



Teacher's Quick Start Guide

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for LearnMate 7.3.2.7



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LearnMate Teacher's Quick Start Guide

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1. Entering LearnMate

A. Accessing the Site

In your web browser, enter the URL you have been given.



B. Logging In

To log in, you require a username and password. Contact your administrator for a username and password if you do not already have one.

In the Log in page, enter your username and password.

- Note:** The username and password are case sensitive.



- Click **Log in**.



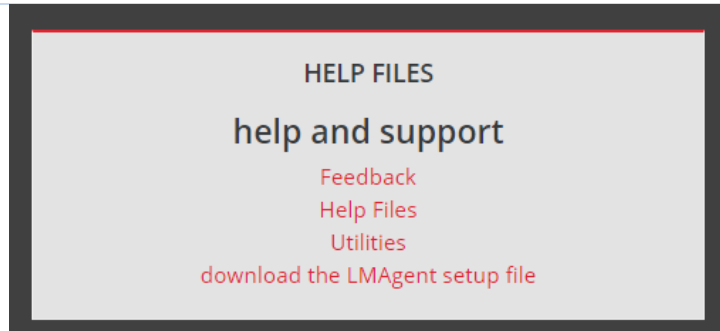
You are now logged into the site.

C. Installing Required Utilities

To prepare your computer for use with LearnMate, you must verify that your computer has the required utilities installed.

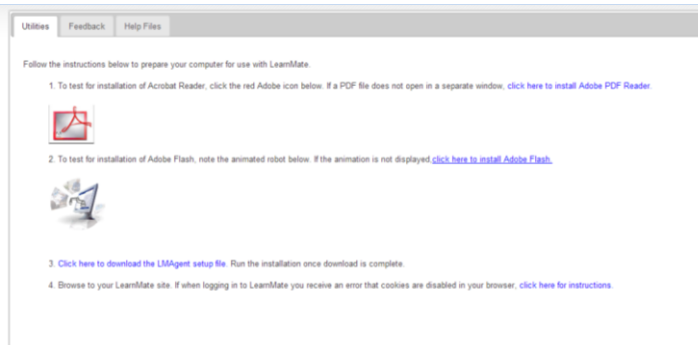
1

In the HELP FILES block at the bottom of the page, click **Utilities**. The Utilities page is displayed.



2

Follow the instructions in the Utilities page to check for and - if necessary - install required utilities.

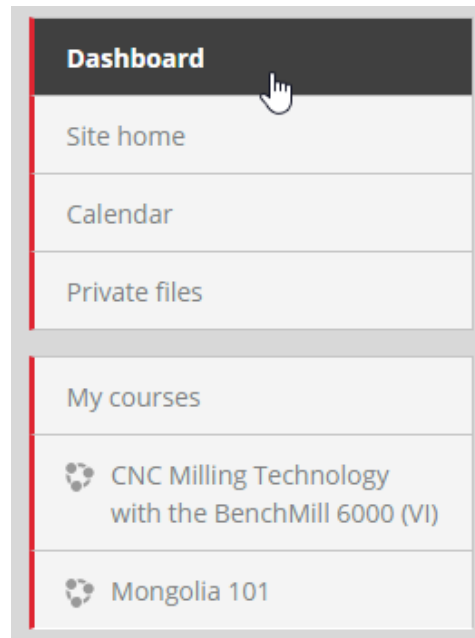


2. Entering a Course

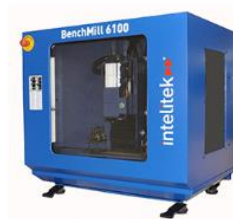
Accessing Courses

After logging in, a list of available courses or course categories is displayed.

1 In the left side menu, click **Dashboard**. A list of your courses will be displayed on the page. Your courses are also displayed in the left side menu under **My Courses**.



2 Click the course that you want to enter.



CNC Milling Technology with the BenchMill 6000 (VI)

The CNC Milling Technology module introduces students to the fundamentals of CNC (Computer Numerical Control) milling. Students learn the fundamentals...



Medieval Mongolian History

Relive the life of a horsemen of the Great Steppe in this unique course.

Explore the beginnings of one of the World's greatest dynasties and the ...

3. The LearnMate Interface

The LearnMate system consists of different types of pages with various clickable options on each page. Below and on the next page, you can see two commonly encountered pages; the Home page (or Dashboard) and a course home page:

The Home page lists all available courses.

Course pages show the content and schedule of a course.

To learn how to navigate LearnMate, see Section 4, Navigating in LearnMate. For more information about blocks, see Section 4, LearnMate Blocks. For more information about course activities and resources, see Section 7, Content Authoring.

4. Navigating in LearnMate

Navigation between the various pages in LearnMate is designed to be efficient and clear.

Using Breadcrumbs

[Dashboard](#) / [Courses](#) / [STEM: Engineering](#) / [Introduction to Engineering](#)

At the top of every LearnMate page you'll find the breadcrumbs. They show you the path between the Home page and your current page. Click any of the pages listed in the breadcrumbs to jump to them.

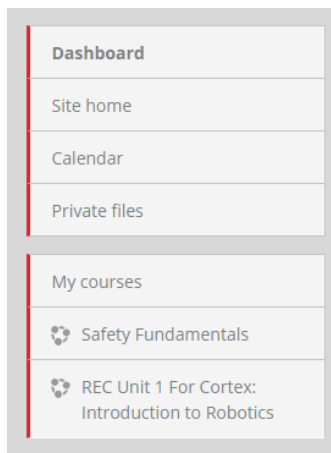
Clicking Hyperlinks

 [1. Safety Responsibilities](#)

Throughout the system, most texts are clickable hyperlinks that take you to another page.

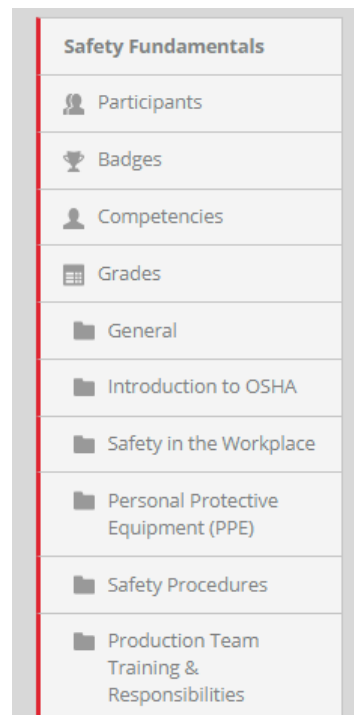
Hyperlinks are found throughout the system, particularly in the Blocks at the side and in the Course pages.

Using the Left Side Menu



The left side menu is a navigation block that provides access to your course pages and to other options.

Navigation within a Course

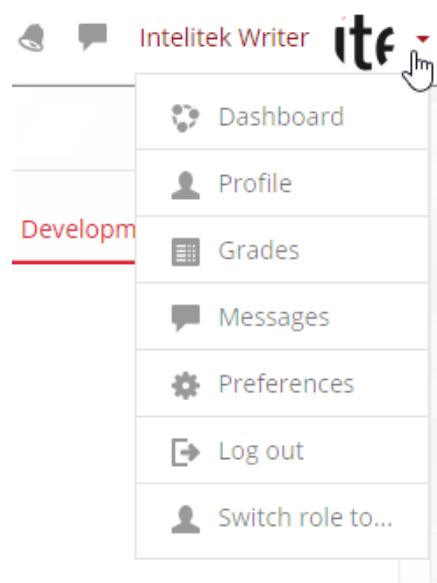


Inside a course page, the left side menu provides access to the different parts of the course, like participants, badges and grades in this course, as well as the course topics.

This course, for example, has several topics, including:

- ▶ Introduction to OSHA,
- ▶ Safety in the Workplace,
- ▶ Personal Protective Equipment (PPE),
- ▶ Safety Procedures,
- ▶ Production Team Training & Responsibilities

Additional Options



The user drop-down menu at the top-right corner provides access to additional options like your personal profile, grades, messages, and other preferences.

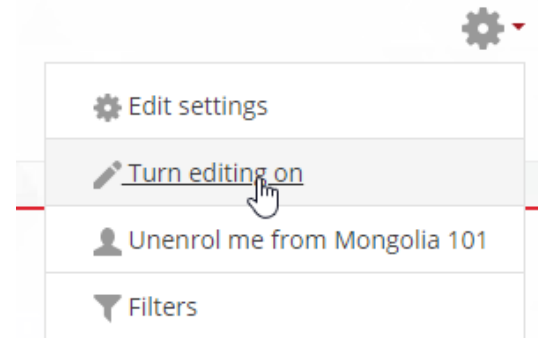
5. LearnMate Blocks

LearnMate provides a wide range of blocks. Blocks display information and provide extra functionality for users. You and your system administrator decide which blocks are visible on each page.

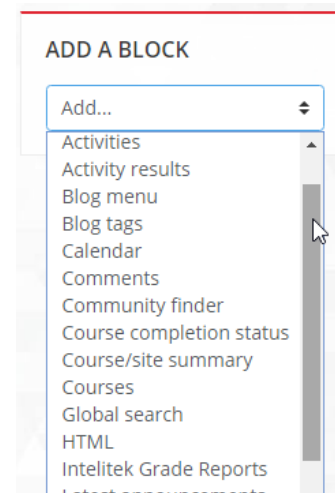
A. Adding a Block

To add a block to a course page:

1 From the gear icon on the top-right corner of the page, click **Turn editing on**.

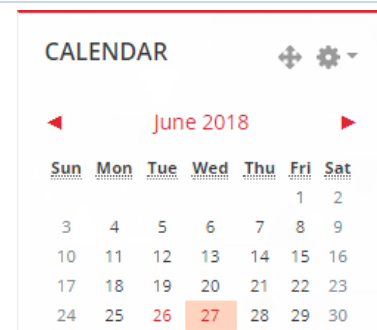


2 Select a block from the **Add a block** dropdown menu at the bottom of the page.



The block appears in one of the margins of the page. If desired, move the block by dragging and dropping it with the icon.

Remove the block or perform other options by using the block's gear dropdown menu .



This table lists various blocks that are available in LearnMate.

Block Name	Description
Activities	Provides shortcuts to course activities.
Activity Results	Displays results for selected activities.
Administration	Provides navigation links to various administrative options at both the course and site levels.
Blog Menu	Provides links to add a new blog entry.
Blog Tags	Displays a list of blogs where font size visually indicates each blog's use. The more frequently used blogs appear in a larger font size and least used in smaller fonts.
Calendar	Displays a calendar with course events marked.
Comments	Displays comments added by all users on the current page, and allows you to add your own comments.
Community Finder	Enables you and other users to access public community hubs, and search for courses to download or enroll in.
Course Completion Status	Indicates whether a course has been completed or not.
Course/Site Summary	Displays the course or site summary.
Courses	Allows you to quickly navigate between all of your courses.
HTML	Allows you to add text or images on a site or course page. The title bar can be left blank.
Intelitek Grade Reports	Allows you to access the Intelitek Grade Reports, a set of four graphical and statistical reports for your students' assignments and quizzes.
Latest Announcements	Lists the most recent news posted by your site administrators in the News Forum. It also has a link to the archived news.
Latest Badges	Displays badges earned.
Logged in User	Displays your information.
Mentees	Provides mentors with quick access to their mentee(s) profile page(s).
Messages	Lists all new messages received. Provides access to the Messages pages.
My Courses	Displays courses you are enrolled in.
Navigation	Allows you to navigate throughout the course.

Online Users	Lists all course participants who are currently using LearnMate.
People	Contains a link to the list of participants associated with the course area in various roles.
Private files	Enables access to a user's private files area.
Random Glossary Entry	Displays random entries from a glossary.
Recent Activity	Lists recent changes or additions made to the course.
Recent Blog Entries	Displays recent blog entries.
Remote RSS Feeds	Enables RSS feeds from external websites to be displayed.
Search Forums	Allows you to search course forums for specified text.
Section Links	Allows you and students to quickly navigate to a particular topic/week section of the course
Self Completion	Provides a link for students to declare that they have completed the course. This may be part of the course completion requirements.
Tags	Displays tags. In the tag block, the size of each tag is related to the amount of items associated with it. The larger the tag, the more items associated with it.
Upcoming Events	Lists all upcoming events scheduled.

6. Student Enrolment Methods

Note: Students must first be added as users to the system (either by the administrator or by creating their own account) before being enrolled into a course.

You can enrol students into your course individually, in bulk, or you can provide students with an enrolment key (recommended). An enrolment key is simply a password that students can use to self-enrol into the course.

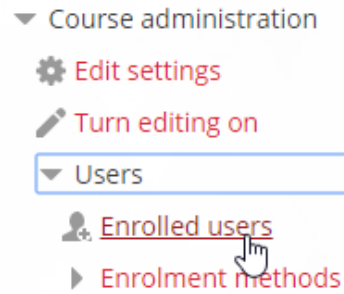
Ensure that you enter the course before performing the actions below.

A. Enrolling Students with an Enrolment Key

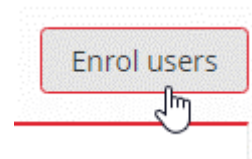
<p>1 In the administration block of a course, navigate to Course administration > Users > Enrolment methods.</p>	
<p>2 In the Add method dropdown menu, select Self enrolment.</p>	
<p>3 On the Self enrolment page, complete the Enrolment key field.</p>	
<p>4 Complete the other fields as required, and then click Add method.</p>	
<p>5 Distribute the enrolment key to your students, either via email or in person.</p>	

B. Enrolling Students Individually (Manual Enrolment)

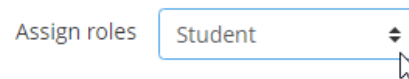
1 In the administration block of a course, navigate to Course administration > Users > **Enrolled Users**.



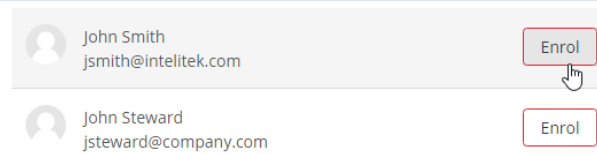
2 On the Enrolled users page, click **Enrol users**.



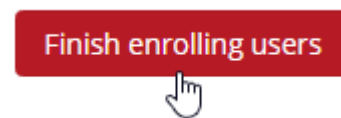
3 Choose the role of the user(s) that you want to enrol using **Assign roles** drop-down menu. Usually, this will be the Student role.



4 For the user(s) whom you want to enrol, click the **Enrol** button next to their name.



5 When you are finished, click **Finish enrolling users**.



7. Content Authoring

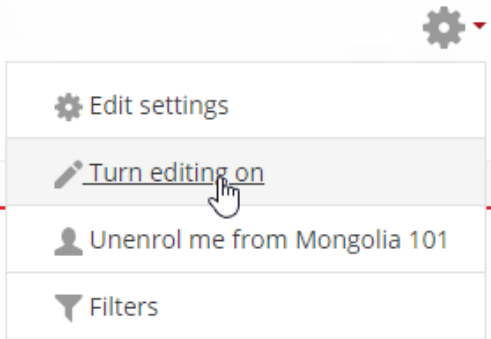
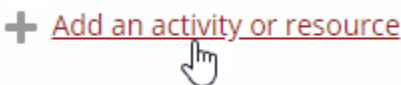
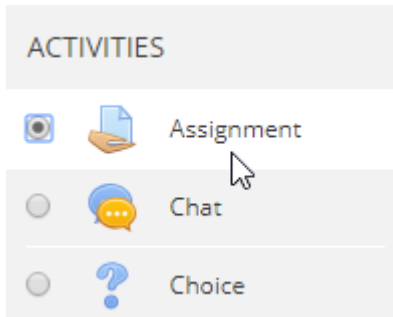
LearnMate allows you to author content and create your own courses with your own educational material. On individual course pages, you can add content and edit it, insert review items such as quizzes, and order and fit your content to make it look just how you want it to.

The course pages are where all activities and resources for the student are listed. When adding activities and resources, try to do so in the order in which you want your students to access them. The activities and resources may be divided by week or by topic. Once you add an activity or resource, you can still move that activity or resource up or down the page and between topics.

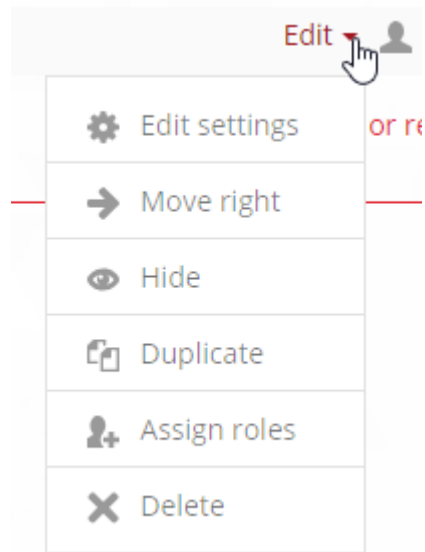
Ensure that you enter the course before performing the actions below.

A. Adding Activities and Resources

Follow this procedure to add activities or resources to your course.

<p>1 From the gear icon on the top-right corner of the page, click Turn editing on.</p>	
<p>2 Click Add an activity or resource. Note that you can add the activity or resource at any point during the course.</p>	
<p>3 Select the item that you want to add. Double-click the item to add it to the course.</p> <p>There are many different activities and resources that you can add. Each are described on the right side of the Add an activity or resource window when clicked.</p>	
<p>4 Follow the resource/activity -specific instructions on the subsequent page to complete the addition of the activity or resource.</p>	

The activity or resource is displayed. Where required, update, hide, or perform other actions. Keep editing turned on to do so.

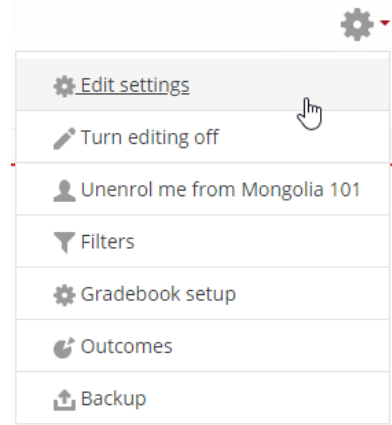


8. Managing Course Settings and Content

A. Adjusting Course Settings

Change the course settings in order to make them just right for you.

To edit the course settings, click **Edit settings** in the Administration block.



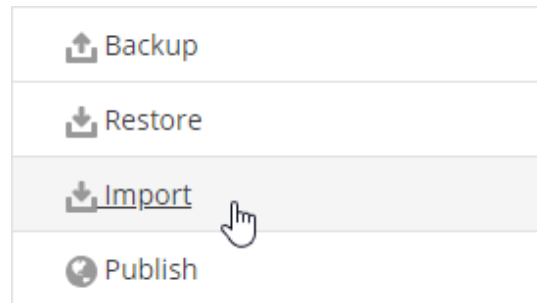
Change important settings such as:

- ▶ The course summary
- ▶ The course start date
- ▶ The overall appearance
- ▶ Ability of guests to access the course
- ▶ The maximum size of a file that can be uploaded

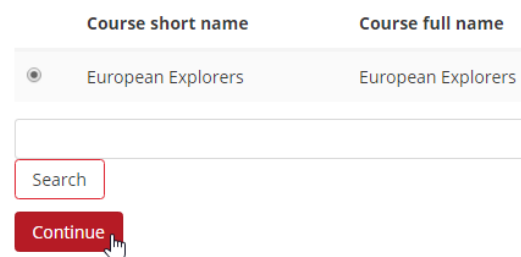
B. Assembling and Combining Course Content

You can combine course content by importing activities and quizzes from one course to another.

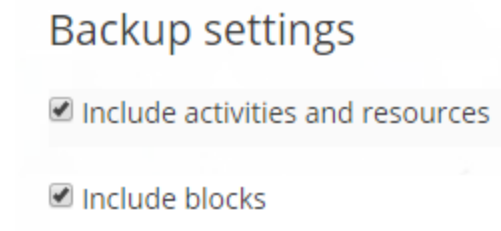
1 In the gear icon drop-down menu of the course that you want to import into, click **Import**.



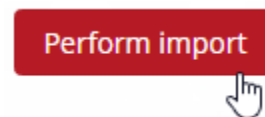
2 Select the course from which you want to import content. Click **Continue**.



3 Follow the steps of the import process, selecting the course material that you want to transfer.



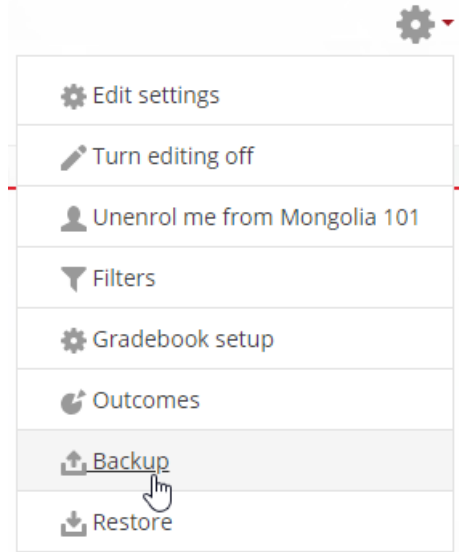
4 Click **Perform import**. The course content is now in the target course.



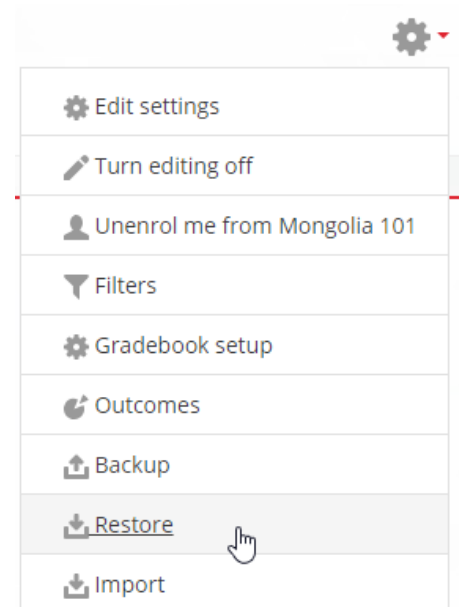
C. Backing Up and Restoring Content

Keep your course content backed up. This process creates a zipped file (*.mbz file) of your entire course that you can download to your computer. Later, you can re-upload the zip and restore a course.

Backup course materials using the **Backup** option in the gear icon drop-down menu.



Restore backed-up content with the Restore option.

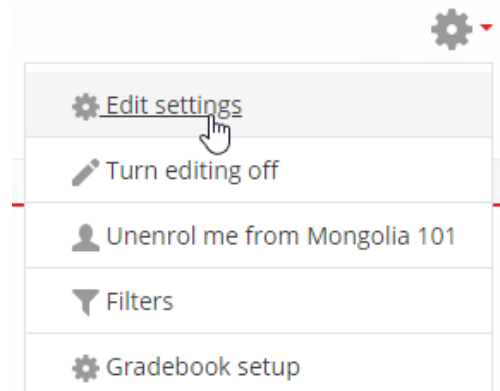


D. Adjusting Course Completion Settings

Note: Course completion settings are not part of the default installation.

You can adjust the completion settings of a course. This controls the items that students have to fulfill in order to successfully complete the course. Your administrator must first enable this feature before you change the course completion settings.

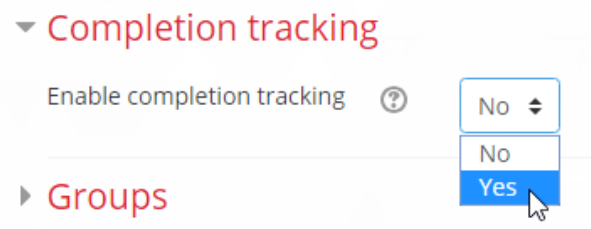
- 1 Enter the desired course and, in the gear icon drop-down menu, select **Edit settings**.



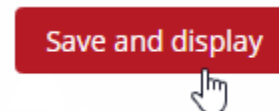
- 2 In the Edit course settings page, click **Completion tracking** to expand the completion tracking area.



- 3 In the Enable completion dropdown menu, select **Yes**.

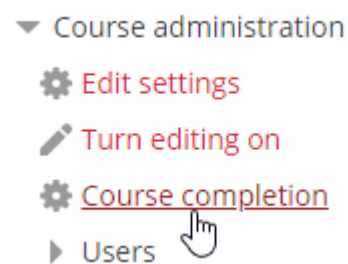


- 4 Click **Save and display**.

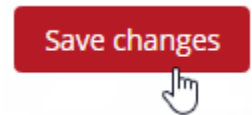


- 5 In the Administration block, navigate to **Course administration > Course completion**.

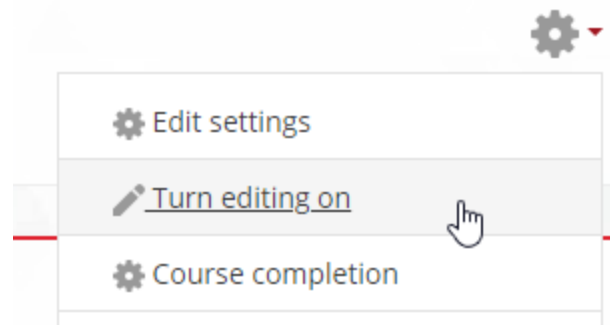
The Edit course completion settings page is displayed.



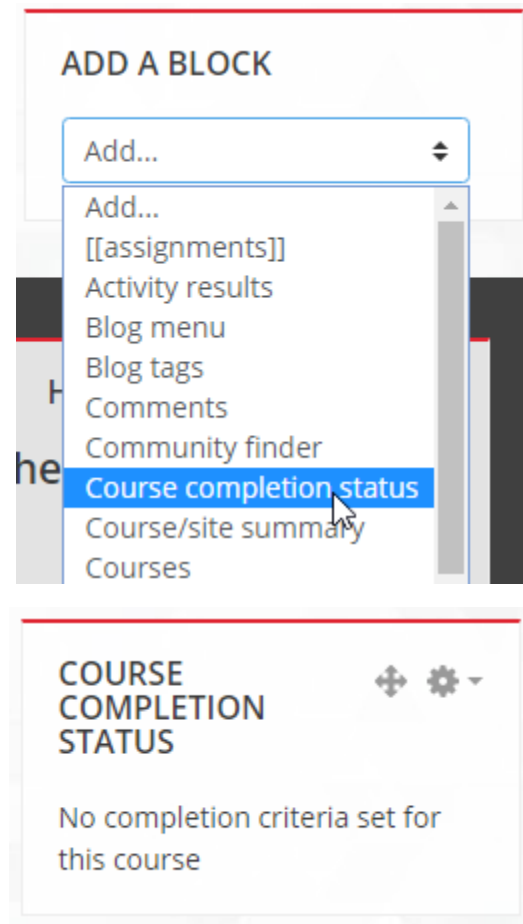
6 Edit any course completion settings as desired, and then click **Save changes** to confirm.



7 On the course home page, click **Turn editing on**.



8 Add the **Course completion status** block. This block helps you and your students manage items that need to be completed.



9. Questions and Quizzes

Assessing students through tests and quizzes is a common task for teachers. Prepare questions and quizzes easily using the LearnMate system.

Ensure that you enter the course before performing the actions below.

A. Adding Questions to the Question Bank


Add new questions into the question bank. You can access those questions at a later time. To create a new question:

<p>1 In the Administration block of a course, navigate to Course administration > Question bank > Questions.</p>	
<p>2 Click Create a new question.</p>	
<p>3 Double-click the desired question type, or select it, and then click Add.</p>	
<p>4 On the subsequent page, complete the compulsory fields, filling in the voluntary fields as necessary. Then click Save changes.</p> <p>Your question is now in the question bank.</p>	

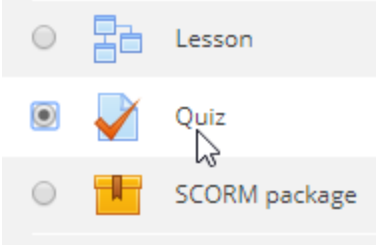
B. Assembling a Quiz with Questions from the Question Bank

You can pick and choose questions from the question bank and add them to quizzes.

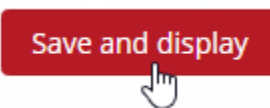
1 Turn editing on (from the gear icon's drop-down menu) and click the **Add an activity or resource** option.



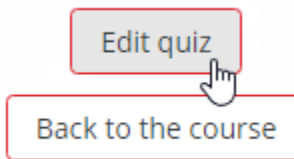
2 Double-click the quiz link in the course home page.



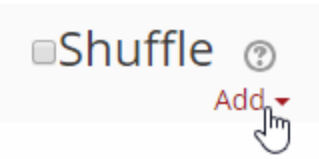
3 Complete the relevant fields in the Adding a new Quiz page, and then click **Save and Display**.



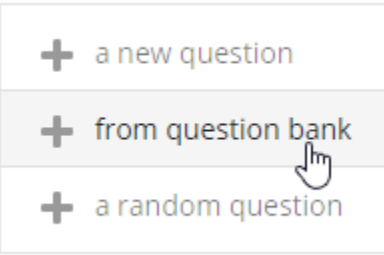
4 Click **Edit quiz**.



5 Click the **Add** drop-down menu to add questions to the quiz.








6 In the drop-down menu, select **from question bank**.



7

Select the desired question(s) to add to the quiz. Then click **Add selected questions to the quiz**.

- +  Indicate which is the flat end mill.
- +  Indicate which of the arcs can be r
- +  It _____ necessary to mention tl
- +  Sketching a part to scale helps you
- +  The _____ the material to be cut,

Page: 1 2 3 4 5 (Next)

Show all 88

Add selected questions to the quiz

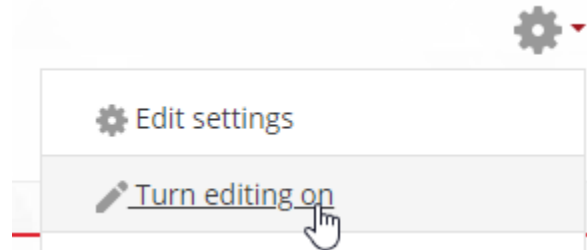


Your question bank questions are added to the quiz.

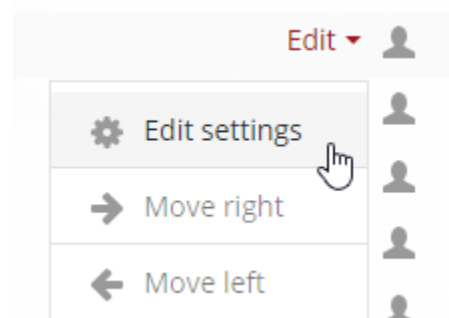
C. Setting Start and End Dates for Your Quiz

You can choose the timeframe within which students can attempt quizzes, view quiz results, and obtain feedback.

- 1 In the course page's gear icon drop-down menu, select **Turn editing on**.



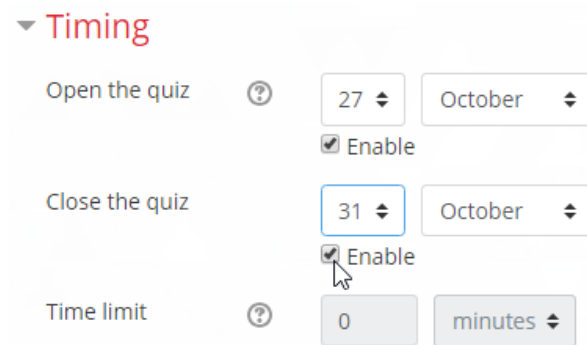
- 2 In the Edit menu for the quiz that you want to edit and/or update, select **Edit settings**.
The Updating Quiz page is displayed.



- 3 Click **Timing** to expand the timing options.



- 4 Set the timing options as desired.
You must check the **Enable** box of the **Close the quiz** settings in order to allow students to receive post-quiz feedback.



- 5 Click **Review options** to expand the quiz's feedback and review settings options.



- Change the review options as desired.
- 6 The review options determine when students receive feedback and what kind of feedback they receive.

▼ Review options ?

During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

- 7 Click **Save and return to course** to confirm the changes.

Save and return to course



10. Working with Outcomes

The LearnMate system allows you to create and manage outcomes. Outcomes are synonymous with standards.

Note: Outcomes are **not** part of the default installation.

A. Creating New Outcomes

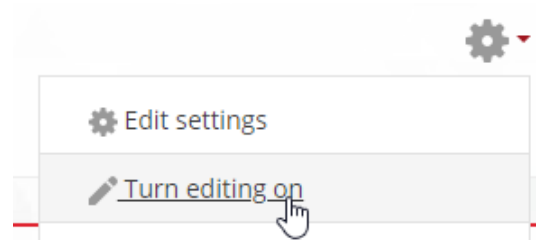
Create an outcome for your course.

<p>1 Enter the desired course.</p>	<p>CNC Milling Technology with the BenchMill 6000 (VI)</p> <p>The CNC Milling Technology module introduces students to the fundamentals of CNC (Computer Numerical Control) milling. Students learn the fundamentals...</p>
<p>2 Enter the desired course.</p>	<p>Medieval Mongolian History</p> <p>Relive the life of a horsemen of the Great Steppe in this unique course.</p> <p>Explore the beginnings of one of the World's greatest dynasties and the ...</p>
<p>2 In the Administration block, navigate to Course administration > Outcomes. If this option is missing, contact your administrator.</p>	<ul style="list-style-type: none"> ▶ Reports ⚙️ Gradebook setup 🔄 Outcomes ▶ Badges 📁 Backup
<p>3 Near the bottom of the Outcomes used in course page, click Edit outcomes.</p>	<p>Edit outcomes</p>
<p>4 Click Add a new outcome.</p>	<p>Add a new outcome</p>
<p>5 In the Add an outcome page, complete the relevant fields, and then click Save changes. The outcome is created.</p>	<p>Save changes</p>

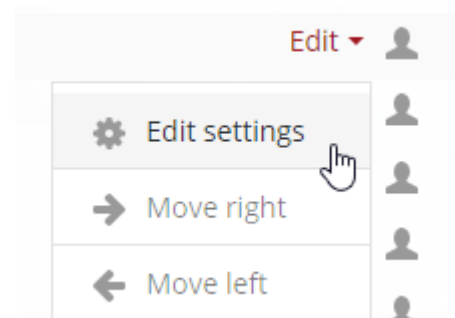
B. Assigning Outcomes to Activities

After creating an outcome, assign it to an activity or quiz.

- 1 In the course pages' gear icon drop-down menu, select **Turn editing on**.



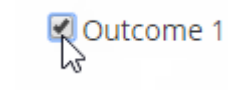
- 2 In the Edit dropdown menu of an activity or quiz, select **Edit settings**.



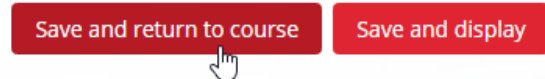
- 3 Click **Outcomes** to expand the outcomes area.



- 4 In the Outcomes area of the page, check the desired outcomes that you want to add to the activity or quiz.



- 5 Click **Save and return to course** or **Save and display** to confirm.



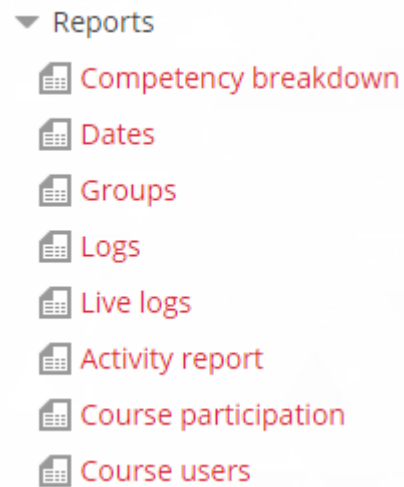
11. Reports

LearnMate reports aid you in keeping track of your students' progress in your course.

Ensure that you enter the course before performing the actions below.

A. Accessing Reports

Keep track of other student activities using the Reports area in the Administration block. Reports can also be accessed via the Gear Icon > **More... > Reports.**

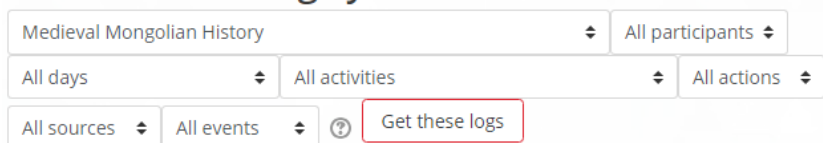


B. Customizing Reports

You can change the settings of some of the reports. You can perform the following actions:

- ▶ Change the students that appear in the report.
- ▶ Change the time period of the report.
- ▶ Change the activity or quizzes shown.
- ▶ Change the actions shown.
- ▶ Filter the results by educational level.

Choose which logs you want to see:



C. Intelitek Grade Reports

The Intelitek Grade Reports provide you with graphical and statistical information about the grades of your students. There are four different Intelitek Grade Reports, each providing you with different information about course activities and grades.

To access the Intelitek Grade Reports, enter your course and then click the link in the **Intelitek Grade Reports** block. (To learn how to add blocks, see section 5. LearnMate Blocks on page 7.)

All available Grade Reports are displayed.



12. Grading Your Students

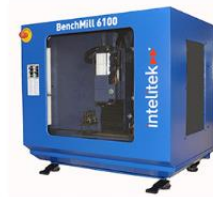
Use LearnMate to grade your students quickly and effortlessly. Keep track of your students' grades with ease.

For most quizzes and assignments, grading is performed automatically by LearnMate. However, some questions or assignments may require your input.

A. Grading Quizzes and Assignments

To grade a quiz or assignment:

- 1 Enter the desired course.



CNC Milling Technology with the BenchMill 6000 (VI)

The CNC Milling Technology module introduces students to the fundamentals of CNC (Computer Numerical Control) milling. Students learn the fundamentals...



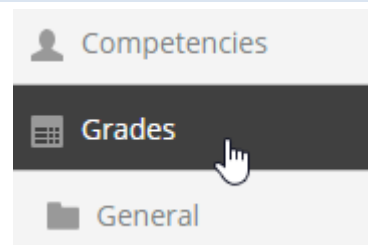
Medieval Mongolian History

Relive the life of a horsemen of the Great Steppe in this unique course.

Explore the beginnings of one of the World's greatest dynasties and the ...

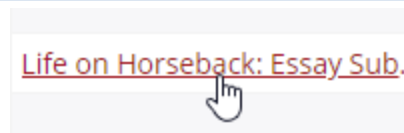
- 2

In the left side menu, select **Grades**. The Grader Report is displayed. The Grader report shows a list of your students and their grades for every assignment. In addition, the course total for each student is displayed.



- 3

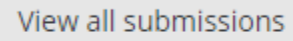
In the Grader Report, click the assignment or quiz that you want to grade.



If you are grading an assignment, continue to Section B. Grading Assignments, immediately below. If you are grading a quiz, continue to Section C. Grading Quizzes, below.

B. Grading Assignments

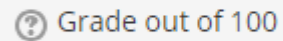
1 Click **View/grade** all submissions.



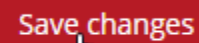

2 Click the **Grade** button in the row of the assignment that you want to grade.




3 Review the assignment, and then enter the grade in the **Grade out of 100** field. Complete any other fields as required.

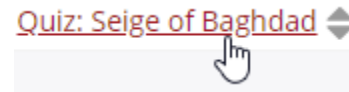

4 Click **Save changes**. The assignment is graded.



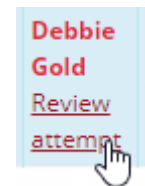

C. Grading Quizzes

Most quiz questions are graded automatically. For those that are not, such as essay questions, you must access the quiz and manually grade the questions.

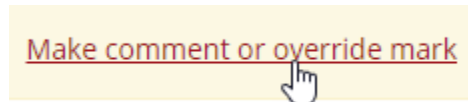
- From the grader report, access the quiz that you want to grade.



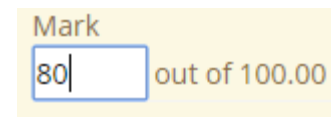
- On the quiz page, find the student attempt that requires grading, and then select **Review attempt**.



- Click **Make comment or override mark**.



- Review the question, and then enter the grade in the **Mark** field.



- Click **Save**. The question is graded.

