You may want present users with certificates rewarding their achievements. With Inquisiq R3™, you can create custom certificates with a variety of options and assign those certificates to courses. When a user completes a course (by completing/passing all required lessons within that course) and a certificate is awarded, or if an Administrator manually awards a certificate to a user, the certificate appears to the left of the user's My Account page in a section titled 'My Certificates'. From that **My Certificates** section, users can view and print any certificate they have been awarded.

Certificates can include much of the information that is stored in the user's account as well as information related to the certificate itself. All visual representations and printing functionality in relation to certificates are done using Adobe Flash. Currently, you and your users must have the Adobe Flash Player installed in order to view or modify certificates.



| <input type="checkbox"/> | Name ▲ | Issuing Organization | Credits | Modify |
|--------------------------|----------------------|----------------------|---------|---|
| <input type="checkbox"/> | Safety Certification | ICS Learning Group | 2 |  |

Creating Certificates

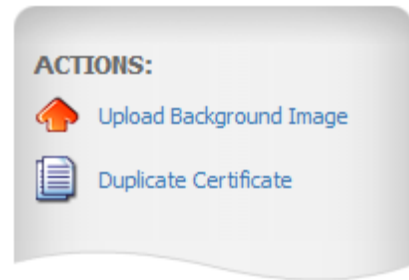
To create a certificate, navigate to the **Certificates** section (Administrator Menu > Certificates). On the resulting Certificates screen, a list of all certificates (if any exist in the system) are displayed along with their specific details; the Name itself, the Issuing Organization, and any associated credits. From this screen you can also search among the certificates, modify or delete existing certificates, or create new custom certificates.

Click the 'New Certificate' icon in the upper-right portion of the screen to display a resulting screen where you can setup the new certificate. This screen includes three tabs, 'Properties' (the default screen), 'Image and Layout', and 'Requirements'.

Actions

Additionally, notice the features available in the Actions area on the right-side of the screen, 'Upload Background Image' and 'Duplicate Certificate'. The first, 'Upload Background Image'

allows you to upload any JPEG file you'd prefer to be the certificate background. These images should meet a 4x3 aspect ratio (i.e. 800x600, 1024x768, etc) in order to retain their perspective when printed. The longest dimension should be no greater than 2880 pixels (tall or wide). For best results, the recommended resolution is 2800x2100 pixels.



Once you have selected and uploaded your new background JPEG, the upload process will begin, and then notify you when it is complete. Your new background image will now be available in the 'Image and Layout' tab (more on that below).

The 'Duplicate Certificate' option is useful if you want to base a new certificate on one you have already customized (i.e. perhaps there are minimal changes from one to the other). If you select 'Duplicate Certificate', the resulting screen shows a thumbnail image of the certificate you are about to make a copy of, and asks for a name of the new copy. Type the name of the new certificate in the 'Save As' field, and then click 'Save Changes'. Once clicked, you will be returned to the **Certificates** screen which will display a list of all certificates in the system, including the one you just duplicated.

Tabs

On the first **Properties** screen, note that the Name is required. No other fields except that Name field, however, are required – so once a name is entered, you can save the certificate with the default options (it will not be assigned to a course at this time).

To create a more useful certificate, consider the remaining options – all of which can be displayed on the certificate:

7. **Credits:** enter any number here to set a credit value for the certificate. Note at this time, there is no robust method to track and organize certificate credits within the LMS system.
8. **Expiration:** set expiration here for when the certificate expires, if any. If no expiration, check the 'Certificate does not expire' option. If you change an expiration timeframe, check the 'Update previously awarded certificates to reflect this expiration criteria' option – so any certificates users have been previously awarded will reflect the changes you make here – if so desired.
9. **Issuing Organization:** enter whatever name or organization you'd like in this field (i.e. your company name, professional organization, or an accrediting body).

10. **Description:** enter anything here that helps describe the certificate and note the styling tools under the field for bold, italic, font changes, etc.

Click the 'Save Changes' button when done and move on to the 'Image and Layout' tab.

The 'Image and Layout' tab is where you setup the background image for the certificate and the layout of the desired data on the certificate itself. If you have not uploaded a custom background image, then the default Inquisiq certificate background displays when you select this tab.

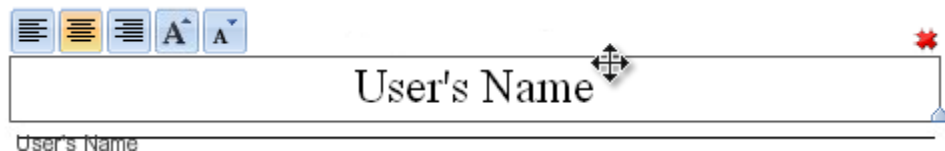


Regardless of whether it's the default background or a custom image once you've selected the 'Image and Layout' tab. Click the background image for a pop-up menu allowing you to select and place various data elements around the certificate. Note the 'Menu' option in the top-left corner of that pop-up certificate window.

Roll your cursor over that option for several selection choices, including User's Name, Certificate Name, and Issuing Organization (among many others). Select which fields you would like to add to the certificate and click the 'Add' button. Note you can also add your own label, but that label will be 'static' and likely not tied to any user data in the LMS.

Once those data elements appear on the certificate, roll your cursor over those elements for additional options, such as placement and text format.

These options allow you to select the specific data elements, captured by the LMS, to appear on the certificate – as well as allowing you to place those elements as you desire which, in turn, allows you to use whatever background you prefer for the certificate itself. When you are done modifying the certificate layout, close the pop-up certificate window and be sure to click the 'Save Changes' button to commit those changes.



The 'Requirements' tab is where you choose the criteria for a user to be awarded your certificate. Per that Requirements' page instructions, you can "Award this certificate upon completion of" either one or several courses.

Select the proper option, either "any single course selected below" or "all courses selected below", then choose the course(s) that apply from the list that displays all courses currently published in your LMS.

When done, click the 'Save Changes' button to commit those requirements.

Editing Certificates

To modify a certificate, navigate to the **Certificate** section (Administrator Menu > Certificates) to view a list of all certificates in the system. Click the 'Modify' icon (pencil) next to the certificate you want to modify. The resulting page will show you all the same options as when you created the certificates. Refer to the 'Creating Certificates' section above for specifics of those options. Note that changes to a certificate may or may not be retroactive against users and accounts that have already been awarded that certificate (see the **Users > Certificates** section in the **R3 Admin - Users & Groups Manual** for more on changes that can be made on awarding or revoking certificates).

Deleting Certificates

To delete a certificate, navigate to the **Certificates** section (Administrator Menu > Certificates) to view a list of all certificates in the system. Click the checkbox to the left of the certificate(s) you want to delete, and then click the 'Delete Selected' link at the bottom of the list. You will be asked to confirm the selections and the deletions will be performed when you click OK. Note that if you delete a certificate, users who have already been awarded that certificate will **retain** their certificate. To remove a certificate from a user, you must revoke the certificate (see the **Users > Certificates** section in the **R3 Admin - Users & Groups Manual** for more on changes that can be made on awarding or revoking certificates).