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Mitechsoft LearningCube System User's Manual (version 1.0)

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Welcome to Mitechsoft LearningCube

Mitechsoft LearningCube is a web-based fully integrated e-learning solution which provides members of the community with tools to develop, implement and share effectively the use of technology to improve their intra- and inter-organizational learning process.

All users who have their accounts in the Mitechsoft LearningCube system will be able to subscribe to courses (portfolios) available in their learning resources (L-Center). Selected users such as lecturers or administrators will be able to create and manage these portfolios from anywhere in the world. Portfolios may be in the form of courses, projects, tasks, clubs, communities and so forth.

The portfolio owners have full capability to manage their portfolios. They may also assign other subscribers to have certain roles in managing their portfolios.

User perspective

Portfolio Information
Announcements
Notes
Documents
Forum
Learning Track
Links
Reference
News
Assignments
Assessments

Portfolio owner's view of the Manager menu

Announcements Manager
Notes Manager
Documents Manager
Forum Manager
Learning Track Manager
Links Manager
Multimedia Manager
Reference Manager
News Manager
Assignment Manager
Assessment Manager
Question Bank Manager
Quiz Manager
Survey Manager
Grade Manager
Survey Result Manager
User Manager
User Portfolio Page

Facilities provided for each individual portfolio:

- (i) Announcements Management facility
- (ii) Notes Management facility
- (iii) Documents Management facility
- (iv) Forum Management facility
- (v) Learning Track Management facility
- (vi) Link Management facility
- (vii) Multimedia Management facility
- (viii) Reference Management facility
- (ix) News Management facility
- (x) Assignment Management facility
- (xi) Assessment Management facility
 - Quiz
- (xii) User Management facility

(i) Announcements Management facility

Announcements can easily be done and managed by the portfolio owners via this module. Besides, announcements on other activities such as new quizzes may automatically be displayed via this module with or without owner's intervention.

(ii) Notes Management facility

Accessing information via LearningCube Notes module is easy and enjoyable. Notes in various forms such as notes with text, images, sounds, videos etc. can be displayed completely in this module. The arrangement of notes in the "Table of Contents" format enables information to be retrieved smoothly and efficiently. The capability to create and edit notes in the "What You See is What You Get (WYSIWYG)" format enables the portfolio owners to manage their notes smoothly. No knowledge on HTML is needed. The capability to do text-formatting functionality as in an ordinary word processor has made Mitechsoft LearningCube System an extraordinary intelligent learning solution for the community.

Subscribers to the respective portfolios will be able to view the notes available by using an intelligent "notes viewer" application that has been provided within this facility. These subscribers may also enter their personal notes in each page of the notes that they are reading in the 'My Notes' facility provided.

(iii) Document Management facility

Documents such as lecture notes, slide presentations, images, artworks or any other documents may be uploaded and managed effectively by the respective portfolio owners. Subscribers to the portfolio will be able to download these documents from anywhere around the world. This facility enables the portfolio owners to manage their documents irrespective of their types and natures.

(iv) Forum

Discussion on any issues related to the available courses (portfolios) is smooth and effective by using this module. Portfolio owners have full capability to manage unlimited number of topics in these forums. Posting to the forums can be accompanied by images, emoticons and is also associated with text formatting capabilities.

(v) Learning Track Management facility

This facility enables tracking of learning materials such as notes, quizzes and the like within the system. Materials which are included in this process will be monitored accordingly and the reports can be easily obtained by the portfolio owners whenever needed.

(vi) Links Management facility

Portfolio owners may display all available Internet links in relation to their respective portfolio. Users who subscribe to the portfolio may directly click to the specified links in order to access directly to the web site without logging out of the LearningCube system.

(vii) Multimedia Gallery

Multimedia files such as images, audio files and video files may be uploaded and managed effectively by the portfolio owners via this facility. These files can be used in creating notes, creating questions in the Assessment module and utilizing other related modules.

(viii) Reference Management

Information on reference items for the respective portfolios such as books, CD, and so on can be provided by the portfolio owner via this module. Images of the item together with the information of the writer, publisher and price information can be provided here.

(ix) News Articles Management

Managing news in relation to the respective portfolio is easy and effective via this module. News posted in this module will be accessible by all subscribers of the respective portfolio.

(x) Assignments Management facility

Portfolio owners may provide and manage all assignments that are related to their portfolios from this module.

(xi) Assessment facility

Portfolio owners may create and manage questions at the LearningCube Assessment module. These questions may be utilized repeatedly in the quiz conducted. All of these questions will be kept in the database to be utilized again in the future. Subscribers will be able to take the quiz as assigned by portfolio owners.

Questions created may be in the forms of:

- (i) Fill in the blank
- (ii) True or False
- (iii) Multiple Choice
- (iv) Multiple Answer
- (v) Matching
- (vi) Ordering
- (vii) Short Essay

Ability to manage various types of questions has made this assessment facility to be almost similar to the conventional method of questions management. Questions in the respective question blocks may be created in the "open-based" form of questions or referential questions based on certain pictures, object etc. This facility has reduced the need to provide intensive training to the users in order to manage the provided modules. Such a user-friendly method of application usage is a very critical issue in most organizations.

Portfolio owners are capable to decide on the marks to be given for true answers. Furthermore, facility to deduct marks on answering incorrect answer is also provided in this module. Subscribers/ students who obtain correct answer may be given certain messages and those who are not capable to answer correctly will be given another message as defined by the portfolio owner.

Multiple functions are available in managing these quiz facilities. Portfolio owners may display certain quiz at a certain time and date only. Duration of the quiz taken can be specified and controlled. In addition to that, specific password may also be set-up for the subscribers to take the quiz. Only those who know the password will be able to sit for the quiz. Subscribers may obtain results of the quiz immediately after the period ends. The actual answers can also be compared immediately.

Randomization of questions on a user basis is provided in this system. Besides, shuffling of questions is also provided on a user basis. Various sessions of similar quiz may be conducted repeatedly and facility to provide different quiz to different group of users is also available.

(xi) User Management

Managing users for the system is smooth and easy. All management functionalities are provided in a web-based user interface. Users who have their account in the system will have definitive roles as decided by the System Administrator. Changing of user access capability or role is easy and can be done repeatedly.

Portfolio owners have full capability to manage users who subscribed to their portfolios. They may accept, deny or remove these users as they like. They may also invite certain users directly by enabling them to join their portfolio. Portfolio owners may also allow certain users to have various levels of management capabilities to manage various modules within their own portfolios. This facility is not only restricted to users within the internal LearningCube system but is also provided to users who subscribe to the portfolios via the LearningCube Portal system.

Portfolio Management facilities

Users who are given the capability to create and manage their own portfolios will be able to create these portfolios at the "My Portfolio" web page and perform all of the management tasks at the Portfolio Manager facility.

Browsers

This application is best viewed and managed by using Internet Explorer 5.5 and above.

What is the purpose of the Mitechsoft LearningCube System User's Manual?

Mitechsoft LearningCube System User's Manual can help you to get up and run quickly with Mitechsoft LearningCube System. It explains the features of Mitechsoft LearningCube System and the associated applications, provides step-by-step instructions for using the system and performing the most common tasks, describes Mitechsoft LearningCube System tools and functions. Since a single book cannot be an exhaustive reference for every application in Mitechsoft LearningCube System, this User's Manual is designed to be a companion to the Mitechsoft LearningCube System online Help.

Mitechsoft LearningCube System User's Manual is designed for both new and experienced computer users. If you are new to computers and e-learning applications, you can use this User's Manual as a foundation to your learning. If you are familiar with computers and e-learning applications, you can use this User's Manual to learn more about what Mitechsoft LearningCube System offers you.

What is in this User's Manual?

- Chapter 1 Welcome to Mitechsoft LearningCube System
- Chapter 2 Introduction to Mitechsoft LearningCube System
- Chapter 3 Using Portfolios
- Chapter 4 Managing Portfolios

What you need to know

This User's Manual assumes that you know the basics of your computer. It also assumes you know how to point, click, and drag with a mouse and use keyboard. This documentation also assumes that you are using Internet Explorer 5.5 and above for your Internet browsing.

Documentation conventions

Before you start using Mitechsoft LearningCube System User's Manual and the online Help, it is important to understand the documentation conventions. By reviewing these conventions, you will be able to use the documentation more effective

The following conventions are related to using the mouse:

When you see this	Do this
Click	Press the primary mouse button (usually the left)
Double-click	Quickly press the primary mouse button twice
Right-click	Press the secondary mouse button (usually the right mouse button)
Enable the [Y] check box (Highlighting the button/ box)	Click the [Y] check box to place a check mark or an 'X' inside the box.
Disable the [Y] check box (Do not highlight the button/ box)	Click the [Y] check box to remove check mark or an 'X' inside the box
Select text	Click and drag to highlight text
Right-click, and click Paste (Copy and Paste)	Click the right mouse button, and click the Paste command in the submenu that appears

The following conventions are related to keyboard actions:

When you see this	Do this
Press ENTER	Press the Enter key on your keyboard
CTRL+SHIFT	Press the Control key and the Shift key at the same time
Copy	Select the text and press CTRL+C to copy
Paste	CTRL + V to paste
Cut	CTRL + X to cut
Undo	CTRL + Z to undo

Web editor facility


















Mitechsoft LearningCube System enables you to edit your documents in 'What You See is What You Get (WYSIWYG)' format. This facility is available in:


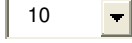



- Notes facility
- Forum facility
- Reference facility

- News facility
- Assignments facility
- Assessment facility

Convention used for this facility is mentioned below:



-  This facility enables you to cut the chosen text. The cut text can be reused by using "Paste" facility.
-  Copy: Copies the selection to the Clipboard.
-  Paste (Edit menu): Inserts the contents of the Clipboard at the insertion point, and replace any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.
-  Paste as plain text
-  Undo (Edit menu): Reverses the last command or deletes the last entry you typed. To reverse more than one action at a time, click the arrow next to, and then click the actions you want to undo. The command name changes to 'Can't Undo' if you cannot reverse the last action.
-  This is a "Redo" facility. It will cancel the "undo" effect.
-  This is a "Find" facility
-  This facility enables you to **Bold** the chosen text.
-  This facility enables you to make the chosen text *Italics*.
-  This facility enables you to Underline the chosen text.
-  Align Left (Formatting toolbar): Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.
-  Centre (Formatting toolbar): Centres the selected text, numbers, or inline objects.
-  Align Right (Formatting toolbar): Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.
-  Numbering: Adds numbers to or removes numbers from selected paragraphs.
-  Bullets: Adds bullets to or removes bullets from selected paragraphs.
-  Decrease Indent: Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.
-  Increase Indent: Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.
- Insert Image: Links to images can be inserted here. The default is your personal WMS folder.

-  Hyperlink: Inserts a new hyperlink or edits the selected hyperlink.
-  Font Size: Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.
-  Font: Changes the font of the selected text and numbers. In the Font box, select a font name.
-  This facility enables you to change the colour of the chosen text.
-  This facility enables you to change the colour of the background of the

We want your feedback

If you have comments or suggestions about Mitechsoft LearningCube User's Manual, you can e-mail them to support@mitechsoft.com or mail them to the address provided. Unfortunately, we may not be able to respond to your message individually.

2. Introduction to Mitechsoft LearningCube (version 1.0)

2.1 Portfolio

Understanding the meaning of Portfolio

Portfolio is an object created by the user that can be subscribed by other users within the LearningCube system. This object may be in the form of courses, projects, clubs, association etc. Once created, it will be accompanied by multiple functionalities related and dedicated to the respective portfolios. These functions are:

- Announcement
- Notes
- Documents
- Forums
- Learning Track
- Links
- References
- News
- Assignments
- Assessments

Users who subscribe to the portfolios will be able to obtain these facilities available in the respective portfolios. The portfolio owners may manage all of these facilities via Portfolio Manager as follows:

- Announcement Manager
- Notes Manager
- Documents Manager
- Forums Manager
- Learning Track Manager
- Links Manager
- Multimedia Manager
- References Manager

- News Manager
- Assignments Manager
- Assessments Manager
 - o - Question Bank Manager
 - o - Quiz Manager
 - o - Grade Manager
- User Manager

1. Announcement Manager

This facility will enable the portfolio owner to manage announcements related to his portfolio. Any announcement created by the portfolio owner will be viewed by the users who subscribe to the respective portfolio.

2. Notes Manager

This facility enables the portfolio owner to create and manage notes related to the portfolio. He may also assign other users to co-manage the notes together with him via the User Manager facility. These notes will be accessible by the users who subscribe to the portfolio whenever they want.

3. Documents Manager

This facility enables the portfolio owner to upload documents in whatever format he wants to his portfolio. Users who subscribe to the portfolio will be able to download these notes whenever they want.

4. Forums Manager

This facility enables the portfolio owner to manage forums among users subscribed to his portfolio.

5. Learning Track Manager

This facility will enable the Portfolio owner to track the use of the learning contents provided in his/ her portfolios.

6. Multimedia Manager

This facility enables the portfolio owner to upload images, flash files, video files etc. that he may use in other facilities such as in making notes, questions for quiz etc.

7. References Manager

Portfolio owner may use this facility to display reference books or articles for the benefit of the subscribed users.

8. News Manager

Portfolio owner may display any related news for the benefit of the community.

9. Assignments Manager

Portfolio owner may post any assignments in relation to the portfolio. Subscribed users will be able to see these assignments immediately once they log-in to the system.

10. Assessments

This facility enables the portfolio owner to manage his question and to conduct quizzes among members subscribed to his portfolio.

11. User Manager

Portfolio owner will be able to manage the profile of users who subscribe to his portfolio. He may even assign certain role to certain user to manage some of the available modules.

2.2 L-Desktop

Introduction to L-Desktop

This is the first page that you will see once you click on the L-Cube icon available in the Mitechsoft LearningCube system. This page is divided into two major sections. On its left side is the section which is called "Portfolio Owned". This facility displays all the portfolios that you own. Whereas on the right side, there is a section named "Portfolios Subscribed". This facility displays all portfolios that you have subscribed.

In "Portfolio Owned " section, all of the portfolios are displayed with the following information:

- Portfolio name
- Status of the Portfolio
- Numbers of unmoderated subscribers

In "Portfolios Subscribed" section, all of the portfolios subscribed are displayed with the following information:

- Portfolio name
- Portfolio Owner
- User status. It can be either be "enable", "pending" or "disable".

There is also an "Unsubscribe" button near these portfolios. You may click this button whenever you want to unsubscribe to the chosen portfolios.

2.3 Portfolio

Introduction to Portfolio icon



This facility is the main page for you in order to manage your portfolios. However, you may also manage your portfolios via L-Desktop page. In "Portfolio" page, you will be shown the list of portfolios that you own. You may manage, modify or delete these portfolios whenever you like.

Portfolios that you own will be listed here. The following information is available for each of the portfolio.

- Course ID
- Name of the portfolio
- Subject Area
- Discipline
- Status: Available or Unavailable
- Available in Resource center or not
- Moderate subscriber or not
- Date created
- Description

2.4 L-Center (LearningCube Resources)

Introduction to L-Center



L-Center (LearningCube Resources) is a place where information on all available portfolios may be obtained. You may access to this facility by clicking on the "Resources" icon on the Navigation Bar of your LearningCube system.


Information available for each portfolio is:



- Portfolio name
- Portfolio ID
- Subject Area
- Subject Category
- Description of the portfolio
- Portfolio Owner
- Date created


You may subscribe to the portfolios by clicking on the "Subscribe" button on the right hand side of the respective portfolio.



3. Using Portfolios of LearningCube System

List of available portfolios can be viewed at the L-Center (LearningCube Resources) by clicking on the "L-Center" icon at the Navigation Bar of the LearningCube system. You will be able to see the status and description for each portfolio and you may subscribe to these portfolios from here.

 21. **KU1032 :: Introduction to IT**

Subject Area: Computer / Information Technology	Discipline: General
Moderate Subscriber: No	
Introduction to IT	
 created by : Idris bin Takyan	 Wednesday 30 October 2002

 22. **Linux :: Linux Commands**

Subject Area: Computer / Information Technology	Discipline: Networking
Moderate Subscriber: No	
Linux Commands are very easy and useful for all staff.	
 created by : Sayed Mohammad Roohani	 Saturday 26 April 2003

On the right side of each portfolio, there is a button "Subscribe" which needs to be clicked in order to subscribe to the respective portfolio. Once you click on this button, there will be a message prompted out as follows: "Are you sure you want to subscribe to this portfolio (Portfolio ID)?" If you click "Yes", then the registration process will proceed. Further process will depend on whether the portfolio concerned is a moderated or un-moderated portfolio. If it is a moderated portfolio, you will be given the following page:

Portfolio Subscription

Maklumat Asas Sains-Kaedah Pembelajaran Sains Tingkatan 4 [MAS-4] by hamzah@esekolah.net

Kaedah pembelajaran sains yang berkesan untuk pelajar-pelajar yang akan mengambil peperiksaan PMR dan SPM. Sistem pembelajaran ini meliputi kaedah hafalan, kaedah menjawab soalan peperiksaan dan teknik pengambilan nota dan lain-lain.

Created Sunday 07 July 2002

This is a **moderated subscription portfolio**. Your subscription request will be forwarded to the portfolio owner/moderator. This portfolio will only be accessible when your application are granted by the owner/moderator.

Your Subscription request for this portfolio has been forwarded.

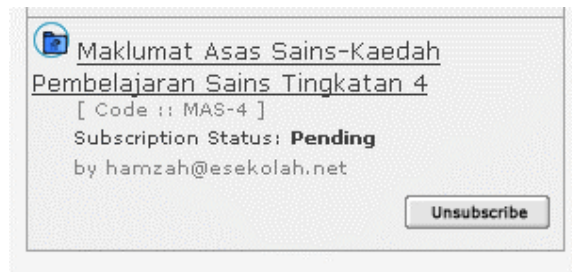
If the portfolio is not moderated, the message will be as follows:

Portfolio Subscription

Linux Commands [Linux]	by sayed@ihсан.com
Linux Commands are very easy and useful for all staff.	
Created Saturday 26 April 2003	

Your Subscription request for this portfolio has been forwarded.

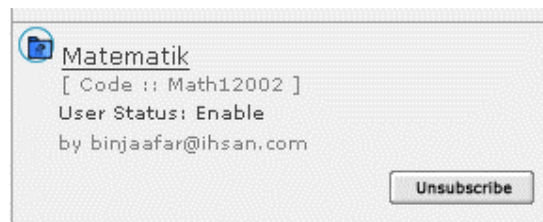
You will only be able to use this portfolio once its owner has given permission to you via "User Manager" module in the respective portfolio. While waiting for the approval, you can already see the presence of this portfolio at your "L-Desktop" page. However, status of the portfolio is still pending as follows:



Maklumat Asas Sains-Kaedah
Pembelajaran Sains Tingkatan 4
[Code :: MAS-4]
Subscription Status: **Pending**
by hamzah@esekolah.net

Unsubscribe

Once it has been enabled by the portfolio owner, you will be able to see the status is "Enable".



Matematik
[Code :: Math12002]
User Status: **Enable**
by binjaafar@ihсан.com

Unsubscribe

For portfolio that is not moderated (Un-moderated portfolio), once subscribed you will automatically be able to use it.

To access to the subscribed portfolio, you need to click on the related portfolio on the L-Desktop page. Once you click, you will be able to use all facilities that are related with the chosen portfolio such as:

- Announcement
- Notes
- Documents
- Learning Track
- Forums Links
- References
- News

- Assignments
- Assessments

3.01 Using "Announcement" facility

Basically there are two types of announcements available in the Mitechsoft LearningCube system. They are:

- System generated announcements
- User (Portfolio owner) generated announcements

System generated announcement are all of the announcements that are created automatically based on certain events in the respective portfolios. These events are **Quiz created and available for users** and **Assignments** created.

3.02 Using "Notes" facility

Once subscribed to the respective portfolio, you will be able to view the notes which have been prepared by the portfolio owner. To view the notes from the portfolio, you have to click on the "Notes" link on your left hand of the portfolio page.

Once you have clicked on the "Notes" link, you will be displayed the lists of available notes in that portfolio.

You may view the list of notes based on its types. To view the content of the notes, you need to click on the "view" button on the right side of the respective notes. Once you click this button, table of contents for that note will be displayed. You need to click on the title that you want to read. It will bring you to the contents for that title.

There are few facilities that you need to know:

- Notes content: notes content may be in the form of text, graphics, animation or video files. You may scroll down whenever you want to read large amount of information.
- My Notes: You may write your personal note by filling in the space below the title of "My Notes" at the bottom of your notes viewer. After filling in your personal notes, you need to click "New Notes" button besides it. In this case whenever you log-in again in the future, your personal note will still be there. You may modify or delete these personal notes whenever you wish.
- Index: You may turn back to table of contents by clicking on this button. Titles that you have viewed will be marked green.
- Jump to: You may jump to certain pages by entering the page number and click the button "Jump to".
- You may move forward or backward by clicking at the arrow at the bottom of the page.

3.03 Using "Document" facility

This facility enables users who subscribed to the portfolio to download documents that has been uploaded by the portfolio owner. These documents may be in various formats such as words, spreadsheet, PDF files, video files etc. To utilize this facility, you need to click on the "Document" link on the left side of the page. Once you have

clicked this icon, you will be able to view the list of documents available for you to download. The documents are classified according to their specified category. In order to download, you just need to click on the graphical icon of the respective document.

3.04 Using "Forum" facility

This facility will enable you to participate in discussion on various issues related to the portfolio that you have subscribed. To access to this facility, you have to click on the "Forum" link on the left side of your portfolio page. You will be given the list of forum available in that respective portfolio.

Information that you may see here is as follows:

- Forum name
- Total forum posting and number of posting for that day
- Forum creator
- Description of the Forum

In order to participate in the forum, you have to click on the "Forum" button on the right hand side of each Forum topic.

You can create new forum posting by clicking on the "New Posting" button. After you have filled in the content of your posting, you need to click "Submit" button at the bottom of the page to save and send it to the Forum facility.

3.05 Using Learning Track facilities

This facility will enable the portfolio owner to monitor the usage of the facilities and contents provided for the subscribers. As a subscriber, you will be able to see the list of learning contents that are included in the learning track facility for the respective portfolio. This may include the notes, documents or quizzes related to that portfolio. These contents may be labeled as "required" or "recommended". If it is labeled as "required", it means that you need to read the notes, download the documents or take the quiz in order to fulfill the requirement of that portfolio (course).

The "status" mentioned on this page informs whether you have completed using the respective facility or not.

3.06 Using Links facility

This facility enables you to view the list of Internet links related to the portfolio that you are subscribing to. You may access directly to this links by clicking on its address.

3.07 Using "Reference" facility

This facility enables you to view the list of reference books related to the portfolio. The portfolio owner may update this information from time to time. You will be able to view the latest version whenever you access to this facility.


3.08 Using "News" facility

This facility enables you to view latest news related to the portfolio that you are subscribing to.

3.09 Using "Assignment" facility

This facility enables you to view the list of assignments available in the portfolio that you are subscribing to.

3.10 Using "Assessment" facility

You will be able to sit for the test or quiz conducted in this facility. By clicking on the "Assessment" link on the left side of the page, you will be shown the list of Quizzes and Surveys that you may participate. To participate in any of this test or quiz, you need to click on the  icon on the respective topic.

Once you have clicked on this icon, you will be shown this following page.



To sit for the test, you need to click on the "Take This Test Now" button. If there is requirement for you to fill in the password, you need to key in the correct password before you can proceed further.

You will then be able to start answering questions available in the test. On the top of the page is the name of the portfolio. The second line is the name of the test/ quiz. On the right side is the name (e-mail address) of the portfolio owner. On the left side is the time available for you to answer all of these questions. You can jump from one question to another question by clicking on the respective question number.

Questions that have been answered will have the number changed to blue in colour. You can still make corrections to the answered question by clicking on the respective number as long as the time is still available.

After you have chosen the right answer to the question, you need to click on the "Submit Answer" button in order to pursue further. You will then be given the next answer in the list. You may click "Unsure" button if you are not sure with the answer that you choose. Clicking this button will change the colour to red instead of blue. This will enable you to choose the questions for you to check for the second or third time during the quiz.

After you have completed answering all of the questions, you may end this session by clicking on the "End Quiz" button. The system will ask you to key in your password before you can end the quiz session.

You may be shown the result of the quiz immediately after you have sat the quiz. If the portfolio owner allows you to view the detail results of the quiz, you will be able to view it here.

4. Managing Portfolios of LearningCube System

4. Managing Portfolio

You may access to your portfolio for the purpose of management via two methods:

1. Portfolio page
2. L-Desktop page

Accessing your portfolio from Portfolio page

By clicking on the Portfolio icon on the L-Cube Navigation bar you will be given the Portfolio page. In this page, you may **create new portfolios**, you may **modify the available portfolio** and you may **manage all of your portfolios**.

Accessing your portfolio from "L- Desktop"

In L-Desktop page you will be able to see the list of portfolios that you own listed on the left side of the page. You need to click the name of the portfolio that you plan to manage. Once you are inside the respective portfolio, you will be able to see the user perspective of the portfolio. To view the portfolio manager's view, you need to click on "Portfolio Manager" icon on the bottom left hand side of the L-Desktop page.

How to create portfolio?

1. First of all, you have to make sure that you are allowed to create portfolio by the System Administrator. If you are not allowed to do it, you have to contact him in order to enable your user account for that activity.
2. Click Portfolio icon on the LearningCube Navigation bar
3. You will be shown the My Portfolio page.
4. To create new portfolio, you have to click on "New Portfolio" button. If you cannot see this button in your My Portfolio page, it means that you are not yet allowed to create portfolios.

5. Once you click this button, you will be given a form to be filled. You need to enter information about the portfolio that you are creating in this form. There are five steps that need to be done:

Step 1

In this step you need to define the Subject Area and the Discipline of your portfolio.

Step 2

In this step you need to enter Portfolio Code or Course Code of your portfolio. Besides, you also need to enter the name of your portfolio.

Step 3

In this step you will have to fill in the description of your portfolio. This description will be seen by users in the K-Resources.

Step 4

You have to decide on five important properties for your portfolio:

- Portfolio Status: "Available" means this portfolio will be available for subscription in the K-Resources. If your portfolio is not yet ready for subscription, it is advisable for you to choose "Unavailable" until you are well prepared.
- Moderate Subscriber: If you choose "Yes", it means that all requests for subscription to the portfolio will need to be moderated by you from "User Manager" module. Subscribers will only be able to use the portfolio after you have enabled them. If you choose "No", any subscription requested by the users will be enabled automatically.
- Available in Resource Center. You may decide to make your portfolio visible in the K-Resource or not.
- Major Category
- Staff ID/ Portfolio Sub Group

Step 5

After you have completed filling in the form, you need to click the "Submit" button to activate it. You may modify the contents of this form later on.

How to modify the available portfolios?

Once you have created the portfolio, it will be listed in your "Portfolio" page. There is a difference between modifying your portfolio and managing your portfolio. Modifying your portfolio means you may change whatever characters or information you have entered while creating your portfolio before. Managing your portfolio means you may manage all facilities available in the portfolio such as Notes, Announcement, Assessment etc. To modify your portfolio, you will need to access it via this page.

In order to modify your portfolio, you need to click on the "Modify" button. You will be given back similar form with the form that you have filled while creating your portfolio before. You may edit this form and click on "Submit" button when ready.

How to manage your portfolio?

Once you have created a portfolio for the LearningCube system, you will be able to manage that portfolio fully from the system. Managing your portfolio can be done via "Portfolio" page or "L-Desktop" page. From "Portfolio" page, you just need to click "Manage" button at the portfolio that you want to manage. In L-Desktop page, you will be able to see the list of portfolios that you own listed on the left side of the page. You need to click the name of the portfolio that you plan to manage. Once you are inside that respective portfolio, you will be able to see the user perspective of the portfolio. To view the portfolio manager's view, you need to click on "Portfolio Manager" icon on the bottom left side of the My Desktop page.

Detail explanation on managing each modules of the portfolio will be described elsewhere.

You may also allow other users to manage your portfolio together with you. Furthermore, you may decide in which facility other users can manage the portfolio. Among the facilities are Announcements, Notes, Documents, Forums and so on. This can be achieved via "User Manager" module.

4.01 Managing Announcement

Announcements are divided into two types:

1. System generated announcements
2. Created announcements

Self-generated announcements are announcements, which are created by the system automatically based on certain events. This occurs when there is a new quiz being posted or new assignment being created. Quiz and assignment are automatically displayed in the Announcement facility if enabled.


Created announcements are announcements that are created by the portfolio owner or by user who is given such privilege by the portfolio owner.

Managing Announcement can be done in three ways:

- Creating new announcements
- Modifying announcements
- Setting Group
- Removing announcements

How to created new announcement:

In the Portfolio Manager view, you need to click on Announcement Manager link in order to access to the facility.

In the Announcement Manager view, you need to click on "New Announcement" button .

Step 1

You need to enter the subject for your announcement followed by the actual message. You can format the text in your message accordingly such as bold, underline, italic etc.


Step 2

You have to decide on certain setting for your announcement.



- Enable this announcement: If you want to enable it, click "Yes".
- Use GMT time zone: If you wish to use other time, you need to highlight this box and specify which time zone you will be using.
- Restrict Date: If you wish to restrict the time of display for that announcement, you need to define the "Display Start" time and "display End" time.

After you have completed filling in the form, you need to click on the "Submit" button.

How to modify available announcement:

In order to modify available announcements, you need to click on "Modify" button  at the side of respective announcement. You may change the contents and configuration of the announcement.

How to set group of users for available announcement:

In order to set group of users for the available announcements, you need to click on the  button at the side of respective announcement. You may insert group (that you have created earlier in the User Manager facility) by clicking on  button. Only users within the selected group will be able to view this announcement.

4.02 Managing Notes

This facility is among the most frequently used facility within the Mitechsoft LearningCube System. It enables portfolio owners to edit their notes online and it also allows subscribers to view these notes efficiently. There is no limitation on the number and the sizes of the notes contents that can be created for each of the notes.

4.02.1 Creating Notes (You need to create Table of Contents first)

To access to notes facility, you need to click at "Notes Manager" link at the Portfolio Manager page (Accessible from L-Desktop ---> Chosen Portfolio -----> Portfolio Manager -----> Notes Manager). You will be able to see the list of available notes in your portfolio. You may create new notes by clicking on the "New Notes" button on the top of the page. Once this button is clicked, you will be given a form to be filled. The information to be entered is related to the notes that you are creating. Among the information is:

Step 1

- Select or Create a Category

Step 2

- Notes Title/ Subject
- Notes Description

Step 3

- Notes Availability - If you mark it, this note will become immediately available to the subscribers.
- Add Note to tracking - If you mark it, this note will be included among items that are included in the tracking system of the system. You may either choose "Required" or "Recommended".

After you have completed filling in this form, you need to click on the "Submit" button to activate it. Once the note is created, it will be listed together with other notes in the LearningCube Notes facility for the selected Portfolio.

4.02.2 Modify Table of Contents

This facility is to enable the portfolio owner to modify the contents of the Category, Subject, Description, Notes Availability and Tracking facility for this note. To utilize this facility is by clicking on "Modify" button located at the note that you wish to modify ((Accessible from L-Desktop ---> Chosen Portfolio -----> Modify). You will be given back the form that you have filled up during the notes creation before. You can directly make changes here.

4.02.3 Editing Table of Contents

This facility is to enable portfolio owner to edit table of contents and the actual contents of the note. In order to utilize this facility, you need to click on the "Edit" button located at the note that you wish to manage. If you are managing note that you have just created, you will be given a blank page displayed. On the upper right side of the page, there is a "New Heading" button for you to click in order to create table of contents for your note. Once you click on "New Heading" button, a new heading/ title will be created.

You need to click on the "Modify" button in order to define the actual name of this heading/ title. Once you click on the "Modify" button, you will be given a form to fill the information about the title that you are creating. Information that you need to provide is:

- Index number (example: 1, 2, 1.1, 1.2, 2.1, 2.2 etc). Titles in the Table of Contents will be arranged numerically based on this number. If your heading/ title is expected to be more than 10, it is advisable for you to use 2 decimal numbers (example: 1.01, to 1.99)

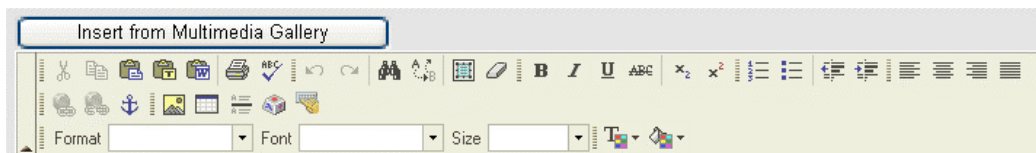
- Heading Title - You have to remove the word "New Main Heading" to write in your actual heading/ title name.
- Description - You have to remove the word "click modify to change" and replace it with your actual description.





If you are managing notes that you have edited before, you will be presented table of contents listed in this page. You will be able to see table of contents for the note that is arranged in rows. For each of the row there are:




















- Horizontal Arrow (on the left hand side of the index number) - clicking this arrow is equivalent to clicking "Modify" button on the right hand side of the row.
- Index number (example 1.1, 2.2 etc)
- Topic/ title/ heading
- Description
- Downward arrow - clicking this arrow will create another "subheading" underneath this topic
- "Edit" button - clicking this button will enable you to edit the contents of the note within this topic
- "Modify" button - clicking this button will enable you modify the "index number", "title name" or "description" of the heading
- "Remove" button - clicking this button will enable you remove the respective heading/ topic

4.02.4 Editing Notes

From the list of Table of Contents, you need to click on the "Edit" button at the title of the note that you wish to edit. You will be shown the "Notes Content Manager" page. It is an empty page if the notes are just created. However, if you are editing the previously created notes, the contents of the notes can be seen here. This is not in the editing mode yet. You need to click on "Edit Content" button in order to obtain the editing mode page. Once you have clicked this button, full features of "What You See is What You Get" formatting features will be available for you to use. You can type text in various languages, insert images, insert text characters, insert URL links etc. in this page.



-  This facility will enable you to insert images from the Multimedia Gallery of the selected Portfolio
-  This facility enables you to cut the chosen text. The cut text can be reused by using "Paste" facility.
-  Copy: Copies the selection to the Clipboard.
-  Paste (Edit menu): Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.

-  Paste as plain text
-  Undo (Edit menu): Reverses the last command or deletes the last entry you typed. To reverse more than one action at a time, click the arrow next to, and then click the actions you want to undo. The command name changes to Can't Undo if you cannot reverse the last action.
-  This is a "Redo" facility. It will cancel the "undo" effect.
-  This is a "Find" facility
-  This facility enables you to underline the chosen text.
-  This facility enables you to **Bold** the chosen text.
-  This facility enables you to make the chosen text *Italics*.
-  chosen text.
-  Align Left (Formatting toolbar): Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.
-  Centre (Formatting toolbar): Centre the selected text, numbers, or inline objects.
-  Align Right (Formatting toolbar): Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.
-  Numbering: Add numbers to or removes numbers from selected paragraphs.
-  Bullets: Adds bullets to or removes bullets from selected paragraphs.
-  Decrease Indent: Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.
-  Increase Indent: Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.
-  Insert Image: Links to images can be inserted here. The default is your personal Web Page folder.
-  Hyperlink: Inserts a new hyperlink or edits the selected hyperlink.
- Font Size: Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.
- Font: Changes the font of the selected text and numbers. In the Font box, select a font name.
-  This facility enables you to change the color of the chosen text.
-  This facility enables you to change the color of the background of the


You may also copy text from other files or Internet pages and paste it in your notes. You may also use Ctrl-C to Copy and Ctrl-V to paste. Besides that you may also use Right Mouse Click to obtain "Cut", "Copy" and "Paste" facility.

Once you have completed editing your notes, you need to click on the "Submit" button in order to save it.

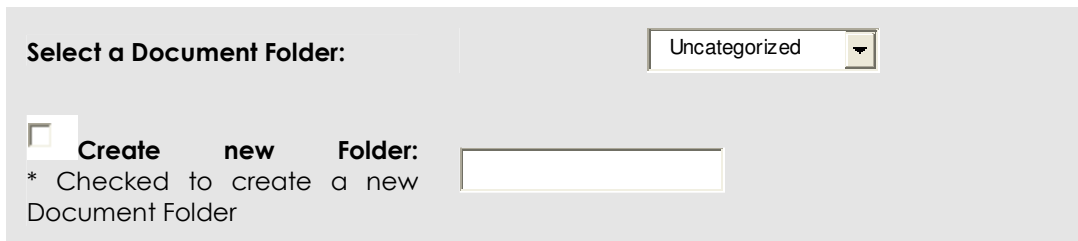
4.03 Managing "Documents"

(i) Uploading Documents

You can upload the documents related to your portfolio by using this facility. The documents can be in any format such as Word Processor files, Spread Sheet files, Presentation files etc. To access to this facility, you need to click on the [Documents Manager](#) links in your Portfolio Manager page. You will be given "Document Manager" page which consists of the lists of documents available and facilities to manage your documents. You may also view the list of documents based on the available folders.

To upload new documents, you have to click  button. You need to fulfil 4 steps in uploading your documents.

Step 1



Select a Document Folder: Uncategorized ▼

Create new Folder:

* Checked to create a new Document Folder

You have to define the category/ folder for your document. You may choose from the available document folder or you can create new folder by highlighting

Create new Folder: box and write in the new folder name.

Step 2

You need to click "Browse" button and a window will pop up for you to browse through your hard disk to select the document. You can provide description for your document in the field provide.

Step 3


Option: Enable this Document: Yes or No

If you want the document to be accessible by the subscribers, you have to enable it by choosing "Yes" here.


Step 4

Once everything is ready, you need to click on the "Submit" button.

(ii) Modify Documents

You may modify the name, description and folder of your documents by clicking on the  button.

(iii) Remove Documents

You may remove the document by clicking on  button.

4.04 Managing Forum

Forum Manager is accessible by clicking on the Forum Manager link at the Portfolio Manager facility. Forum Manager page will be displayed which will list down all available forums in that portfolio.

How to create new forum


To create new forum, you have to click on  button. You will need to fill in the form provided.

You need to fill in the topic for the forum and its description. You may decide to enable, disable or lock certain forum as you like.

Once you have completed filling up the form, then you need to click the "Submit" button in order to proceed.

Forum Management:

(i) How to modify forum

In order to modify topic and description of the forum, you need to click on the  button.

(ii) Set Group. You may assign certain forum to only certain group between the subscribers of the portfolio.

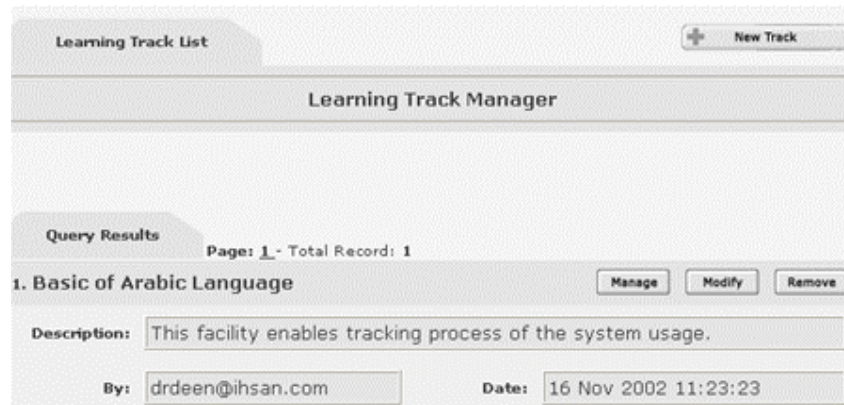
(iii) Clear. You may clear all posting in the forum by clicking on this button.

(iv) Remove. You may remove the forum by clicking this button.

4.05 Managing Learning Track


This facility enables the portfolio owner to monitor whether the subscribers to his portfolio are using the notes, assessment etc. for their study needs or not. Tracking is done to notes, assessments and quiz that has been "tracking" enabled.

To access to this facility you need to click to "Learning Track Manager" link at the Portfolio Manager page. Once you have clicked on that link, you will be shown the list of available "tracking" facility that has been set up for that portfolio.



From this page, you may create new track, manage the present track and modify or remove the available tracks.

How to create New Track

In order to create new track, you have to click on  button. Once you have clicked this button, you will be given a form to be filled.

You need to enter the Learning Track Name and Learning Track Description. Once completed, you have to click on "Submit" button to process it. Once created, this Learning Track facility is listed together with the others.

How to manage the Learning Track facility

In order to manage the Learning Track facility, you need to click on the "Manage" button on the respective Learning Track. From there you will be shown the Learning Track Object Report page. In this page all of the Learning Track reports will be displayed. If you wish to see the status for each report, you need to click on the "View" button on each respective report. If the module (i.e. notes) that you have "Tracking enabled" is not seen here, it means that it has not been inserted in the Learning Object Report facility. In order to insert it, you need to click on the "Insert Track" button on the top of the page. Once you clicked this button, you will be shown the available Learning object that has not been inserted into the Learning Track Object Report facility. You just need to click "Add" button to insert it. After you have inserted all of the Learning Track Object into your Learning Track Object Report, you need to click the "Cancel" button in order to go back to the Learning Object Report page.

Learning Track Manager
Basic of Arabic Language

Learning Track Objects Report

Basic of Arabic Language

This facility enables tracking process of the system usage.

No	Learning Track Object	Module	Option	Statistic
1.	الإيمانية Tracking since 17 Nov 2002 drdeen@ihzan.com <input type="button" value="View"/> <input type="button" value="Remove"/>	notes	Recommended	#Access : 2
2.	ترجمة بكاء الأطفال Tracking since 16 Nov 2002 drdeen@ihzan.com <input type="button" value="View"/> <input type="button" value="Remove"/>	notes	Required	#Access : 0

You will be able to see the list of Learning Track objects that has been included in this Learning Track Object Report. Information available in each column is:

- Name of the Learning Track Object, date the tracking process was started and the name of the portfolio owner
- The types of Module that is "Tracking enabled"
- What option have you set up for this module, either **Recommended** or **Required**.
- Statistic: This column will show the number of users who have made their attempt to utilize the module. This may be in the form of completed usage or incomplete usage. To look at the detail, you need to click at the "View" button provided in this report.

There are two buttons available here. The "View" button is for you to view the Learning Track Report in detail for each module. The "Remove" button is for you to remove the object from the list in the Learning Object Report.

Detail Reports

Learning Track Object Report
Basic of Arabic Language

Query Results Page: 1 - Total Record: 3

No	User Fullname	Userid	Track Option	User Status
1.	إدريس بن تقيان	idris@esekolah.net	Recommended	Not Started
2.	Suzilah Ahmad	suzilah@esekolah.net	Recommended	Completed
3.	Ziaf Ubai	ziyf@ihzan.com	Recommended	Incomplete

For users who have completed using the "Tracking enabled" modules, user status will be "Completed". If the users utilized it partially (i.e. only reading a few pages of the notes), it will be reported as "Incomplete". Otherwise, it is reported as "Not Started".

4.06 Managing Links

This facility is for you to manage Internet URL Links which are related to your portfolio. Internet links that you put in here will be accessible by all subscribers of your portfolio.

Display New Link

To display new link, you have to click on  button. You will need to fill in the form given as follows:



Step 1 : General Information about your Link. Category and Name are mandatory.

Select a Link Category:

Create new Category:
* Checked to create a new Link Category

Link Name

- Choose the correct Category or create a new Category.
- Decide the name of the link



Step 2 : Enter Url and Description for this Link.

Link Url

Link Description

- Enter the full URL address of the links
- Fill in the description regarding the respective link

Option
Enable this Link Yes No

You need to highlight on the "Yes" button to enable it.

After you have completed filling in this form, you need to click "Submit" button for it to be processed.

How to modify the contents of the links

From the main Link Manager, you will be able to see the list of all links related to your portfolio.

There are three buttons on the top of each links. To modify the contents of the respective link, you have to click on its "Modify" button. You will be given back the form that you have already filled in while creating this link before. You may edit it as you like.

How to set group to the links

You may allow only certain users to access to certain links. This is managed by setting group accessibility to the respective links. Click on the "SetGroup" button. You can now choose the group that you have created via User Manager facility as follows:



You just need to click "Add" button at the group that you want to allow to view the respective link.

4.07 Managing Multimedia files

Multimedia Manager is used to manage multimedia files in your portfolio. The files can be in the form of images (i.e. *.gif, *.jpg etc), Flash files, Video files (i.e. *.avi etc) etc. These multimedia files can be used in creating notes, announcements, assignment, assessment etc.


To access to the Multimedia Manager facility, you need to click on the "Multimedia Manager" link on the Portfolio Manager page. Once you click on that link, you will be given the Multimedia Gallery Manager page. In this page, the list of available files is displayed in pages. Five files are arranged in each page. You can have a full list view or based on folder/ category.

Viewing files based on folders is as follows:



Clicking inside "Manage" button will open up the respective folder. You may then modify the name, description etc. for each file by clicking on the "Modify" button located besides each of the file.

How to upload new Multimedia file

From the main "Multimedia Gallery Manager" page, you need to click on  button. You will then be given the forms to be filled.

Step 1

You can select the folder that you want the files to be located in. If you want to create new folder, you just need to click on the box near the "Create new Folder" message and enter the name of the new folder inside the box provided.

Step 2

You need to browse through your hard disk/ floppy disk etc to get the file that you want to upload by clicking on the "Browse" button. The description about the file need to be entered in the "Multimedia File Description" field provided. You need to define what type of file it is. By default it is set as an image file. If your file is a Flash file, you need to do the changes accordingly. If you wish to add additional parameters to your file, you may fill in the information in the field provided.

Step 3

To enable the file for your use, you have to enable it by clicking on the "enable" button provided here.

Step 4

Once all information is entered correctly, you need to click on the submit button to enable it.

4.08 Managing References




This facility enables you to manage reference books/ journals/ articles related to your portfolio. To access to this facility, you need to click to "Reference Manager" link at the Portfolio Manager page. Once you have clicked this link, you will be shown the list of available references that has been created. Otherwise, it is just an empty page.

How to create new "Reference"


To create new reference, you need to click on  button.

You need to choose the appropriate Category for the reference or you can create new Category here. Description about the reference can be entered here. You may also include images, which are taken from your Multimedia Gallery. You may enter the Author name, Publisher and the Price for the reference (i.e. books). Once you have completely entered the information, you need to click on the "Submit" button in order to proceed. Once you have submitted the request, the reference that you have created will be included in the list.


In order to modify the contents of the reference, you need to click on the "Modify" button. You will be given the forms that you have already filled in while creating the reference before.

You may allow only certain group of subscribers to access to the respective reference by using "Set Group" facility. Once you have clicked on the  button, you will be given the page where the list of the group that can be permitted to access to the respective reference will be is displayed. To start new Group setting, you need to click on  button. You will be shown the list of Groups available in the system. You need to click  button in order to insert the respective group to the chosen reference. Group creation and management is done via "User Manager" module.

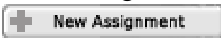
4.09 Managing "news"

This facility enables you to manage news related to your portfolio. By clicking "News Manager" link on the Portfolio Manager page, you will be shown the list of available news in your portfolio. To create new news, you need to click on  button. You will be given a form to be filled with appropriate information. You need to choose a Category for your news or create a new Category. You need to fill in the Headline/ Title of the news. Following that you can write in or paste news that you plan to display here.

To make the news to become available, you need to click "Yes" at the "Enable this News" option. You may decide to display the news from a particular date to another one.

To modify the available news, you need to click on the  button. After you have edited the contents of the News, you need to click "Submit" button in order to process it.

4.10 Managing "Assignments"

This facility enables you to manage Assignment related to your portfolio. By clicking on "Assignment Manager" link on the Portfolio Manager page, you will be shown the list of available assignments in your portfolio. To create new assignments, you need to click on  button. You will be given a form to be filled with appropriate information.

You need to choose a Category for your assignments or create a new Category. You need to fill in the Assignment Title/ Subject of the assignments. Following that you can write in or paste assignments that you plan to display here.

You can define the marks given for this assignment. You may also determine the due date and time of the respective assignment. To enable the assignment, you have to mark the enable button here. You may also determine the date the assignment to be displayed.

4.11 Managing Assessments

Assessment Manager module enables you to manage questions and quiz for your portfolio.

Quiz Management:

This facility will enable you to create questions and to manage these questions in the quizzes that you are conducting. Before managing quiz, you have to manage the question banks related to your portfolio. Questions have to be created and kept in the question banks. Question in these question banks can be reused repeatedly in various quizzes. LearningCube System enables the portfolio owner to set up randomization features and shuffling of question in the quiz based on per user basis.

4.11.1 Quiz Management

In order to create and manage quiz, you need to create and manage Question Banks first. Once questions are inserted in to the respective question banks, these question banks can be repeatedly utilized in various quizzes.

4.11.1.1 Question Bank Manager

Question Banks are the facility provided to enable portfolio owner to create, manage and store questions. These questions can be in the form of:

- Fill in the blank
- Multiple Choice Questions
- Multiple Answers
- Matching
- Ordering
- True or False
- Short Essay

There are two types of question banks:

- Open Question Bank - the questions available in this type of Question Banks are not related among themselves
- Referential Question Bank - questions available in this type of Question Banks are related to one referral point such as certain pictures, diagram etc.

In order to access to Question Bank Management facility, you need to click on the "Question Bank Manager" link on the Portfolio Manager page. You will be able to see the list of available Question Banks in your portfolio. You may also make selection based on quiz or survey and open or referential question bank. You need to click on the submit button once you are ready.

4.11.1.1.1 Creating Question Bank

In order to create a new Question Bank, you need to click on the “New Question Bank” button on the top of the page.

After you have chosen the type of Question Bank that you want to create, then you need to click on the “Continue” button. Once you click on this button, you will be given the form which consists of three fields as follows:

- a) Question Bank name

You need to put the name of the Question Bank that you are creating.

- b) Question Bank Description

You need to put the description about the Question Bank in this field. This description is only for your own use. It will not be seen by the subscriber

- c) Question Bank Instructions

Information that you enter here will be seen as instruction by the subscriber of the portfolio. Subscribers will be able to see this instruction before they sit for the quiz which contains this Question Bank.

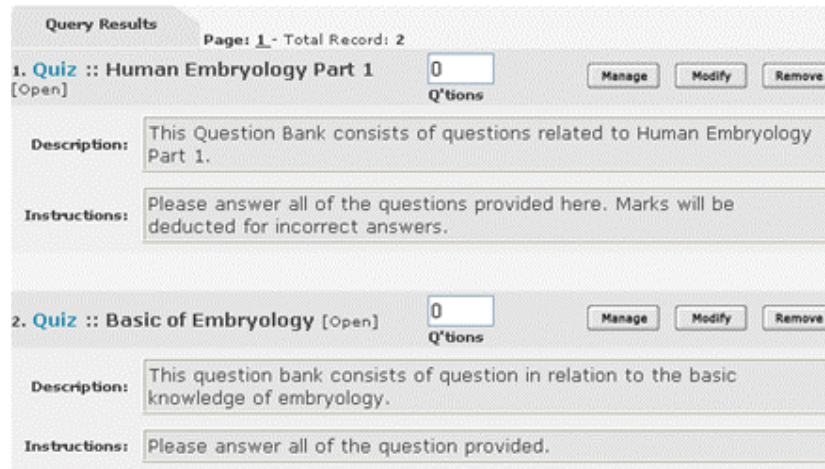
You need to click on the “Continue” button in order to proceed. You will then be shown the message to inform that the Question Bank has been created.

You can directly add questions to this Question Bank by clicking on “Add Quest” button.

You can also add question to the Question Banks later.

4.11.1.1.2 Managing Question Bank

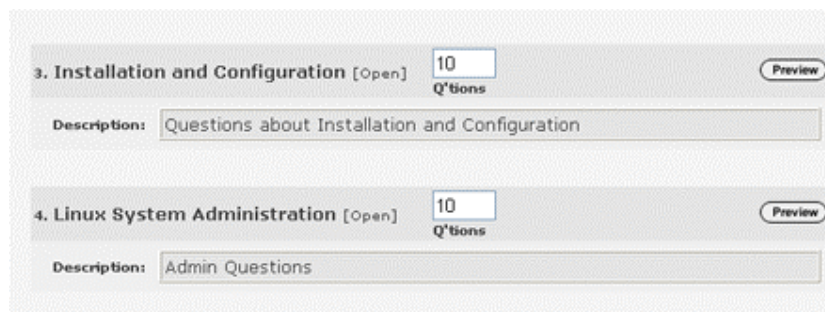
From the Main Page of the Question Bank Manager, you will be able to see the list of Question Banks as follows:



If you wish to modify the Question Bank name, Question Bank description and instructions, you need to click on the "Modify" button. However, if you want to manage the Question Bank, you need to click on the "Manage" button. In addition to that, you will also be able to see the number of questions available in each Question Bank from this page.

Once you have clicked on the "Manage" button, you will be given the page to decide whether you want to "Import" questions from other Question Bank or you want to create new questions.

If you choose "Import Question", you will be shown the list of Question Banks available in your portfolio as follows:



You will be able to see the name of each Question Bank, its description, and the number of questions available.


By clicking "Preview" button, you will be able to see the list of questions available in the respective Question Bank.

Question 3 Multi Choice 2 + Points - 1 Click to Add

Question Text: Dr Sabri, the system administrator, needs to implement an **environment change for all Bash and Z shell users**. Which of the following files should be edited to make these changes?

Answers Items	
<input type="radio"/>	/etc/.profile
<input checked="" type="radio"/>	/etc/profile
<input type="radio"/>	/etc/.bashrc
<input type="radio"/>	Each user's .bashrc file

In order to import this question, you need to highlight the box next to the "Click to Add" notice on the upper right side of each question.

If you decide to create new question, you need to click on the  button. Following that, you will be given the form to fill in various steps

Step 1

Select the available category or create new category.

Step 2

Select the type of question to add into the question bank. Questions can be in the form of:

- (i) Fill in the blank
- (ii) True or False
- (iii) Multiple Choice
- (iv) Multiple Answer
- (v) Matching
- (vi) Ordering
- (vii) Short Essay

Step 3

Confirmation - make sure all relevant fields are entered correctly.

After you have completed this, you need to click on "Continue" button in order to proceed. What you will see afterwards will depend on the types of question that you have chosen.

(i) Fill in the blank

If you choose "Fill in the blank" option, you will be given specific field to be used. In this field, you can enter the questions that you wish to ask the users/ students. To create the field for the users for entering their answers, you need to click the "Insert

Blank Field" button. You can resize this field by clicking on it and dragging its border sideways.

Subsequently you need to enter the right answer in the field provided. The number of fields provided will depend on how many fields have you created in Step 1.

You need to specify the marks for the correct point and if you wish to deduct the marks on giving wrong answer, you need to fill in the deduction marks and you also need to highlight on the box at the message of "Apply/ Force points deduction for wrong answers".

You may enter the messages that you want the users to receive based on the answer given.

(ii) Matching Question

In this type of questions, you need to decide how many matching pairs you want to give to the users. If you decide to have 5 pairs of options, you need to choose "5" in the box provided. You will then automatically be given 5 pairs of fields to be used. In Step 2, you need to enter the question part of the matching question and at Step 3 you need to enter the answers.

At Step 5, you need to decide on how you are going to arrange the position of the answers that have been provided in your set of question.

At Step 6, you need to decide on the marks to be given for the correct answers and whether you want to deduct the marks from obtaining wrong answers. If you plan to deduct the marks from obtaining wrong answers, you need to enter the number of the marks to be deducted for each option and you need to highlight the box which stated "Apply/ Enforce deduction for wrong answers".

Step 5 : Match each question item to the correct answer item using the drop-down lists.

Q. Please match the name of the city and each of the country

Match	Question Items	Answer Items
<input type="button" value="5"/>	1. Jakarta	1. Malaysia
<input type="button" value="v"/>	2. Bangkok	2. Thailand
<input type="button" value="v"/>	3. Tokyo	3. Indonesia
<input type="button" value="v"/>	4. Kuala Lumpur	4. Japan

Step 6 : Question grading information system.

Question Items	Correct Points	Wrong Points
1. Jakarta	<input type="text"/>	<input type="text" value="0"/>
2. Bangkok	<input type="text"/>	<input type="text" value="0"/>
3. Tokyo	<input type="text"/>	<input type="text" value="0"/>
4. Kuala Lumpur	<input type="text"/>	<input type="text" value="0"/>

Apply/Enforce points deduction for wrong answers.

* Points for correct answer.
* Deduction points for wrong answer.

Step 7 : Question response text.

Correct Response

Incorrect Response

Step 9 : Submit Information Click "Cancel" to return to previous page without saving changes you made in current question. Click "Continue" to save question and start new question

Cancel Continue

(iii) Multiple Answers

For this type of questions, you need to fill in all the choices in the fields provided and you have to highlight the box on the left of each correct option.

At Step 5, you need to decide on the amount of marks to be given or deducted as you wish.

Step 2 : Answers
Select the number of possible answers, fill in the fields with possible answers, and check the answers that will create a correct response.

Number of Answers: 4

Correct Answers	Answer Values	
<input type="checkbox"/>	<input type="text"/>	Remove
<input type="checkbox"/>	<input type="text"/>	Remove
<input type="checkbox"/>	<input type="text"/>	Remove
<input type="checkbox"/>	<input type="text"/>	Remove

Step 3 : Submit Information
Click "Cancel" to return to previous page without saving changes you made in current question. Click "Add New Question" to save question and start new question

Cancel Continue

Step 4: Multiple Choice Question.
This is your final formatted question text and answers. Click "Cancel" to return to previous and re-edit your question.

Q. Please choose the name of country members of ASEAN.

Malaysia
 Thailand
 India
 Indonesia

Step 5 : Question Grading Information
Question grading information system.

	Correct Points	Wrong Points
<input checked="" type="checkbox"/> Malaysia	<input type="text" value="1"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Thailand	<input type="text" value="1"/>	<input type="text" value="0"/>
<input type="checkbox"/> India	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Indonesia	<input type="text" value="1"/>	<input type="text" value="0"/>

(iv) Multiple Choices

This type of question is almost similar to "Multiple Answers". The difference is that in this type of question, the option for the correct answer is only one instead of multiple.

(v) Ordering questions

In this type of questions, you will need to key in the lists of items to be arranged in the proper order. There are "Answer Order" and "Display Order". "Answer Order" is the actual order that is supposed to be answered. The "Display Order" is the order that will be displayed to the users.

Step 4 : Select Display Order
Select the order in which the answers will appear from the drop-down lists.

Q. Please arrange these countries according to their sizes. Please choose the smallest size first.

Display Order:	Correct Order:
1 Malaysia	1. Singapore
2 Singapore	2. Malaysia
3 India	3. Thailand
4 Thailand	4. India

Step 5 : Question Grading Information
Question grading information system.

Correct Points Points for correct answer.

Wrong Points Deduction points for wrong answer.

Apply/Enforce points deduction for wrong answers.

Step 6 : Question response text.

Correct Response

Incorrect Response

(vi) Short Answer/ Essay

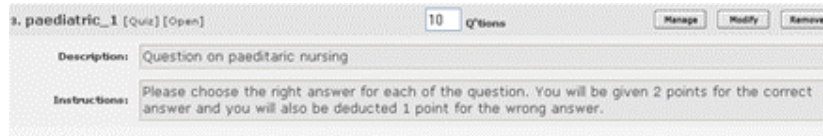
You will be given a field to fill in the actual answer required from the users. You will be able to view this sample of answer whenever you are managing the grading of the marks for these users

(vii) True/ False

In this type of questions, you will need to decide whether the answers for those respective questions are “Right” or “Wrong”.

All of the questions that you have created will be saved in the respective question banks. You will be able to use this question banks repeatedly whenever you want to create any quiz for your students. Moreover, you may also create another question bank, which can import some of the questions from certain question banks.

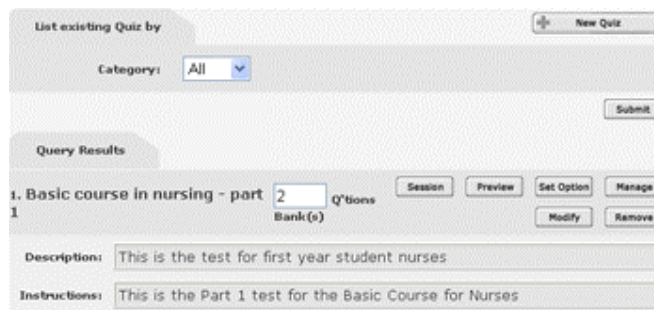
After you have created the question banks, they will be listed in the main page of the question banks.




The Numbers of questions available in the selected question banks are displayed here. You can modify the name of the Question Bank, the description of the Question Bank and the Instruction contents by clicking on the “Modify” button. In order to manage questions in the question banks, you need to click on the “Manage” button available. You may also remove the question banks from here.

4.11.1.2 Quiz Manager

When you click on the “Quiz Manager” link, which is located on the left side of the portfolio page, you will be shown the list of quiz available in the respective portfolio as follows:



4.11.1.2.1 Creating New Quiz

In order to create new quiz, you need to click on the  button. Once you have clicked on this button, you will be given a form to fill. There are four steps involved:

Step 1:

Select a Category or Create New Category.

Step 2:

Enter General Information about the Quiz. This includes Quiz Title and Quiz Description. Subscribers to the portfolio will not be able to see this information.

Step 3:

Enter the instruction that you wish to inform to the users. They will be able to see this instruction before they sit for the quiz.

Step 4:


Once all of the information has been entered, you need to click on the submit button in order to proceed further.



Quizzes that have been created will be listed in the main page of the "Quiz Manager" facility.

Information on the name of the quiz and the number of question banks available in the respective quiz are provided here. For each of the quiz available here, you will have 5 options to choose.


- (i) Session
- (ii) Set Option
- (iii) Manage
- (iv) Modify
- (v) Remove

Step 1


Usually the first thing to do is to insert the required question banks into the quiz. In order to do this, you need to click on the  button. Once you click on this button, you will be shown the available list of "Question Bank" available in that quiz.

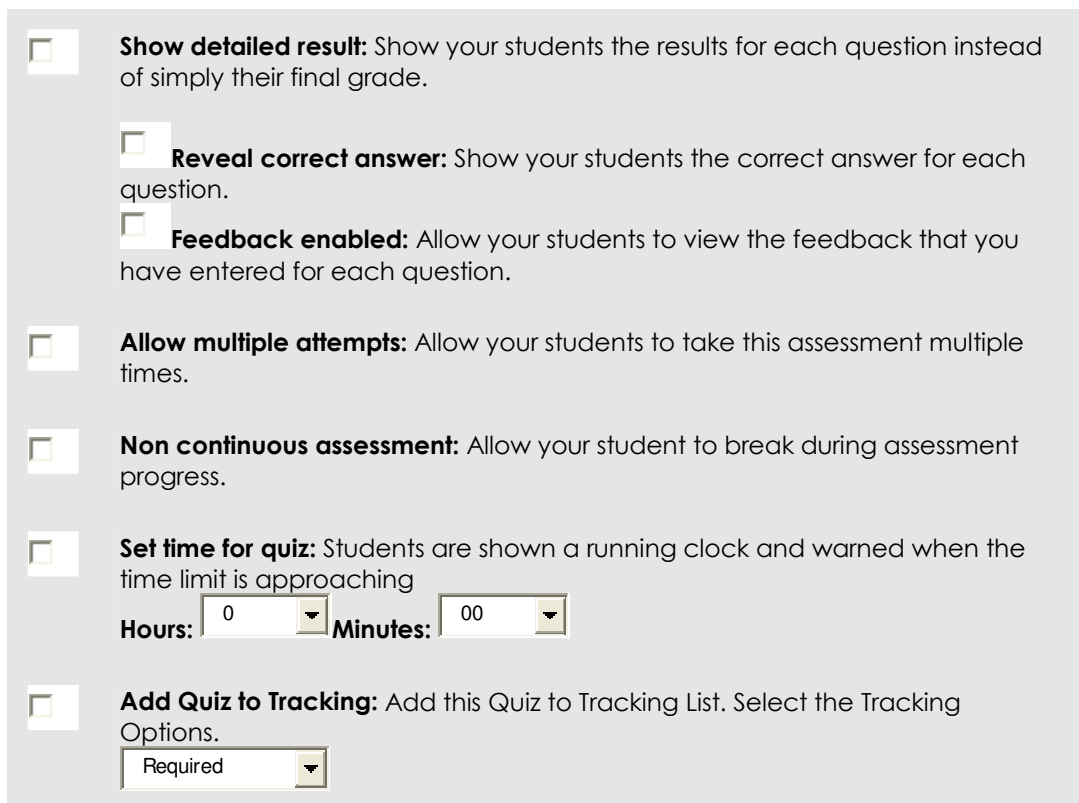
In order to insert new question bank, you need to click on the  button. You will then be displayed the list of question banks available in the respective portfolio. The title of the question bank, the number of questions available in the bank, the description of the question bank and instruction to students are provided here. You just need to click on the  button in order to add it to your

quiz. Once you have added the question banks to the Quiz, you will be able to see the number of question banks available in the quiz displayed in the main page.

Besides that, you will also see the addition of one more button which is  button. If you click on this button, you will be able to view the quiz and answer the questions as what the users will experience. This facility is to enable you to assess the suitability of the quiz with the actual environment later.

Step 2

It is suggested that you proceed further by clicking on the  button. This will enable you to set the property of your quiz.



Show detailed result: Show your students the results for each question instead of simply their final grade.

Reveal correct answer: Show your students the correct answer for each question.

Feedback enabled: Allow your students to view the feedback that you have entered for each question.

Allow multiple attempts: Allow your students to take this assessment multiple times.

Non continuous assessment: Allow your student to break during assessment progress.

Set time for quiz: Students are shown a running clock and warned when the time limit is approaching
Hours: Minutes:

Add Quiz to Tracking: Add this Quiz to Tracking List. Select the Tracking Options.

a) Show detailed result

This facility will enable the subscribers to view detailed result of their quiz. The Portfolio owner may choose either to reveal correct answer or not and to enable feedback message or not.

b) Allow multiple attempts

The Portfolio owner may decide whether to allow the subscriber to sit for the quiz repeatedly or only once.

c) Non continuous assessment

This facility will enable the student to have a break during the quiz and resume it later.


d) Set time for quiz

This facility will enable the Portfolio owner to set the duration for the quiz.


e) Add Quiz to Tracking

This facility will enable Portfolio owner to include the respective quiz to the tracking features available in the system. He will have to decide whether it is "Required" or "Recommended" items.

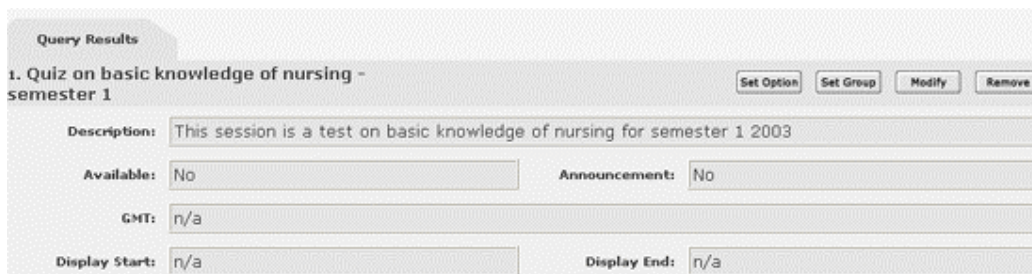
Step 3

Until now, the quiz created is not yet displayed for the subscriber to use. In order to allow users to sit for the quiz, Quiz Session has to be created first. To create Quiz Session, you need to click on  button. The Quiz Session main page will then be displayed. All of the sessions that have been created prior to this will be displayed here. The information here is displayed in two forms such as:

- (i) The list of all existing sessions
- (ii) Calendar view

In order to create new session, you need click on  button. Once you have clicked on this button, you will be given a form to be filled with information regarding the session that you intend to create.

You need to fill in the name of the session and the description about the session. Once you have filled in all of the information required, you need to click on the "Submit" button to proceed. Once you have completed, the session will be listed as follows:



The screenshot shows a web interface for managing quiz sessions. At the top, there is a "Query Results" header. Below it, the session name is "1. Quiz on basic knowledge of nursing - semester 1". To the right of the name are four buttons: "Set Option", "Set Group", "Modify", and "Remove". The form contains several fields: "Description" with the value "This session is a test on basic knowledge of nursing for semester 1 2003"; "Available" set to "No"; "Announcement" set to "No"; "GMT" set to "n/a"; "Display Start" set to "n/a"; and "Display End" set to "n/a".

On the topmost row, you will see the name of the session, "Set Option", "Set Group", "Modify" and "Remove" buttons. The second row will show the contents of the description field that you have entered earlier. On the third row, you will be able to see the status of the session whether it is available for the use by the subscribers and whether there is announcement created together with the session. By default, on creation of the new session, both of these statuses will be in the negative mode. Management of these facilities is done via "Set Option" facility. On the fourth row there is information whether the time for this session is set according to certain GMT time or not. On the last row, there is information on the time when the display of the session starts and when it will end.

Set Option

This facility is to enable the portfolio owner to set certain criteria to the sessions that have been created. When you click on this button, you will be given the session Set Option page. In this page you will be able to set the properties as follows:

(i) Make assessment available. If you click yes, the assessment that you just created is now ready to be used by the users.

(ii) Use GMT Time Zone. If you wish to use the time according to various geographical region in the world, you may choose the zone provided and click on the box on top of it.

(iii) Restrict Date

This facility is to enable you to restrict the time and duration of this assessment to be available to the users. You may define the time and date the display start and ends. You have to click on the respective box provided on top of each categories.

(iv) Make Announcements

You need to choose this option if you wish to announce the availability of the quiz to the users. You may decide the time and date this announcement is to be displayed together with its duration.

(v) Password protect

This facility is to enable you to protect the quiz availability by setting its specific password. Users will be asked to key in this password before they can sit for the quiz.

Make Assessment Available? Yes No

Use GMT Time Zone (Optional)

Select Time Zone

Restrict Date

Display Start

3 May 2003
01 00 am

Display End

3 May 2003
01 00 am

Step 2 : Options

Make Announcement

Display Start

3 May 2003
01 00 am

Display End

3 May 2003
01 00 am



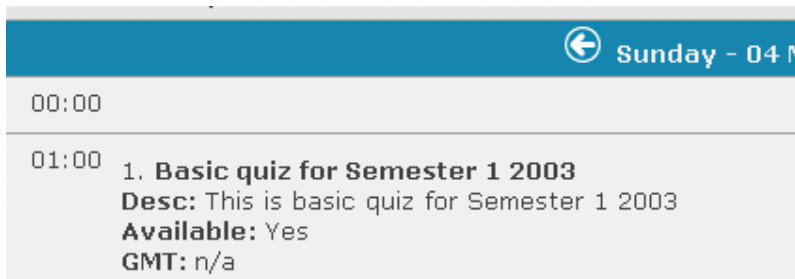
Password protect: Allow only those students with the specified password to take the assessment.

Enter password:

Set Group

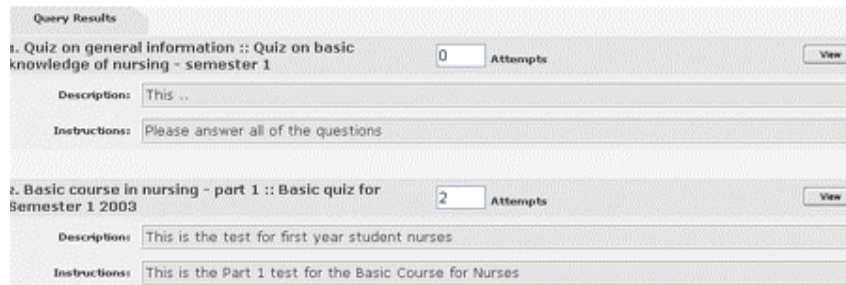
This option is to enable you to assign the specific session to be attended by specific group within your portfolio. Other users will not be able to access to this quiz.


After you have created the session, it will be seen from you calendar view as follows:

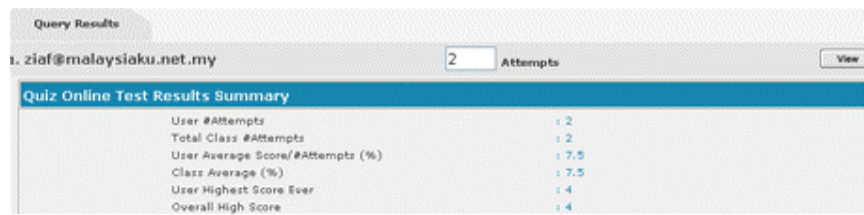


4.11.1.3 Grade Manager

By clicking on the “Grade Manager” link on the main page of your portfolio, the list of all available grades will be displayed as follows:

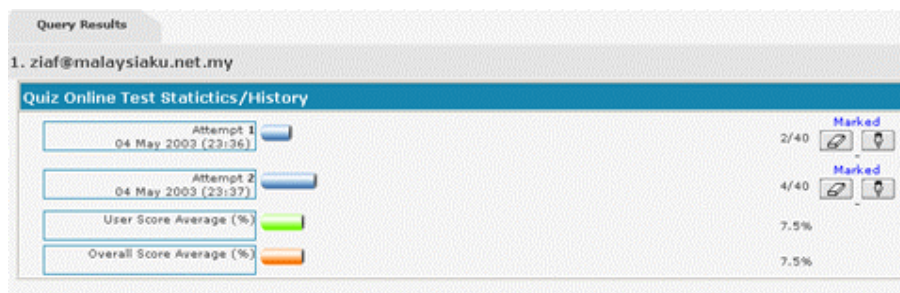


You will be able to view the name of the quizzes and the number of attempts for the respective quizzes. In order to view the grading report for each quiz, you need to click on the  button on the right side of the respective quiz. By clicking this button, you will be shown the list of the grade for all of the users who have sat for the quiz as follows:



In this list, you will be able to see the result for each user as follows:

- (i) Number of attempts
- (ii) User Average Score/ Number of attempts (in percentage)
- (iii) Class Average (in percentage)
- (iv) User highest score ever
- (v) Overall High Score



4.12 Users Manager

This facility enables you to manage users in your portfolio. To access to this facility, you need to click on the “User Manager” link on the left hand side of your portfolio manager page.

The list of users will be displayed as follows:



You may also view the list of unmoderated users by clicking on the “Unmoderated Users” link on the top of the page. Besides that, you may also search for users and manage user groups by clicking on the appropriate links provided here.

On this main page, the list of all users subscribed to your portfolio is displayed. For each user, there is information as follows:

- (i) Username of the users. If the user accessed to the system via the GroupWeb module, his full e-mail address will be displayed here. If he is accessing from the LearningCube Portal System, his user ID (username) will be displayed.
- (ii) Manage button. This button will enable you to manage users subscribed to your portfolio. You may be able to give certain privileges to these users.
- (iii) Disable/ Enable. This button will allow you to enable or disable users subscribed to your portfolio.
- (iv) User Status. If it is blue in colour, it is enabled. If it is red, it is disabled.
- (v) Subscribe Date

4.12.1 Add User

Users may subscribe to your portfolio if the portfolio is either “Open” portfolio or “Close” portfolio. If the portfolio is “System” portfolio, users will not be seeing this portfolio in the LearningCube resources. Hence, they will not be able to subscribe to this type of portfolio.

As a portfolio owner, you may add users to you portfolio whenever you like. To add user to the portfolio, you need to click on the “Add User” button available on the top of the page. Once you click this button, you will be given the page as follows:

Step 1 : Enter UserID. UserID is user's email address.

UserID


Step 2 : User Option

Option

User Status Enable Disable

You need to fill in the userID (e-mail address) of the user that you wish to be allowed to subscribe to your portfolio. If the user is from the LearningCube Portal System, you just need to enter his UserID (instead of e-mail address). You need to decide whether to enable or disable this user by highlighting the appropriate option.


4.12.2 Manage User

You may enable certain users of your portfolio to manage certain modules. To manage the user, you need to click on the  button beside the name of that respective user.

Module Access Control :: -

Select Module:

- Select Module----
- Announcement Manager
- Assignment Manager
- Documents Manager
- Forum Manager
- Image Manager
- Links Manager
- News Manager
- Notes Manager
- Reference Manager
- User/Admin Manager
- Quiz Manager
- Survey Manager
- Questions Manager

 No Access Rights Config

You need to choose the module that you want to enable him to manage and you need to click on the "Submit" button.

Select Module **Notes Manager**

Access Control for User :: -

Module ID	Module Access Control			
	Add and Manage Own	Modify Others Item	Remove Others Item	
1. Notes Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Modify"/>

You need to choose whether to allow him to:

- (i) Add and Manage his own item
- (ii) Modify other managers' item
- (iii) Remove other Managers' item

You need to click on the "Modify" button in order to proceed. The system will then display the access level status for that user as follows:

Access Control for User :: -

Module ID	Module Access Control			
	Add and Manage Own	Modify Other Items	Remove Other Items	
1. Notes Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

4.12.3 Unmoderated users

To view and manage the list of unmoderated users, you need to click on the "Unmoderated Users" link on the main User Manager page. You will be given the page as follows:

Page: 1 - Total Record: 1


1. Ziaf Ubai	<input type="button" value="Remove"/> <input type="button" value="Add"/>
User Status: <input checked="" type="checkbox"/> Unmoderated	
Subscribe Date: 05 May 2003 08:28:28	

If you wish to allow this user to subscribe to your portfolio, you need to click on the "Add" button beside his name.

4.12.3 Group Management

You may create multiple groups within users of your portfolio. To manage this facility, you need to click on the "Groups" link on the User Manager main page. You will be shown the list of available user group within your portfolio as follows:




You may manage this group (i.e. adding up or deleting users) by clicking on the "Manage" button for the respective group. To create new group, you have to click on the  button. You will be given a form to be filled as follows:

The form is titled 'Step 1 : Enter Group Name/Id that you want to create.' and contains a single-line text input field labeled 'Group Name / Id'. Below this is 'Step 2 : Group Description', which features a large multi-line text area with a vertical scrollbar on the right side.

You need to enter the name and description of the group that you wish to create. Once the group has been created, it will be listed in the Group Management main page.

Managing Groups

To manage the group (i.e. adding and deleting users from the group) you need to click on the  button on the respective group. The list of users of that group will be displayed as follows:



If you want to remove the user from the group, you just need to click on the button for the respective user.



To add new user, you need to click on the button on the top of the page. You will be shown the list of users subscribed to your portfolio. You will need to add them by clicking on the button for each of the user.

