INQUISIQ r3

Unleash the Power of e-Learning

Version 4.0

Quickstart Guide

May 2010 Edition

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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*, or write to:

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8221 Ritchie Highway
Suite 303
Pasadena, MD 21122

http://www.icslearninggroup.com

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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, for example http://www.inquisiqr3.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 a link sent to that email address. Also, be sure to remember the password you enter here as this will be the default Administrator password for LMS access.

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

The Administrator Account

When your LMS 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 (during the 'Sign-Up' process) 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 (i.e. additional text such as a welcome message, instructions, images, external links, etc).

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

Inquisiq R3 has a “simple” and “advanced” mode for uploading your SCORM packages. Free trial accounts are by default set to the “simple” mode. To determine which mode you have, go to the Administrator Menu and look in the Content section toward the bottom. If you see five (5) icons, and one icon is called “SCORM Packages”, your LMS is set for advanced uploading. If that icon is missing (you only see 4 icons), you are set for simple uploading. If you would like to change your uploading preference, simply contact ICS Learning Group, and we can change that setting for you (though switching between the modes more than once is not recommended).

Which mode is right for you? If you only plan to deploy and manage online courses that are completely set up in the SCORM package, where the course and lesson names are identified in the SCO manifest, then the simple mode is the preferred method. Simple uploading allows you to completely load and synchronize a course in one click. However, with the simple upload, you cannot create a standalone classroom or web meeting session, nor add another online lesson to the course that is automatically created through this process. You may, however, attach a Classroom Lesson or Web Meeting session as an extra lesson to any existing course regardless of how it was created.

If you require greater configuration, the advanced mode is for you. The advanced mode, while requiring a few extra steps, allows you to fully configure every course from the beginning, adding more online lessons, or making standalone classroom or web meeting sessions. 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 (advanced mode only). 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 in “Simple” mode

To upload a SCORM package in simple mode, click the *Course* icon located in the Content section of the Administrator Menu. This will bring you to the Courses screen which lists all of the courses that have been created. Click the *Upload SCORM Package* icon that is located in Actions section of this screen to open the Package Upload window (if this option is not available, your LMS is in advanced mode). 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 Courses list, per the ‘title’ attribute in the pacakge’s manifest. Note that your course is not published yet.

To finish configuring your course, click on the *Modify* icon in the Courses menu for the course that you just uploaded (or any other existing course). Enter all the required and optional data in all four tabs

(Properties, Settings, Expert and Prerequisites). Make sure that you click the “published” radio button in the settings tab. When finished, click *Save Changes*.

Uploading a Package in “Advanced” mode

To upload a SCORM package in advanced mode, 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 (if this option is not available, your LMS is in simple mode). 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).

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 this 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 allowsthe system to automatically create a course(s) for you based on the structure found in the SCO 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 (advanced mode only), click the *New Course* button at the top of the page. To modify an existing course, click its associated *Modify* button from the course list.

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 Tools 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 (advanced mode only). Note, if you are in simple mode, you will only be able to add Classroom Lessons and Web Meetings to an existing course with an online lesson. If you are in advanced mode, you may add any lesson type to your course (online, classroom, web meeting or OJT).

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* and resources that are contained within the selected package will be listed. Now select the desired resource and click *OK*.

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 in either mode, 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. You may also publish a course by clicking the *Modify* icon for the course, and then click the *Published* radio button in the settings tab.

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 manually 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 system's 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 JMenu. 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. There are many different permission options 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.

Additional Information

For more detailed information, see the Inquisiq R3 Administrator Manual available from the ICS Learning Group support site or submit a support ticket through that site

http://support.icslearninggroup.com