

INQUISIQ^{r3}

Unleash the Power of e-Learning

Version 3.0

Quickstart Guide

April 2009 Edition

© 2002-2009 ICS Learning Group

Disclaimer

ICS Learning Group makes no representations or warranties with respect to the contents or use of this manual, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. ICS Learning Group reserves the right to revise this publication and to make changes to its content at any time, without obligation to notify any person or entity of such revisions or changes.

Further, ICS Learning Group makes no representations or warranties with respect to any ICS Learning Group product, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. ICS Learning Group reserves the right to make changes to any and all parts of ICS Learning Group products at any time, without obligation to notify any person or entity of such changes.

Trademarks

Inquisiq, Inquisiq Studio, Intelligent Streaming Video (ISV), and ICS Learning Group are registered trademarks of Interactive Communications Solutions Group, Inc.

Other brands and their products are trademarks or registered trademarks of their respective holders.

Product Support

If you have purchased a support package and have any questions during the use of Inquisiq R3™ that are not addressed in this guide, go to [http://support@icslearninggroup.com](mailto:support@icslearninggroup.com), or write to:

ICS Learning Group
650 Ritchie Highway
Suite 300
Severna Park, MD 21146

<http://www.icslearninggroup.com>

Table of Contents

- Overview..... 5
- Creating a New Site..... 5
- The Administrator Account 5
- Logging In..... 5
- Branding 5
- Localization..... 6
- Home Page..... 6
- Publishing Content..... 7
 - Uploading a Package 7
 - Importing a Content Package to the Course Catalog..... 7
 - Creating a Course..... 7
 - Adding Lessons to a Course 8
 - Publishing a Course 8
- Creating Users..... 8
- Permissions 8

Overview

This Quick Start Guide will assist you in getting your Inquisiq R3™ Learning Management System up and running quickly by covering the essential elements required. At the same time, it will introduce you to much of the interface so that you may become familiar with the process and conventions used.

If you have additional questions that are not addressed in this guide please also visit our support site at <http://support.icslearninggroup.com> or contact our support staff for assistance.

Creating a New Site

The Inquisiq R3 Software may host numerous sites (or applications). Each Inquisiq application functions as a separate LMS with its own user-base, course catalog, branding and URL.

To create a new site, navigate to the sign up page (typically located at [http://\[domainname.com\]/signup](http://[domainname.com]/signup), for example <http://www.inquisiq3.com/signup>) and complete the signup form. Note the prospective URL that is displayed as you complete the form –this will be the URL of your application once it has been created. Enter a valid email when prompted as the system may require you to activate your account via an email link that it will send.

Once you have clicked the activation link, your application will be active and available to users using the URL that was displayed during the signup process.

The Administrator Account

When your application is created, the system will automatically generate an Administrator user account. The Administrator account is unique in that it has complete access to all administrative functionality, cannot be deleted (or have any of its access revoked) and it is the only account with the ability to assign system permissions to other users.

Additionally, because of its access level, the Administrator account is not treated as a normal user account. This means that it cannot be used to enroll in, be assigned or take any training and will also not appear in any user lists.

When logging in as the Administrator, the password that you entered when creating your application is the password that you should use along with the username 'admin' or 'administrator'.

Logging In

To log in to your application, navigate to the URL that was displayed during the signup process. Enter your username and password in the login form and click *Login*.

Branding

You may configure your application so that it reflects your particular branding. To configure the design of the masthead, click the Masthead icon that is in the Interface section of the Administrator Menu.

You will see a masthead preview and controls that allow you to make changes to it. The masthead consists of a logo image (on the left), a secondary image (on the right), a background color and a

background image. Both the logo image and background color are required. Note that the background image will automatically tile overtop the background color but the background color may be visible to users momentarily while waiting for the background image to load with each page.

To replace any of the images click the associated *Upload Image* button and select the desired image using the file dialogue that appears. The preview should update in real time once your image has successfully uploaded. To remove an image, click its associated *Remove Image* button.

To change the selected background color, click the *Select Color* button and use the dialogue to select a new background color.

When you have finished configuring the masthead preview, click the *Save Changes* to apply your changes to your application.

If your new masthead does not appear immediately, you may need to clear your browser cache to ensure that you are seeing the latest settings.

Home Page

By default, your application will have a basic home page consisting of a headline and login form with instructions. You may edit the headline of the basic design, or use the advanced designer for a more complex and visually appealing layout.

To modify the home page, click the Home Page icon that is located in the Interface section of the Administrator Menu. Indicate which style (simple or advanced) you would like to use by checking the appropriate radio button and the system will automatically present you with an interface that you can use to customize the layout.

Click *Save Changes* when you are finished. Your changes will be immediately applied to the home page.

Localization

Your application can also be configured for your particular locale. This allows you to select the default time zone and date display preference for your application. To change these settings, click the *Localization* icon located in the System section of the *Administrator Menu*.

The time zone you select will be used as the default for user accounts and also as the pre-select for events and other functions that allow you to specify dates and times. Based on your user data configuration (refer to the Inquisiq R3 Administrator Manual), users may be able to change their time zone selection during registration or once they have logged in. Because the system is time zone aware, dates and times of events will be converted to the correct local time for the user that is viewing them based on their time zone setting. This allows you to schedule events such as web-meetings and have users in different time zones all notified and attending at the proper time.

The date display setting simply changes the display of dates and times between US and European formats. This setting is global and users may not individually change it.

Publishing Content

The basic procedure for deploying content once you have authored and published it to a SCORM package follows these steps.

1. Upload the package. This transfers it to the system making its contents available for use in courseware.
2. Import the package. This generates course(s) based on the contents of your package making them available to the Course Catalog. Alternatively, you can manually create courses and “point” their lessons to resources within the uploaded package.
3. Publish the course(s). This makes the course(s) visible in the catalog allowing users to enroll in them.

Uploading a Package

To upload a SCORM package, click the *SCORM Packages* icon located in the Content section of the Administrator Menu. This will bring you to the SCORM packages screen which lists all of the SCORM packages that have been uploaded. Click the *Upload SCORM Package* icon that is located in Actions section of this screen to open the Package Upload window. Click *Browse*, select the desired SCORM package using the file dialogue that appears and then click *Upload*. Once the package has successfully uploaded, it will be added to the SCORM packages list. Note that uploading a SCORM package simply transfers it to the LMS but it is not available to users until imported to the course catalog (described below).

Importing a Content Package to the Course Catalog

In order for a content package to be converted and available for enrollment it must be *imported* to the Course Catalog. To import a content package from the SCORM package list to the Course Catalog, click the *SCORM Packages* icon in the Administrator Menu. Select the content package you would like to import and click its associated Modify icon. Click the Import SCORM Package icon located in the Action section of the screen.

During import, the system will automatically generate a new course (or courses) according to the manifest file contained within the selected SCORM content package. If you have previously imported this package, then doing so again will not update courses previously created, but rather create new courses according to the structure of the SCORM content package.

Note that because the manifest file contained within a SCORM resource package does not define course or lesson entities, resource packages may not be imported using this method.

Creating a Course

The previous method allowed the system to automatically create a course(s) for you based on the structure that it found in your manifest file. You may however also build or modify courses manually. This allows you to make adjustments to a course and its lessons after importing or even creating a custom course that uses resources from numerous content and resource packages.

To create or edit a course, click the *Courses* icon located in the Content section of the Administrator Menu. The courses page displays a searchable list of all courses in your application. To create a new course, click the *New Course* button at the top of the page or to modify an existing course, click its associated *Modify* button.

Complete the form with the appropriate information for the course. Note that only the course name and short description are required. For a complete description of all functionality related to creating courses, refer to the Inquisiq R3 Administrator's Manual. Click *Save Changes*.

Adding Lessons to a Course

Once you have saved your changes, you may add lessons to the course by clicking the Lessons icon that will have appeared in the right panel. The lessons page lists all the lessons that are contained within the course. To add a new lesson that will use a resource from an uploaded content or resource package, click the Add Online Lesson icon.

Complete the form with the appropriate information for the lesson. To select the SCORM resource that this lesson should use, click the *Select Package/Resource* button. In the new window that appears, select the content or resource package that contains the resource you would like to use for this lesson and click *OK*. Now select the resource and click *OK*. Only resources that are contained within the selected package will be listed. Also note that because resources are listed by their SCORM Identifier, you should be sure that when you are authoring and packaging your content, you are assigning identifiers that are meaningful and understandable when listed such as this.

Click *Save Changes* to save your lesson and add it to the course.

Publishing a Course

When you first create a course it is not automatically available in the Course Catalog. To make it available you must publish it. To publish your Course, return to the Courses page by clicking the *Courses* icon on the Administrator Menu. Click the *Publish* icon associated with the course that you would like to publish. When the icon turns green, the course is published to the catalog and available for users.

Creating Users

By default, your application will allow users to create their own account by using the registration link on the home page. You may however also create user accounts for your users if you choose.

To create a user account, click the *Users* icon located in the Users & Group section of the Administrator Menu. The users screen displays a searchable list of all users in your application. Click the *New User* icon at the top of the page and complete the form with the appropriate information for the user.

Click *Save Changes* to save the user account. Depending on the status and expiration values you entered, the user account is immediately available for the user to login.

Permissions

By default, a new user account will not have the permission necessary to access any of the systems administrator functionality or run reports. To give a user the permission to access the administrator

areas you first need to be logged in as the main Administrator. Next, click on the *Users* icon located in the Users & Groups section of the Administrator menu. You will be presented with a list of all Users in the system. You can search for a User or manually navigate to them in the list. Click the *View* icon for the User that you would like to select. Notice that under the Tools section of the User screen, there is an icon called Permissions. Click the Permissions icon to bring up the Permission control screen for that User. Notice that there are many different options for which permissions you can grant to the selected User. Also note that some of the permission areas have an added control on the right side that allows you to determine if you want the permission to be applied to all users in the system or only the users that are in specific groups. An example of when you may want to use this control is if you would like to give someone the permission to run reports but would like to limit the people that can show up in their reports to only the people in the selected groups.