learning your way

informetica

Publisher

Revision 14-4

Table of Contents

1. Introduction

Informetica is a web-based Learning Content Management System designed to provide functionality that is easily accessible without needing to install software. The robust system allows users of any computer competence to easily perform the tasks needed.

Topics Covered in this Chapter

The Informetica LCMS was built with the end-user in mind, for user-friendliness and ease of access forefront in its architecture. First time users can easily navigate through self-registration, online training and personal account management.

Because the Informetica system can be used in a number of ways, generic terms or titles are used throughout this manual, such as "participant" rather than "student" or "products" rather than "courses".

This manual may reference features that do not apply to your Informetica system and features may be named differently due to customizations specific to your site. Additionally, some systems have customizations they may not be covered in this manual. Please keep in mind that Informetica itself is under constant development and some differences between the live application and this manual may occur.

1.1.1 Disclaimers

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1.1.2 Restrictions

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1.2 System and Browser Requirements

Informetica is accessible via any platform with internet access and requires a minimum of 56 Kbps connection speed. No third party programs are required to access Informetica. However, course content, such as flash files, may require 3rd party plugins to view. It is recommended that you view Informetica using a current web browser that has JavaScript enabled. Informetica always tests system upgrades and client content on the most current version of a web browser.

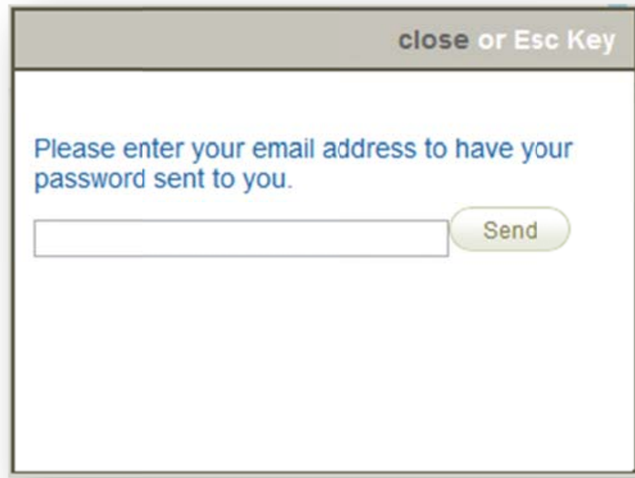
1.3 Supported File Formats

Informetica supports all standard web based media formats, as well Microsoft office suite file formats and Adobe PDF. Other supported formats include SCORM, AICCS and Engage packages. A detailed list of supported file formats is shown below. Your specific set up may have different options depending on your needs.

Images	bmp, gif, jpeg, .jpg, pcx, png, psd, tif, tiff
Documents	doc, docx, csv, htm, pdf, ppt, pptx, rtf, txt, wpd, xls, xlsx, xml, zip
Templates	htm, html
Audio/Video	avi, m1v, m4v, mid, midi, mov, mp3, mp4, mpeg, mpg ,sfw, wav, wmv

Login Page

Once reaching the Informetica website set up for your organization, users will be required to use a login and password to access the content. Informetica offers a single, secure login page. Entering your registered email address and the password you chose during registration will grant you access to the system.



Forgotten Password

If you have forgotten your password, click the "Forgot Your Password?" link on the login page to access the password retrieval form. Enter your assigned user name and click the Send button. Your password will be sent to the email address that is associated with your user account.

1.4 Selecting Items in Informetica

The tab on the right side of the Item Information Box has three different states: Selected, Not Selected, Hover. The examples below show the Organizations in Detailed View. List View selections are similar, however there is not tab; only the line entry will change colour.

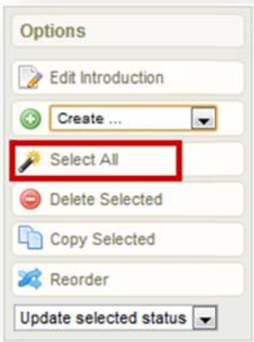
Selected – The tab on this organization is light blue with a checkmark. To deselect this organization click anywhere on the box. The tab will change to a light gold color to show that it isn't selected.

Not Selected – The tab on this organization is light gold showing that the item is not selected. To select this item, click anywhere on the box. The tab will change to a light blue color with a checkmark to show that it is selected.

Hover – When an organization is not selected it will change to a dark blue tab when you move the mouse over it that says "Select" with a checkmark. Click anywhere on the box to select this organization.

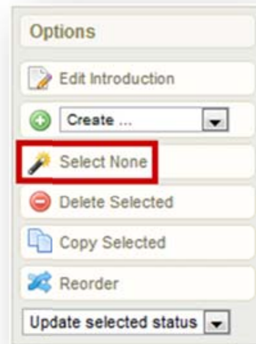
Select All Items

Click on Select All in the Options section of the sidebar. When all items are selected, the Select All option becomes Select None.



Deselect All Items

Click on Select All in the Options section of the sidebar. When all items are selected, the Select All option becomes Select None.

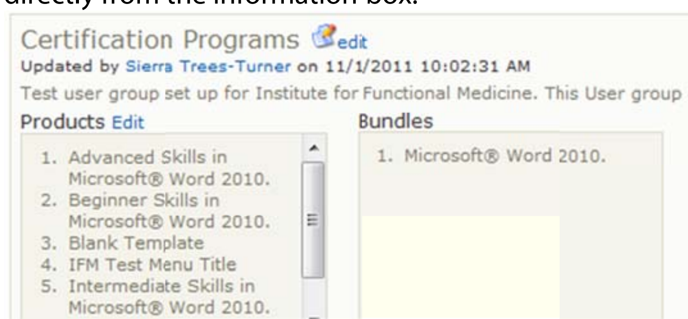


1.5 List and Detailed Views

There are two ways to view most lists in Informetica (such as user groups and products): List View or Detailed View. The instructions in this manual are usually shown using the detailed view.

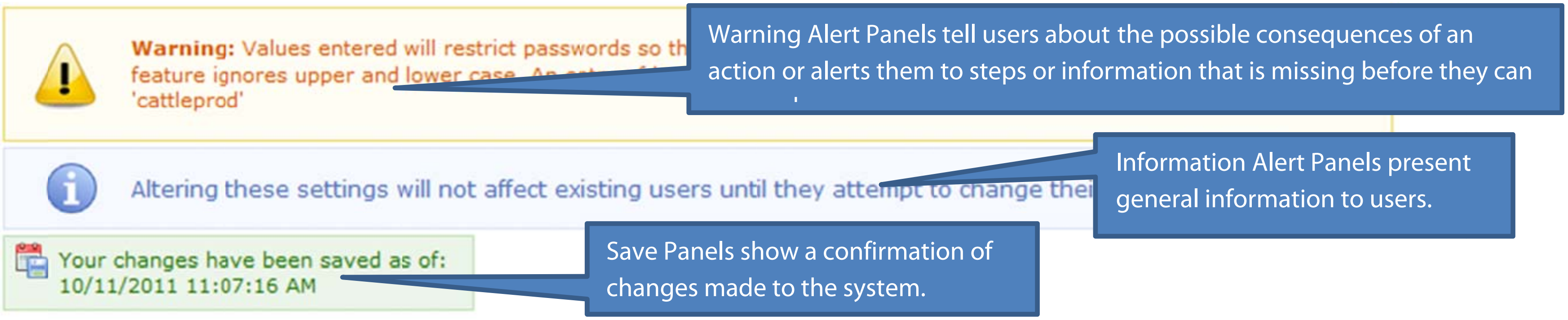
List View displays your organizations in rows so you can view many at once. Edit details or delete options are generally available via additional menus on the right.

Detailed View displays more information about each item in the information box and generally gives the ability edit details or delete directly from the information box.



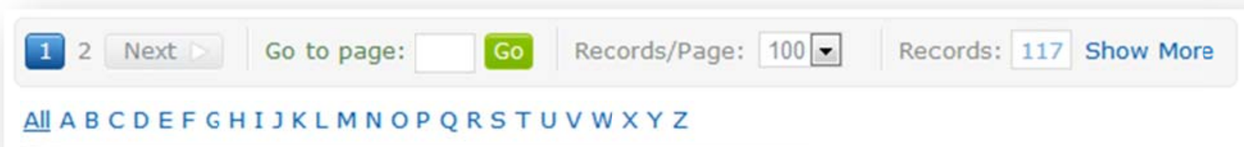
1.6 Alert Panels

Alert Panels are used throughout Informetica to convey a message or warning to users when using features within the LCMS.



1.7 Pagination

Page with long lists have pagination on the top and bottom of the page to help you navigate through the lists.



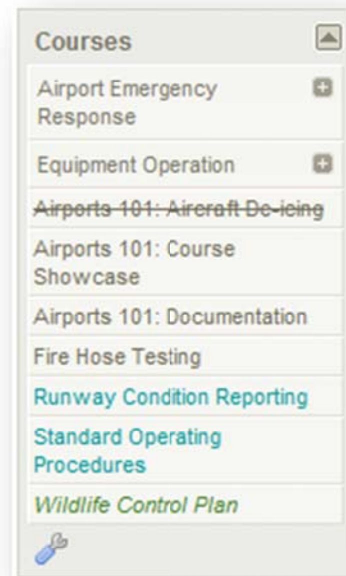
The page navigation bar lets you click a page number , go directly to a specificpage number and may reflect the number of records.

The alpha filter bar lets you click any letter to filter to see only the records that start with the letter selected. IN the case of lists with user names, this will be the user's last name.

1.9 What is an Organization?

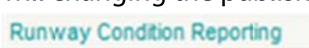
An organization is a way of grouping user groups, products, access codes, and bundles together. Informetica must have at least one organization set up to manage users. The cornerstone of setting up Informetica's Learning Content Management System is the ability to create and manage multiple, distinct groups of users, and the ability for each organization or campus to have a fair measure of its own administrative abilities. To create this environment, a site manager has created at least one organization that corresponds to a broad based area, region or separate company/campus.

1.10 What is a Product?



Products house a collection of items (assets) and related media used to teach participants on a specific subject matter. Informetica allows clients to have five different product types at a time, each with their own unique capabilities. Note that products may be customized for your system and named differently than the default names listed in this manual. Here are some examples of product types our clients are using within Informetica: course, solution, eLearning, instructor led course, job listing, trials, project, eTraining, policy or procedure, documentation, professional development, how-to article, feature article, quiz. Products can be created by site managers, campus admins and publishers. The products menu on the left hand side of the home page lists all of the products your Instructor account is registered to. In this example the menu is called courses. Here is a legend to the Products Menu:

Products that have a strikethrough are not available to participants and are not seen when they log into Informetica. Changing a product's status to inactive will make it unavailable to participants as will changing the publishing date.



Products that show up in **teal** have completion rules assigned to them and are incomplete.

Products that show up in ***green italics*** have completion rules assigned to them and are complete.

Names with a plus symbol next to them indicate that they are bundled products. Press the plus symbol to open the list of individual products within the bundle.

1.11 What is an Asset?

Assets are the individual elements that make up your entire product, each with unique features. Assets can be created by site managers, campus admins and publishers. Note that assets may be customized for your system and named differently than the default names listed in this manual.

1.12 User Types

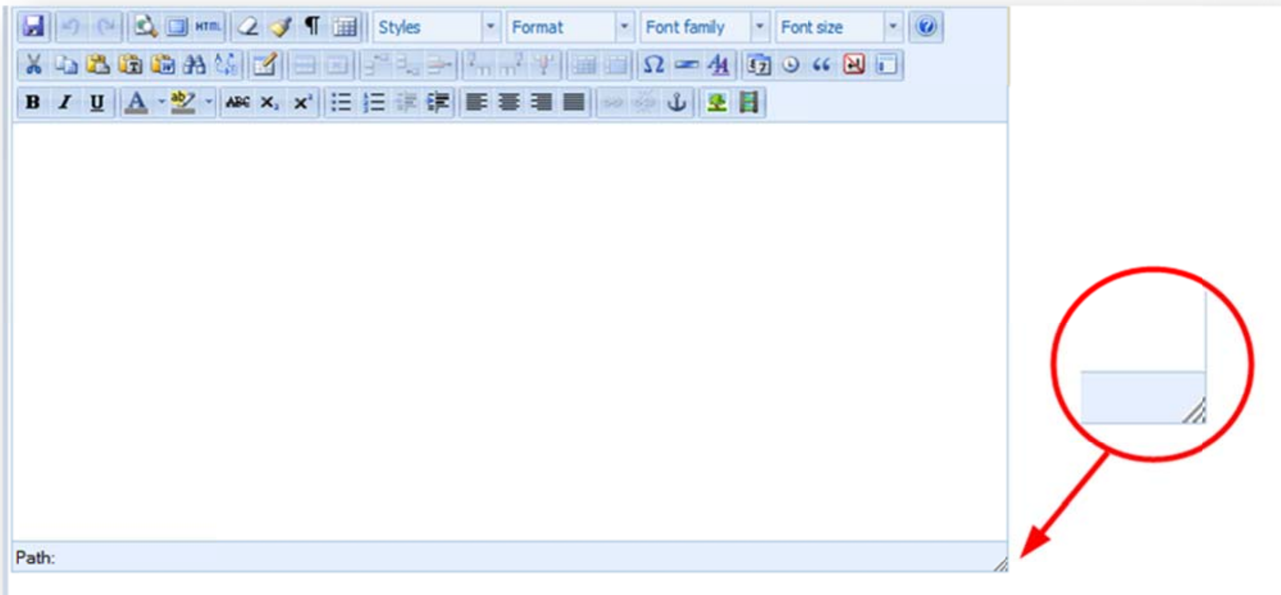
The Informetica system has a number of default user types to allow for accounts with varying levels of access and permissions. Some account types have configurations which may modify their respective permissions to meet your specific needs. Below is a short description of the major types.
Site Manager: the only user type to have access to the Informetica administration modules and support team. They have the tools to create and manage your entire online training environment;
Campus admin: has the same user access as publisher and instructor accounts coupled with additional administrative access rights of an organization manager, based on your needs;
Organization/Campus Manager: can access all the user groups that fall under their organization(s), create and manage users and user groups, upload mass groups of users via the Informetica import tool toward user creation and/or training registration and they can assign training to individual or multiple users;
User Group Manager: able to obtain records and reports on users within the groups that are under their supervision;
Publisher: is able to create learning materials within the system, such as courses, exams and modules. Publishers can also upload 3rd party courseware (SCORM/AICC) and upload a number of file formats such as PowerPoint presentations, PDFs, excel spreadsheets, word documents, flash presentations and a number of others. A publisher is able to access participant records and other reports, based on the user group(s) to which they belong;
Instructor: is able to facilitate a course and view all applicable students' records and reports but, unlike a publisher, a trainer does not have the 'rights' to modify any of the course assets. They are able to approve users for pending registrations, as well as grade their users;
Participant: the learner taking the course or training. The participant has no administrative abilities.

1.13 Informetica's Content Editor

Informetica's Content Editor utilizes a WYSIWYG (What You See is What You Get) editor to make it as easy as possible for non-technical managers and instructors to edit content. With our editor, you can format text, insert media files such as video and photos, add hyperlinks, paste existing content from Microsoft Word, insert tables, insert CSS, add templates and more using familiar tools that are found in most office productivity programs. If you prefer working in code view, simply click the Edit HTML Source button to open the source editor. See the end of this manual for a description of each of the publishing tools.

Resizing the Publishing Window

You can easily increase or decrease the height and width of the publishing window by clicking and dragging the bottom right corner of the window.



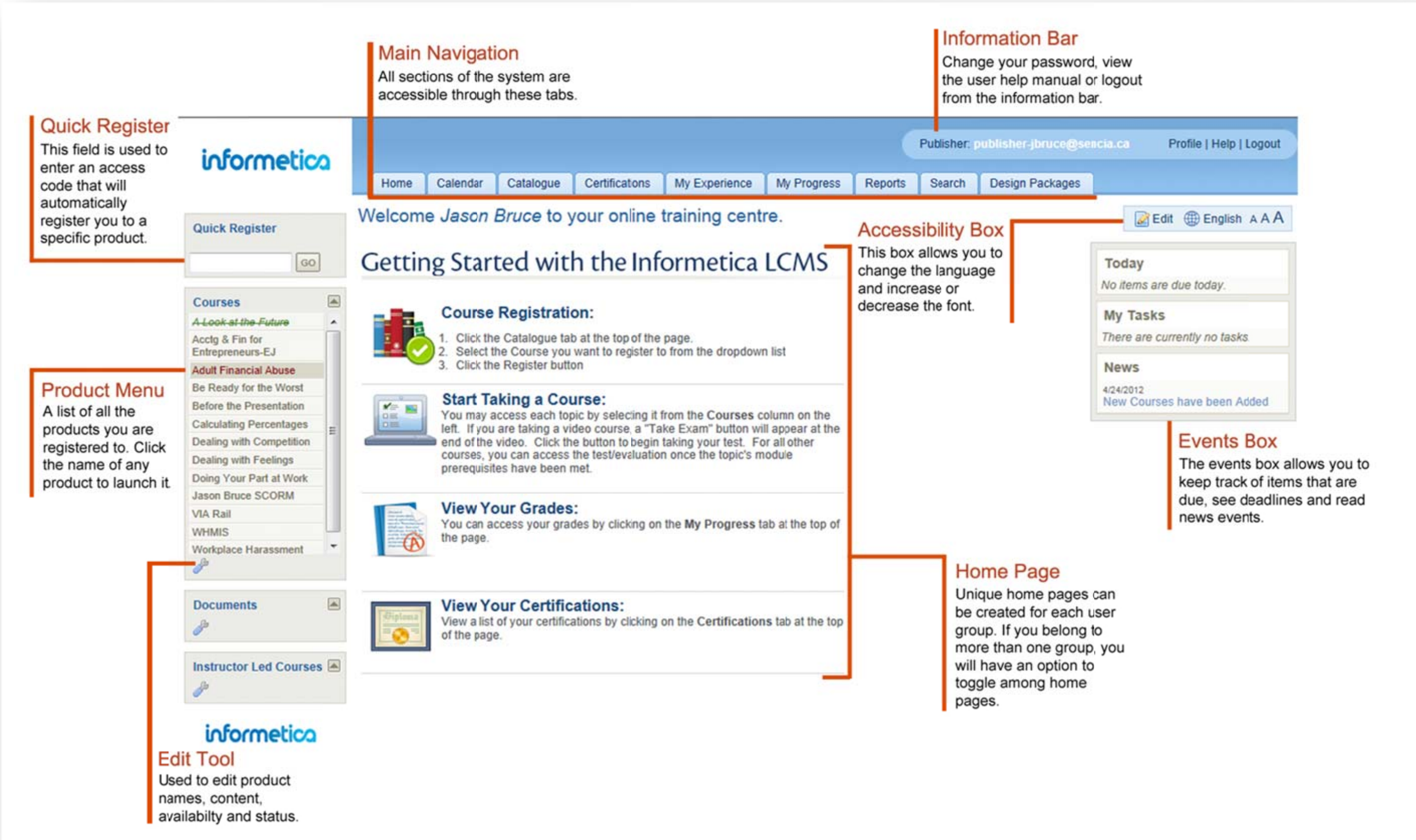
1.14 Spellchecker

A spellchecker  is available in all publishing windows. To use the spellchecker you must toggle the spellchecker button on, located at the top of any publishing window. If a word is spelled incorrectly, a squiggly red line will show up under the word. Click the word to bring up a list of suggestions for the correct spelling or to ignore the misspelling.

2. Home Page

Site managers can create a unique homepage for each group of users or share homepages among groups. After the user logs in, they will see their homepage, a list of the training items they are registered to and have easy access to things such as transcripts, training progress and more. If your organization has several user groups that use custom home pages, then you may have a selection of home pages that you can view. The content on this page is what all desktop users see, with the exception of the Reports tab and the publisher tool . Much of the content on this page can be designed by a course creator. This could be a site manager, campus admin or publisher.

Topics Covered in this Chapter


Main Navigation
All sections of the system are accessible through these tabs.
Information Bar
Change your password, view the user help manual or logout from the information bar.
Quick Register
This field is used to enter an access code that will automatically register you to a specific product.
informetica
Publisher: publisher-jbruce@sencia.ca
Profile | Help | Logout
Home
Calendar
Catalogue
Certificatons
My Experience
My Progress
Reports
Search
Design Packages
Welcome Jason Bruce to your online training centre.
Edit
English
A A A
Quick Register
GO
Accessibility Box
This box allows you to change the language and increase or decrease the font.
Getting Started with the Informetica LCMS
Today
No items are due today.
My Tasks
There are currently no tasks
News
4/24/2012
New Courses have been Added
Courses
A Look at the Future
Acctg & Fin for Entrepreneurs-EJ
Adult Financial Abuse
Be Ready for the Worst
Before the Presentation
Calculating Percentages
Dealing with Competition
Dealing with Feelings
Doing Your Part at Work
Jason Bruce SCORM
VIA Rail
WHMIS
Workplace Harassment
Course Registration:
1. Click the Catalogue tab at the top of the page.
2. Select the Course you want to register to from the dropdown list
3. Click the Register button
Product Menu
A list of all the products you are registered to. Click the name of any product to launch it.
Start Taking a Course:
You may access each topic by selecting it from the Courses column on the left. If you are taking a video course, a "Take Exam" button will appear at the end of the video. Click the button to begin taking your test. For all other courses, you can access the test/evaluation once the topic's module prerequisites have been met.
Events Box
The events box allows you to keep track of items that are due, see deadlines and read news events.
View Your Grades:
You can access your grades by clicking on the My Progress tab at the top of the page.
Home Page
Unique home pages can be created for each user group. If you belong to more than one group, you will have an option to toggle among home pages.
Documents
View Your Certifications:
View a list of your certifications by clicking on the Certifications tab at the top of the page.
Instructor Led Courses
informetica
Edit Tool
Used to edit product names, content, availabilty and status.

2.1 Main Navigation

All sections of the system are accessible through the Main Navigation tabs at the top. You have access to your own transcripts, and can work through products just as a participant user can. For more information in these areas, please see the Participant Manual.

Home: This tab will always return you to the home page.

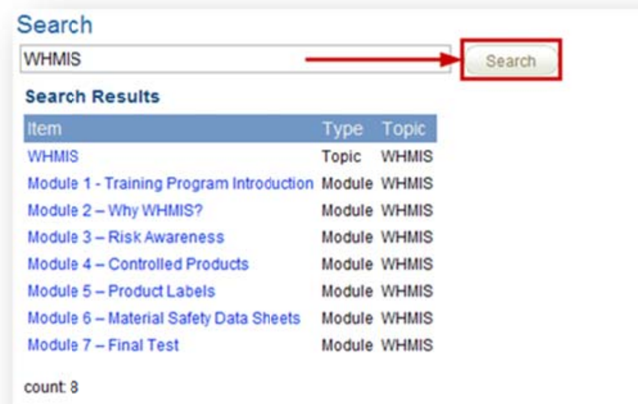
Calendar: This tab will take you to the calendar where you can view or add personal tasks.

Catalogue: If available, this tab contains a list of products that are available for participants.

Transcript or My Progress: Transcript will show you passing and failing grades as well as incomplete attempts for every product you are registered to. My Progress contains the same information as Transcript as well as certification information progress.

Reports: Click this tab to run available preset reports.

Search: Enter simple search terms to look for something in the system. The returned results are also links that you can click to go directly to the item.



2.2 Information Bar

Displays your user login status and contains the following links:

Profile: Click this link to update your account information and password.

Help: Click this link to open a copy of this manual.

Logout: Click this link instead of simply closing the browser window to ensure that any changes you have made will be saved and that your session will be properly recorded.

2.3 Quick Register

If available, this field is used to enter an Access Code that can automatically register you to specific products (courses). Product Menu

2.4 Product Menu

The product menu on the left is an interactive list that lets you launch any products that you are registered to. Simply click the name of any product to begin. You can hide or show this menu by clicking the triangle at the top of the menu. Here is a guide to some of the colours and symbols you may see on this menu:

~~Airports 101: Aircraft De-icing~~ Products that have a strikethrough are not available to participants and are not seen when they log into Informetica. They can be edited by publishers. Changing a product's status to inactive will make it unavailable to participants.

Runway Condition Reporting Products that show up in **teal** have completion rules assigned to them and that have not yet been finished.

Wildlife Control Plan Products that show up in ***green italics*** have completion rules assigned to them that have been finished. For example, there may be two exams in the product that must be passed for the product is considered complete.

Equipment Operation Items in the list with a plus symbol before the name are courses that are bundled together. Click the plus symbol to expand the list. Click it again to re-collapse the list.

!Airports 101 Items in the list with an exclamation before the name are courses that have been granted an extension.

2.5 Accessibility Box

This box allows you to change the language and the size of the font on the page.

English: Click English to change the language you view the page in if multiple languages are in use by your system.

aAA: Click A A A to change the font size you view the page in. Click the leftmost A to view in the smallest font and the right most A to view in the largest font.

Page Link: Page Link Systems configured with this option can create a direct URL link to any Informetica page and sent to other users. Clicking the link will be prompt users to login and they will be directed to the destination page or will see a message if do not have access to the destination page.

Edit: If your LMS is configured for this option, publishers may also have the ability to edit their homepages.

2.6 Events Box

The events box allows you to keep track of items that are due, see deadlines and read news events. It is typically used as a way to send global messages to all users on the system and to allow participants (students) to keep track deadlines and tasks. Note that not all three items in the example of the events box may be in use on your system.

Today: This area shows any items that are due on the current day. This includes automated deadlines.

My Tasks: This area shows self-created tasks entered from the calendar tab.

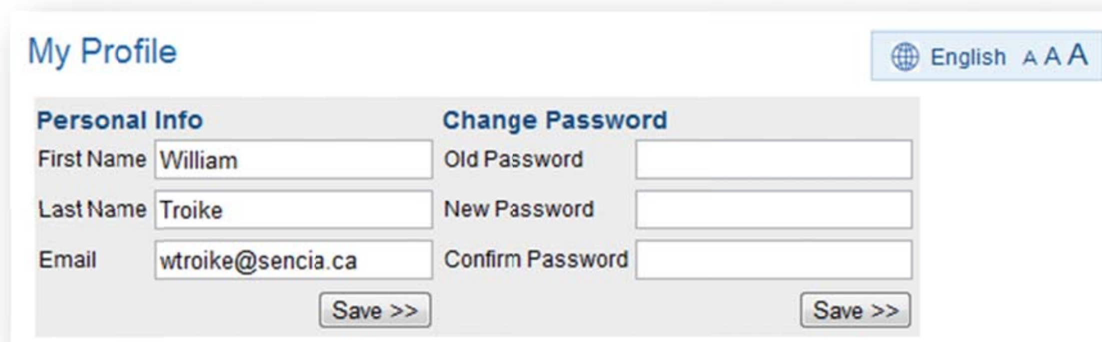
News: These news items are events set up by site managers.

2.7 Publisher Tool

The wrench icon is used throughout the system to give you access to publisher tools. This includes editing product names, availability and status as well as access to product authoring and editing abilities.

2.8 Change Password or Profile Information

You can access your user profile at any time by clicking on Profile next to your name in the Status Panel. Make changes to your Personal Info or Change Password and then click the Save button to keep the changes. This information can be viewed by site managers and instructors.



3. Utilities

This chapter covers the tools available to content authors, such as how to review assets within a course, view the results of any product, grade items for participants, add a new student to a product, activate or deactivate a product and view forum posts. Note that not all of these features may be available, depending on your system's set up.

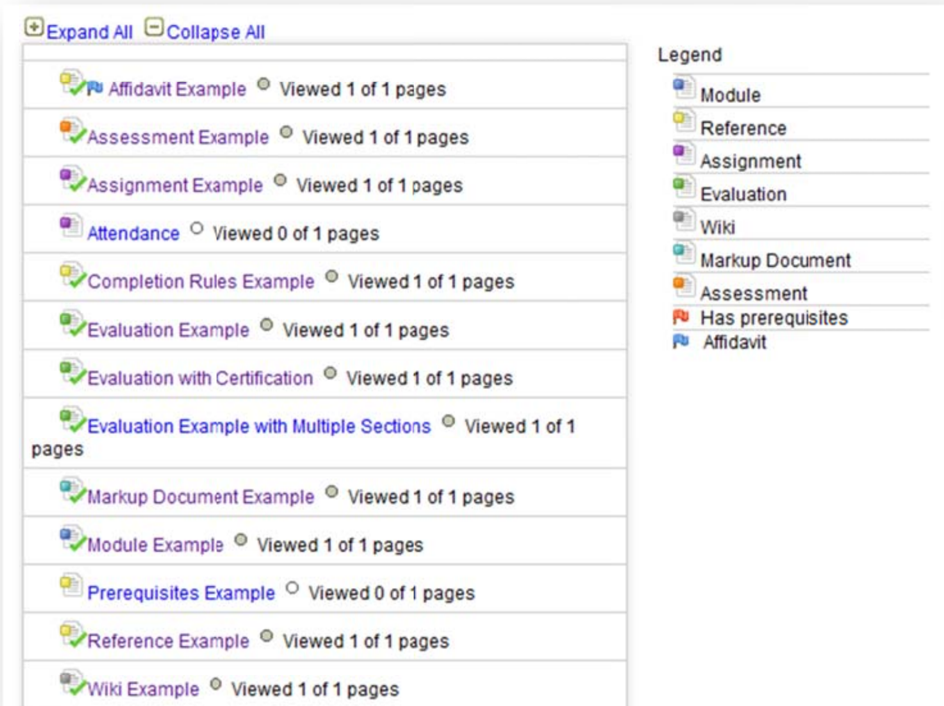
Topics Covered In This Chapter

3.1 Review Assets within a Course

Click the name of any product from the product menu on the left side of your home page to open the All Items menu unique to that product. The all items menu will give you an overview of each of the individual assets within the product. To view any of the assets as the participant sees it, simply click the name to open it. Note that utilities

3.1.1 Overview Page

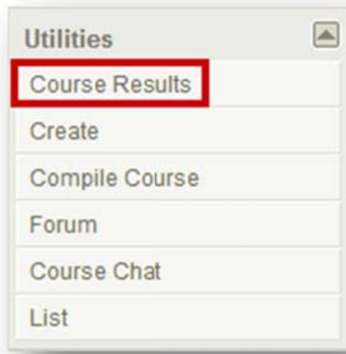
The optional overview page displays all assets available within a product. It is accessible by participants, instructors, and publishers and shows the asset type, visibility, page views and prerequisites. Below is an example of an overview within a product as it appears to participants.

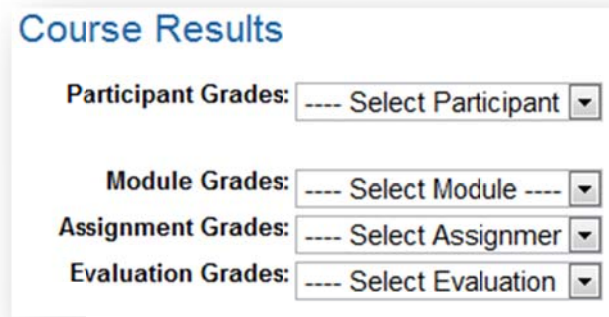


3.2 View Grades

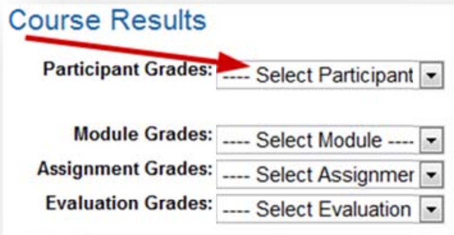
This option is available to campus admins, instructors, participants, publishers, and user group managers. Participants and user group managers can only see their own grades.

Click the name of any product from the product menu on the left side of your home page to open the Utilities menu. Click **Course Results** at the top. This will open a panel so you can select which participant or asset with in that product that you want to view grades for. Use the drop down menus on the course results page to make your selections.

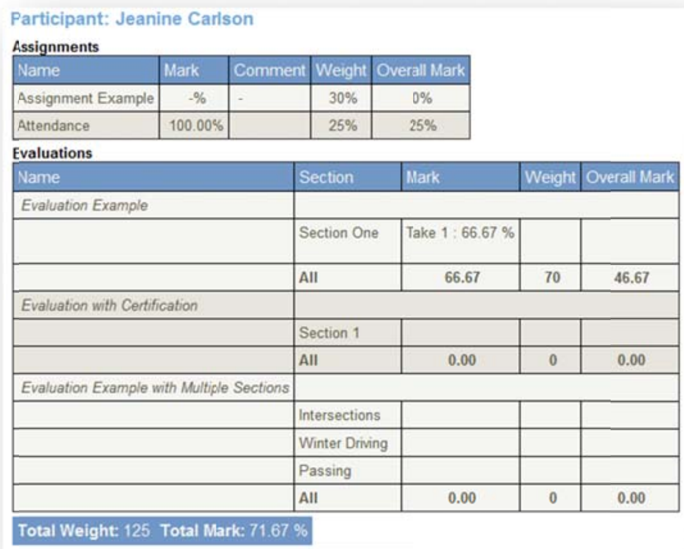




Use the "Participant Grades" drop down menu to pick one person and view all of their grades for the product.



In this example, Jeanine Carlson was selected from the drop down menu and now her grades for all assets within the product can be viewed, sorted by asset type. Her total weight and overall mark for the product are also shown at the bottom.



Participant: Jeanine Carlson

Assignments

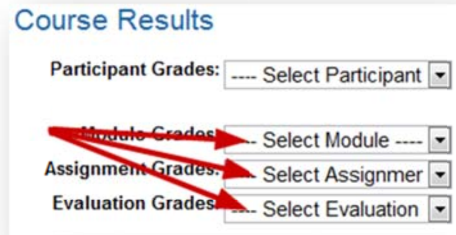
Name	Mark	Comment	Weight	Overall Mark
Assignment Example	-%	-	30%	0%
Attendance	100.00%		25%	25%

Evaluations

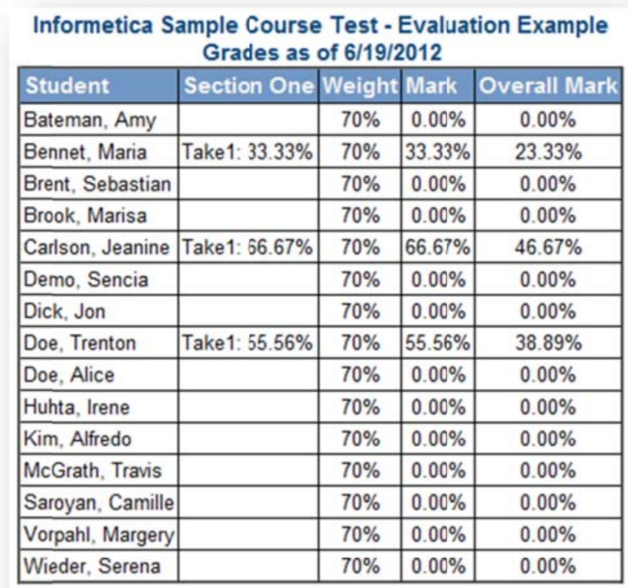
Name	Section	Mark	Weight	Overall Mark
Evaluation Example				
	Section One	Take 1 : 66.67 %		
	All	66.67	70	46.67
Evaluation with Certification				
	Section 1			
	All	0.00	0	0.00
Evaluation Example with Multiple Sections				
	Intersections			
	Winter Driving			
	Passing			
	All	0.00	0	0.00

Total Weight: 125 **Total Mark:** 71.67 %

Use the "Grades" drop down menus to view all participant's grades for one selected asset.



In this example, module grades, assignment grades and evaluation grades are available. The image below shows an example of an evaluation selected from the "Evaluation Grades" drop down menu.



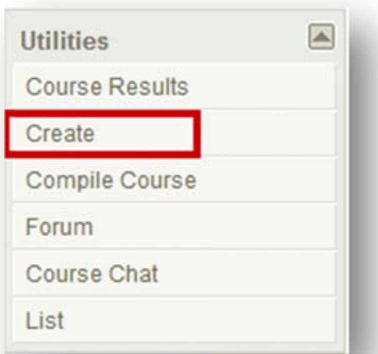
Informetica Sample Course Test - Evaluation Example
Grades as of 6/19/2012

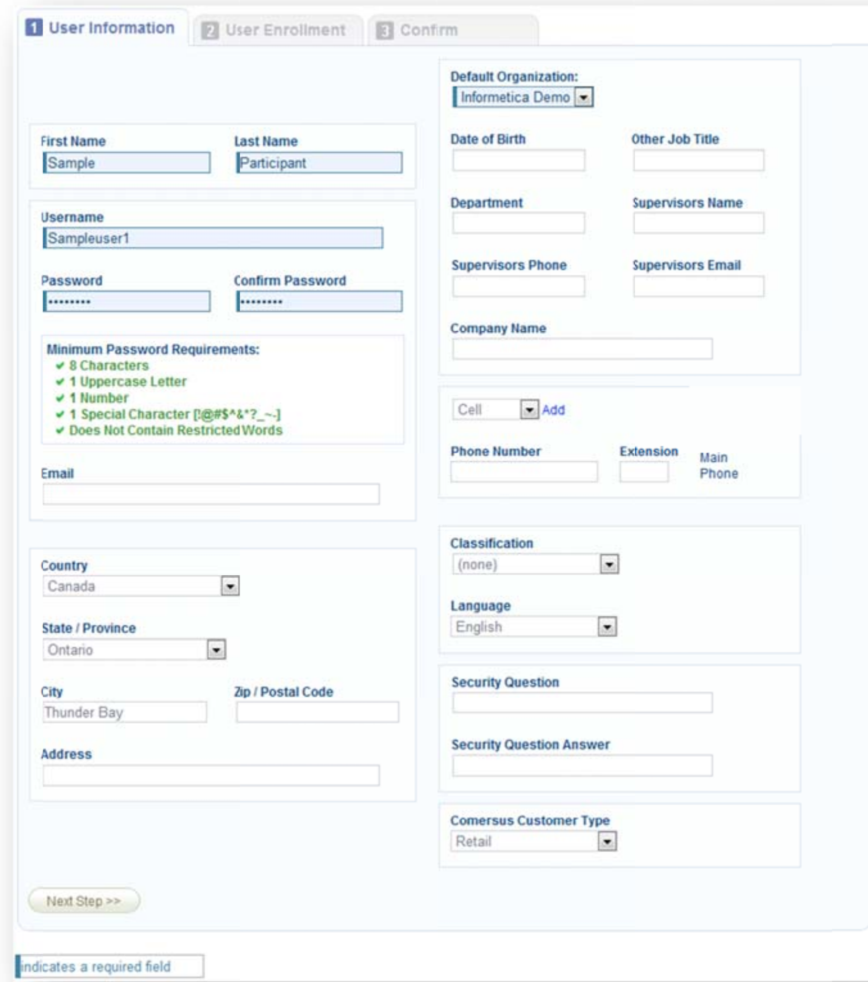
Student	Section One	Weight	Mark	Overall Mark
Bateman, Amy		70%	0.00%	0.00%
Bennet, Maria	Take1: 33.33%	70%	33.33%	23.33%
Brent, Sebastian		70%	0.00%	0.00%
Brook, Marisa		70%	0.00%	0.00%
Carlson, Jeanine	Take1: 66.67%	70%	66.67%	46.67%
Demo, Sencia		70%	0.00%	0.00%
Dick, Jon		70%	0.00%	0.00%
Doe, Trenton	Take1: 55.56%	70%	55.56%	38.89%
Doe, Alice		70%	0.00%	0.00%
Huhta, Irene		70%	0.00%	0.00%
Kim, Alfredo		70%	0.00%	0.00%
McGrath, Travis		70%	0.00%	0.00%
Saroyan, Camille		70%	0.00%	0.00%
Vorpahl, Margery		70%	0.00%	0.00%
Wieder, Serena		70%	0.00%	0.00%

3.3 Create and Enroll a New Participant

This option is available to campus admins, publishers, and instructors.

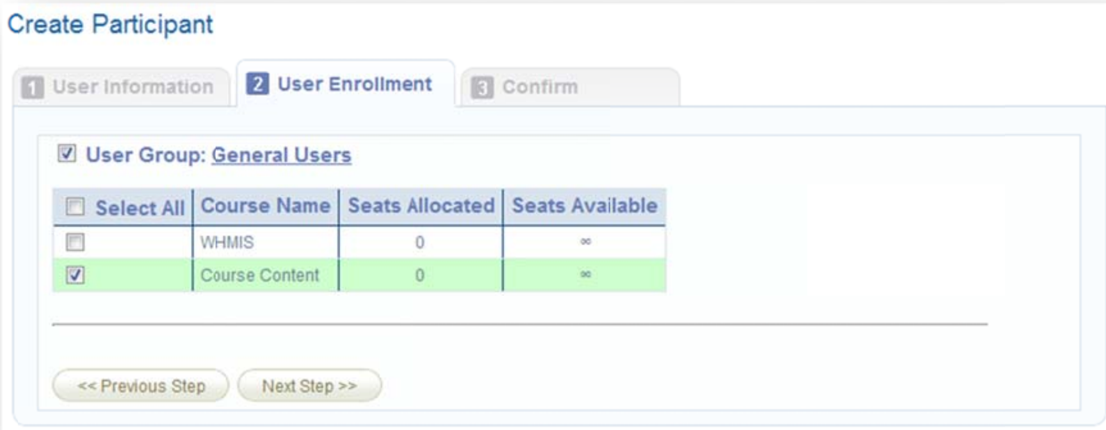
You may need to create a new account for a user who is taking a product and enroll them to that product. Click the name of any product from the product menu on the left side of your hope page to open the Utilities menu unique to that product. Click **Create** to start the three step creation process.





Step 1: Fill out all of the required fields for the user information and then click Next Step >> (next step button).

Step 2: Select the user group(s) and product(s) you wish to register the new participant to and then click **Next Step**. You may very well belong to multiple user groups, each with their own selection of products, however, in this example only one user group is available.

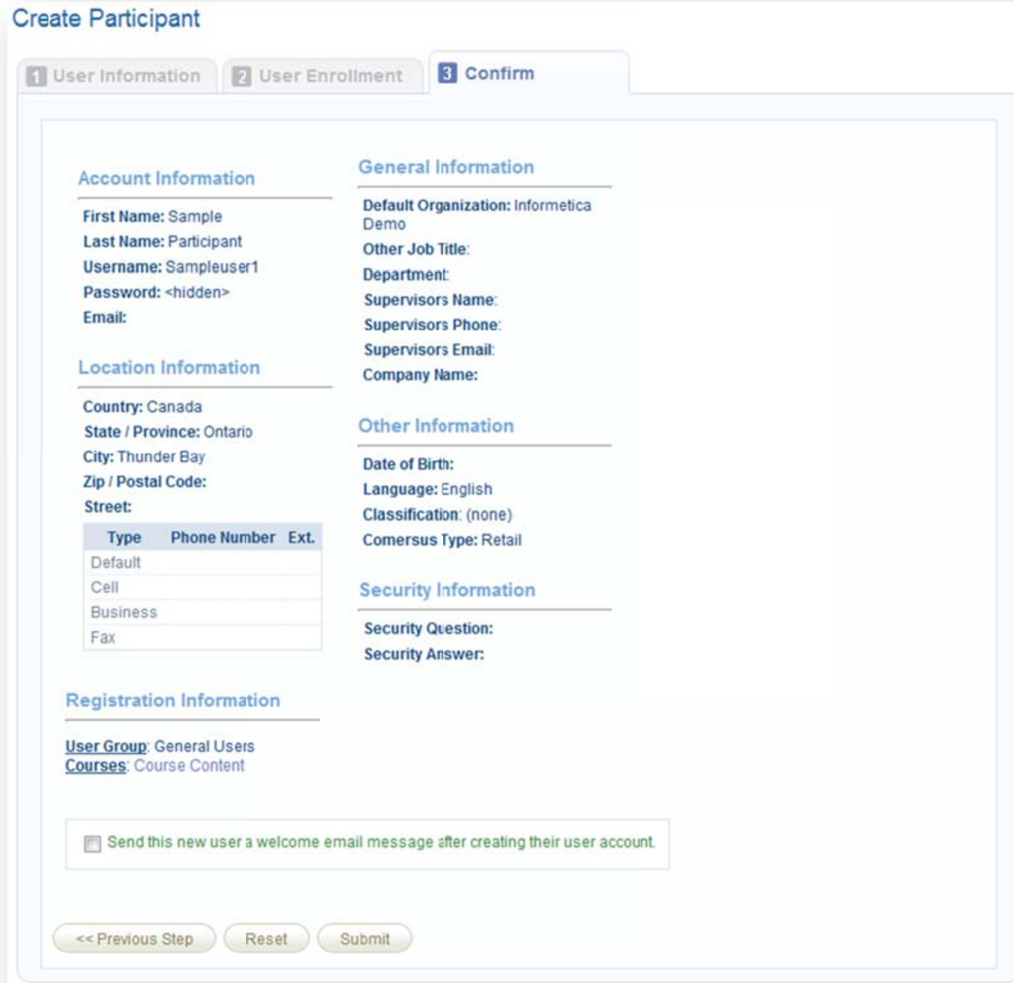


Step 3: Will ask you to confirm that the information you entered is correct and allows you to notify the participant.

- Select the box at the bottom to send an automated email to the new participant providing them with their account login information. You may wish to first check with your site manager before selecting this option to make sure that the feature is set up for your system.

  ☑ Send this new user a welcome email message after creating their user account.

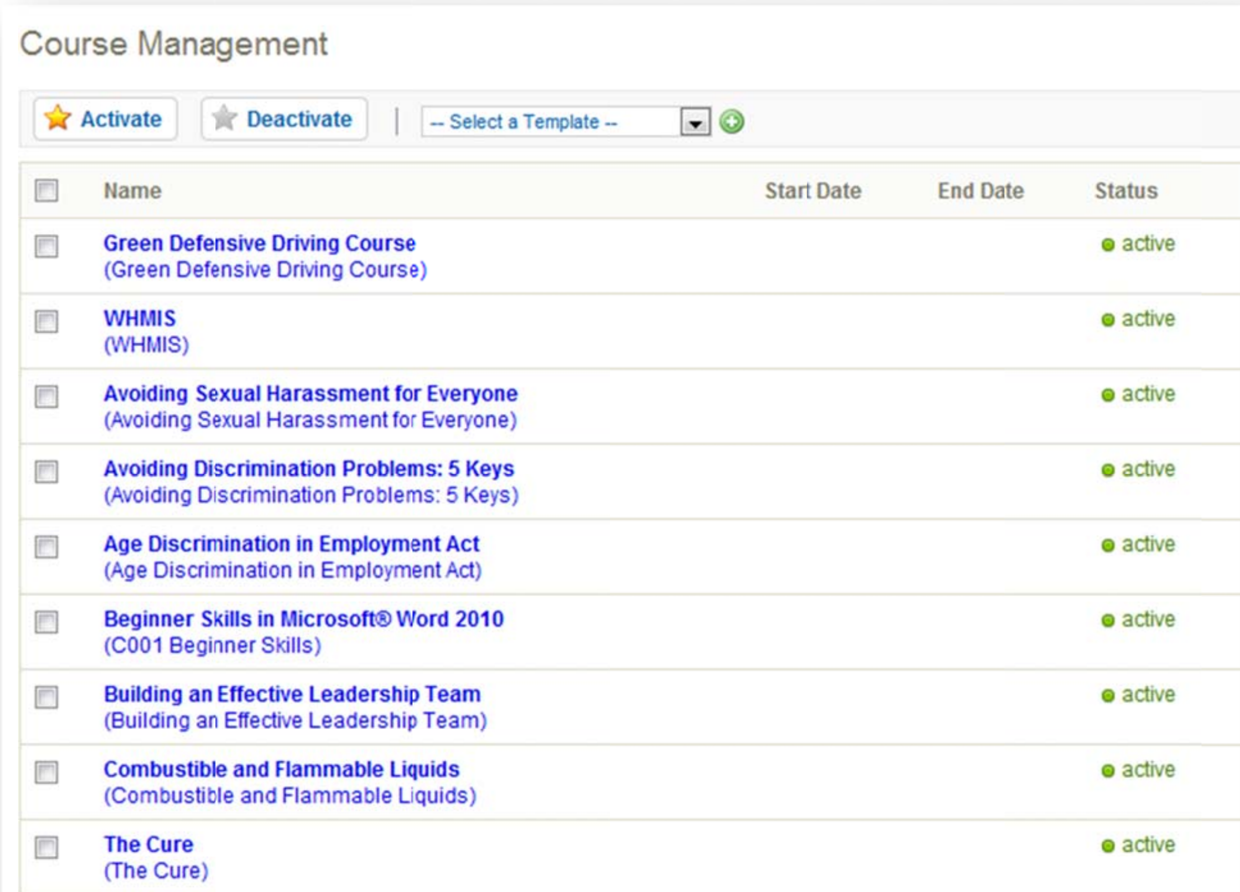
- Click << Previous Step (previous step) to go back and make a change.
- Click Reset (reset) to clear all of the information and start over.
- Click Submit (submit) to accept the information and complete the participant creation.



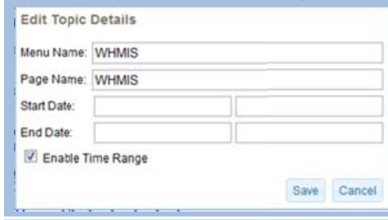
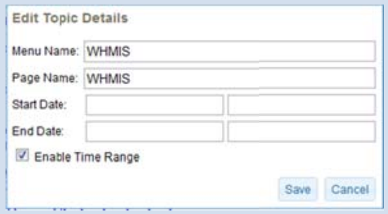
3.4 Product Management

This option is available to campus admins, publishers, and instructors.

Click (wrench icon) on the left side of your home page to open a management page where you can change the title, status or dates.



Below is a brief description of the task that can be done from this menu:

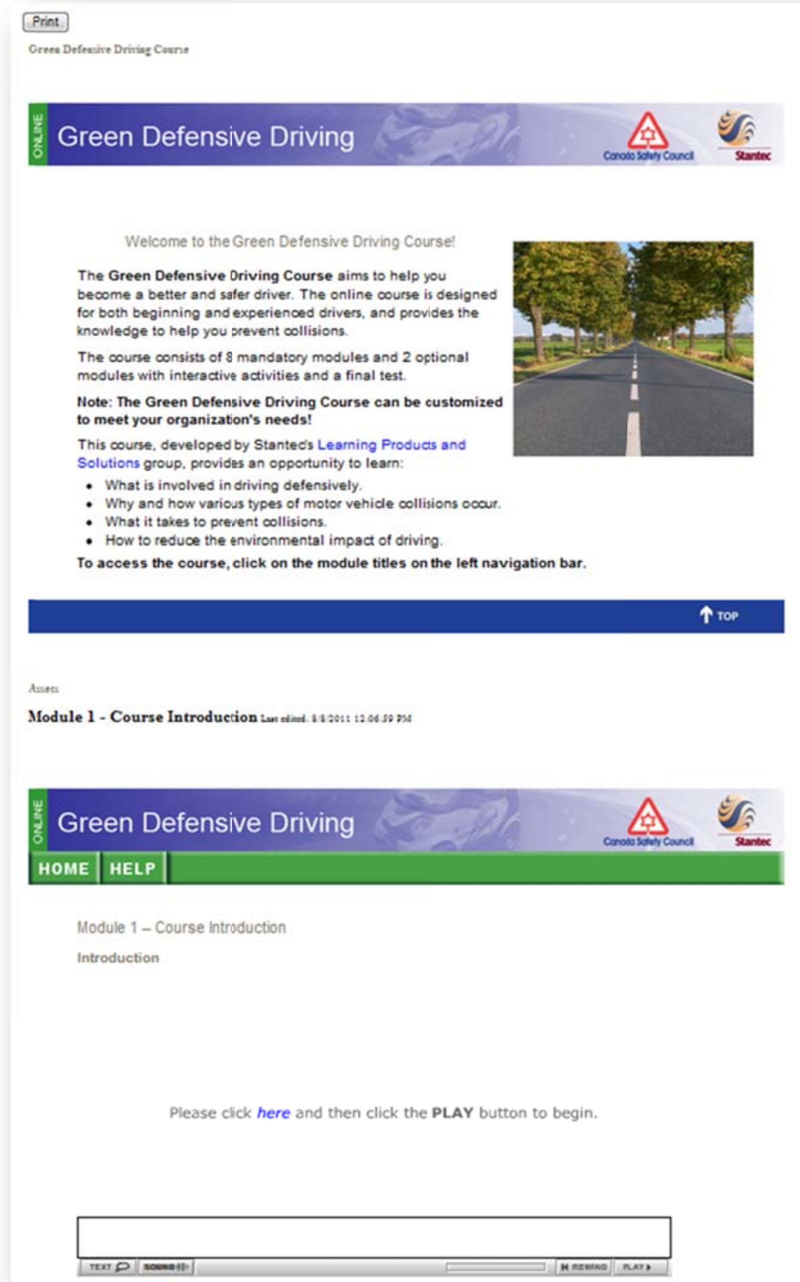
Task	Instructions
Edit Title and Menu Names	Click on the name of any product in the list to change the names of the title and menu and then save. 
Change Publishing Dates	Click on the name of any product in the list to change the publishing dates and then save. 
Status Active	Products must have an active status before you can work with them. When a new product is created, it is inactive by default. To change a product to active, check the box to the left of the product name, and then click the Activate button Activate at the top of the list.
Status Inactive	To change a product to inactive, check the box to the left of the product name, and then click the Deactivate button Deactivate at the top of the list.
Save	Save your new product.

3.5 Compile Course

This option is not available to site managers.

If available on your system, the compile course tool creates a printable version of the course. This compilation will include all text and images. Testing assets are not included in the printable version. Additionally, assets must be active to be compiled.

Click the name of any product from the product menu to open the Utilities menu unique to that product, and then click **Compile Course** to create a printable collection of the pages from the product. The image on the right only shows two pages from a compiled course as an example of the tool.



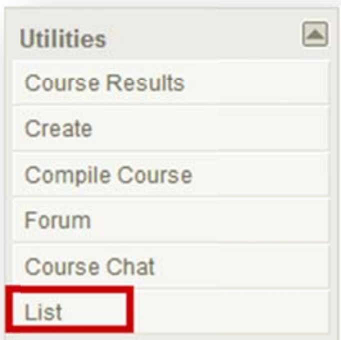
The following assets cannot be compiled:

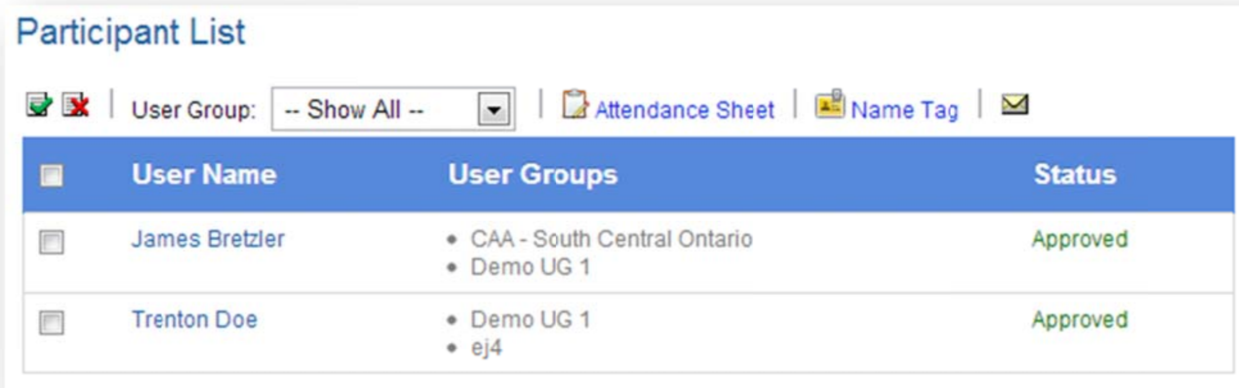
- **SCORM**
- **Tests and questionnaires**
- **Multimedia elements**
- **Inactive, hidden, popup, or overview only assets**

3.6 Participant List

This option is available to campus admins, instructors, participants, publishers, and user group managers.

Some systems let you view a list of participants enrolled to a product, approve or decline pending registrations, print out an attendance sheet, print name tags for instructor led courses, and email the class list. To access these functions, click a product to open it, and then click **List** from the Utilities menu. If you belong to multiple groups, you can selecting a group from the drop down menu at the top of the list to see only users in that group.





3.6.1 Manage Wait Listed Users

This option is available to campus admins, instructors, publishers, and user group managers.

Products configured to restrict enrolment will place all users attempting to enroll onto the product's participant list with a pending status. In this case, you must approve each enrolment and may also drop a user's enrolment at any time. A user may also drop their enrolment request prior to being approved. If desired, you may email students at any time from the product's participant list.

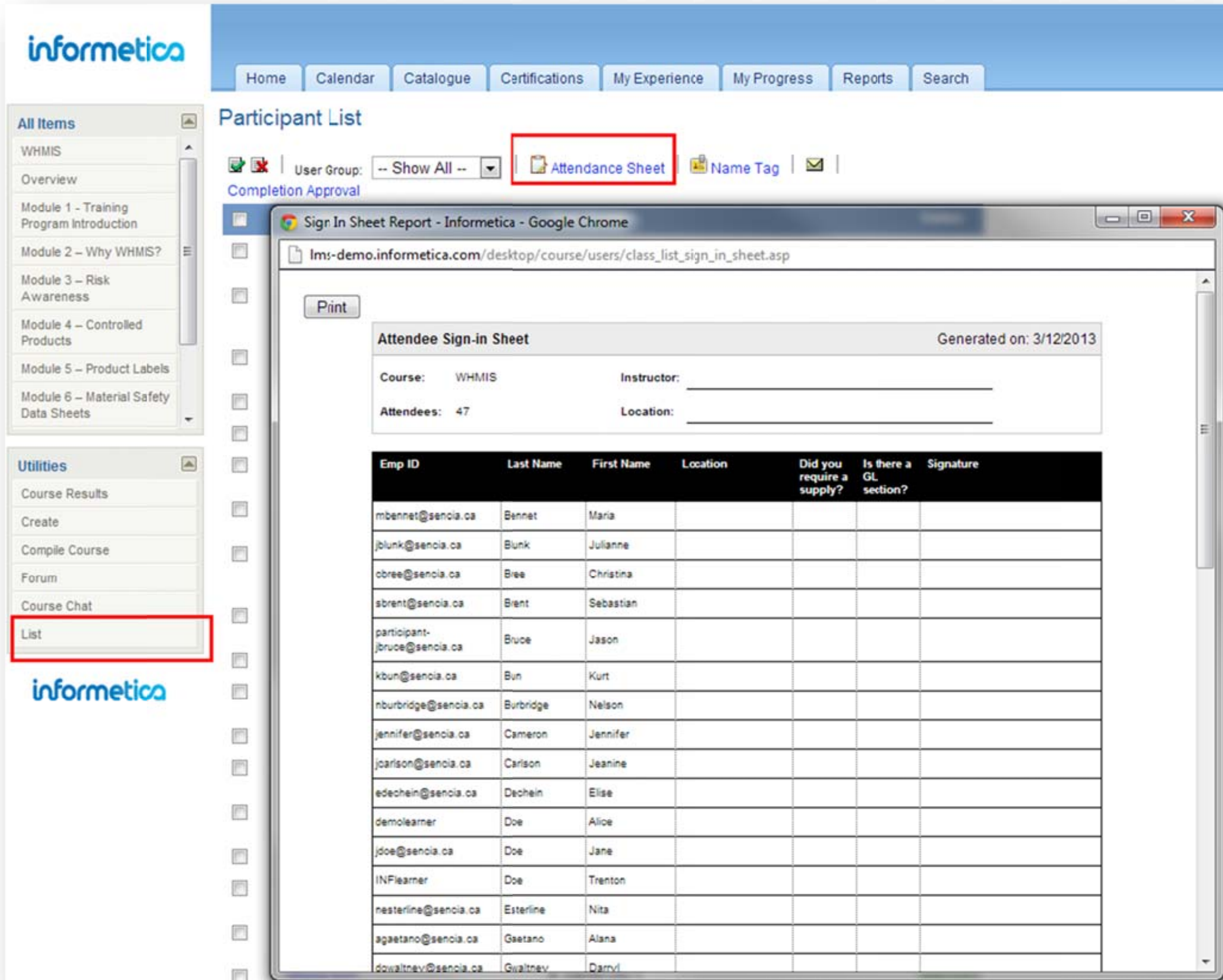
User names will show a status of approved, declined, or pending. Pending indicates that registration to the product has not yet been approved or declined. Select the check box in front of the names you wish to grant access or deny/remove access and then click either **Approve** or **Decline** at the top of the list.

3.6.2 Attendance Sheet

This option is available to campus admins, instructors, publishers, and user group managers

Click **Attendance Sheet** at the top of the page to generate a printable sign-in list of everyone registered to the product. Click **Print** at the top of the attendance sheet to send the sign-in sheet to your printer. This is most commonly used with Instructor Led Courses where a physical attendance will be taken on site.

Note that the fields to the right of the user information in the example below, such as “location”, will most likely be different for the attendance sheet you generate. These fields are unique based on the needs of your specific system.



Tracking Attendance for eLearning

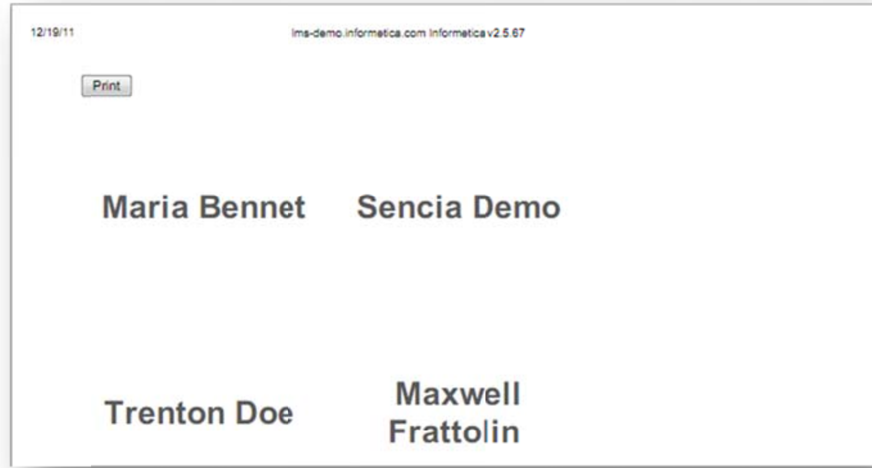
You may run an activity report to determine a user’s logins as well as the duration spent within products and/or assets.

3.6.3 Name Tag

This option is available to campus admins, instructors, publishers, and user group managers.

Click **Name Tag** Name Tag at the top of the page to generate a printable list of names for everyone registered to the product that can be printed out to labels. Click **Print** button at the top of the name tag list to send the tags to your printer. The name tags are printed out on standard name tag label size, 12 labels per page.

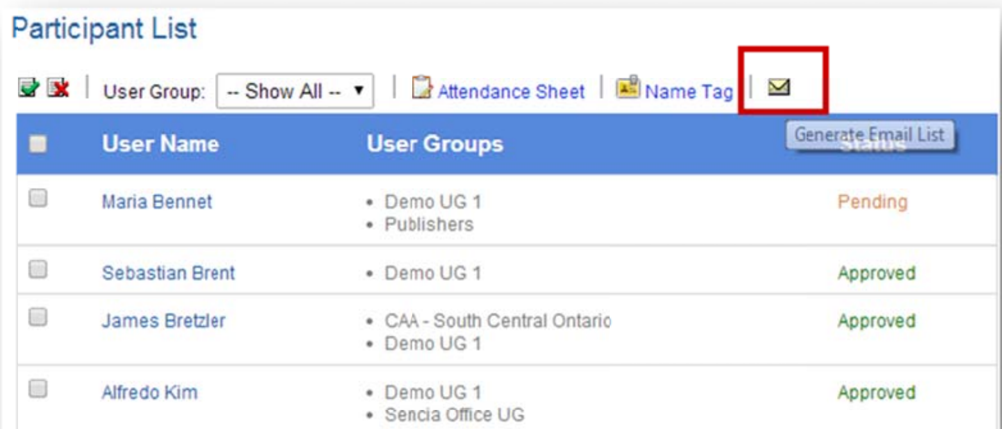
This feature is most commonly used with courses that are conducted in a classroom environment.



3.6.4 Email List

This option is available to campus admins, instructors, publishers, and user group managers.

If your system is configured for it, you can generate an email list of everyone registered to the product. The Informetica LCMS will automatically populate the addresses into the To: field of your Microsoft Outlook email. Click **Generate Email List** at the top of the page to generate the list.

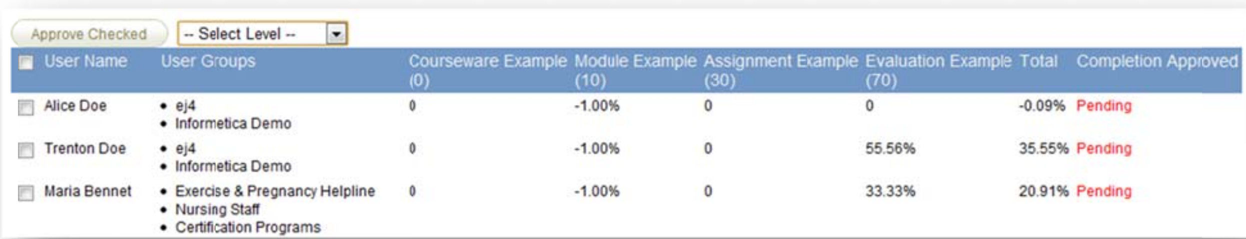


3.6.5 Completion Approval

This option is available to instructors only.

Products can be set up to require manual approval by an Instructor before the product is considered complete. This is often the case for eLearning courses that have an offline element to them, such as an assignment that must be emailed to the Instructor. For example, an Instructor running a Photoshop course may require the participant to email their final project in for review before the completion of the course can be determined.

Click **Completion Approval** at the top of the page to generate a list of names for everyone registered to the product that needs to have their completion of the product manually approved. Select the check box in front of the names you wish to approve completion of the product for and then click **Approve Checked** at the top of the list. The completion approved field will read as either pending or approved, as applicable.

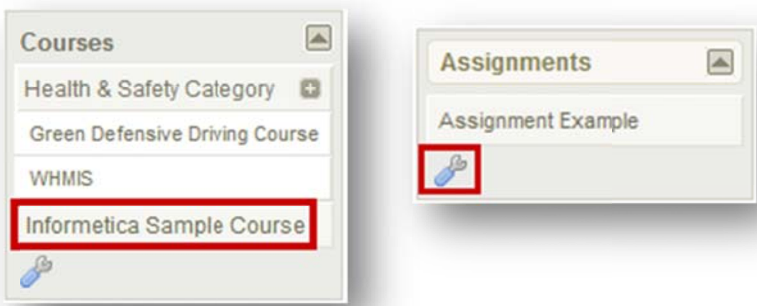


User Name	User Groups	Courseware Example (0)	Module Example (10)	Assignment Example (30)	Evaluation Example (70)	Total	Completion Approved
Alice Doe	• ej4 • Informetica Demo	0	-1.00%	0	0	-0.09%	Pending
Trenton Doe	• ej4 • Informetica Demo	0	-1.00%	0	55.56%	35.55%	Pending
Maria Bennet	• Exercise & Pregnancy Helpline • Nursing Staff • Certification Programs	0	-1.00%	0	33.33%	20.91%	Pending

3.7 Grade Items

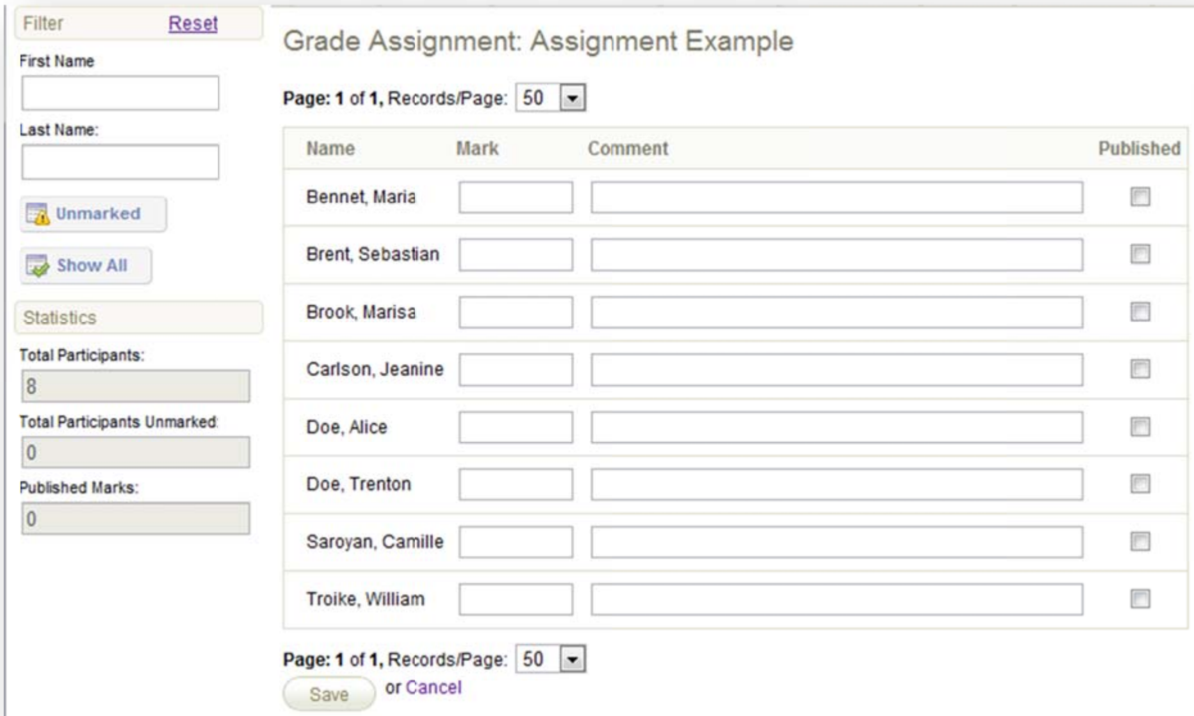
This option is available to campus admins, publishers, and instructors.

Select the asset that needs to be graded. Non-site managers must click the wrench icon To open grade the assignment page. You may have several asset types available, so scroll down to the one you need. In this example, we have opened a course called "Informetica Sample Course" in which there is an assignment that needs to be graded, called "Assignment Example". Click the arrow on the edit button and then select **Grade**.



Filter – For long lists, the filter tool is particularly useful. Filter users in the following ways:

- Click **Reset** at the top to remove any filters.
- Enter a user's first or last name to filter the list to see only that user.
- Click **Unmarked** to see only users who have not yet been given a grade
- Click **Show All** to show both grades and ungraded users.



Note that for evaluations and Prova tests, only essay questions are graded manually.

Statistics –At-a-glance information is available about the participants registered to the product:

- Total Participants Unmarked
- Published Marks

Mark – Here is where you can add a grade for each participant.
Comment – You may add a comment about the mark you gave a participant here.
Published – Click the check box if you want the comments to be visible to the participant.
Save – Make sure to save so the system will keep the grades you have entered.

3.8 Issue Certifications upon Approval

You can opt to manually issue certifications upon approval. There are different methods to accomplish this, as discussed below.

Step 1

- Create a gradable asset, such as a module (see the Assignments Modules References chapter).

Step 2

- Add a completion rule to the asset that requires a passing grade, such as 100% to pass (see the Products and Assets chapter).

Step 3

- Create a certification rule to include passing the asset. Use the same percentage you used when creating the completion rule in step 2.

Step 4

- Use a site manager, campus admin, publisher, or instructor account to grade the asset for users. Once the passing grade is applied, the certification will be issued (see the Products and Assets chapter).

4. Products and Assets

Products (for example, courses) are the foundation of creating learning content within Informetica. Products house a collection of content, assets, components and related media used to teach participants on a specific subject matter.

Topics Covered In This Chapter

4.1 Products

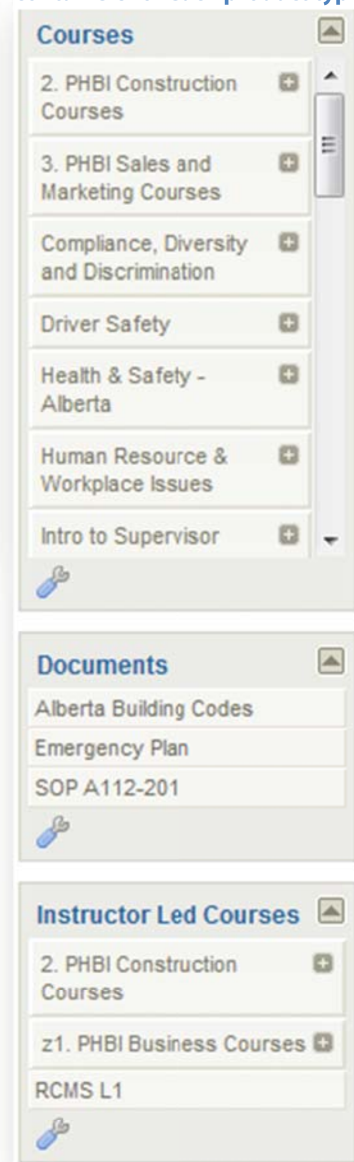
Products house a collection of assets and related media used to teach participants on a specific subject matter. Informetica allows clients to have ten different product types at a time, each with their own unique capabilities. Campuses can be configured to show all product types together in one container, or have a separate container for each product type. Some examples of the products listing on a user's home page are shown to the right.

Inactive products or products that have publishing dates that fall outside of the current date are hidden from the product list on the homepage. Campus Admins and Publishers assigned to such products still have access, however.

Products types and names can be customized for each client. Here are examples of some product types currently being using within Informetica: course, documents, eLearning, instructor led course, job listing, trials, eTraining, policies and procedures. Products can be created by site managers, campus admins, and publishers.

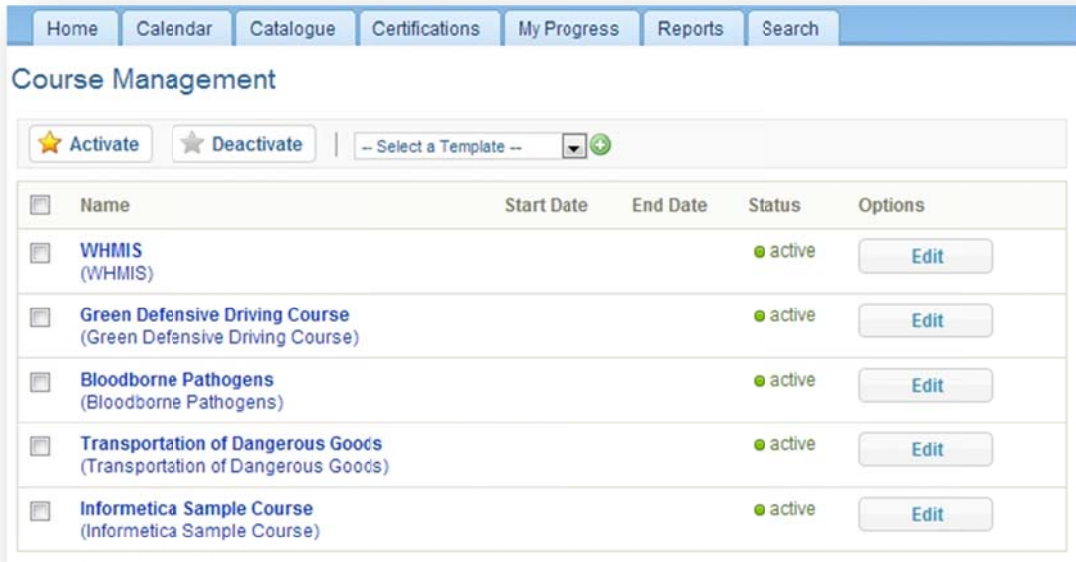
Home page shows one container for all product types

Home page shows separate containers for each product type



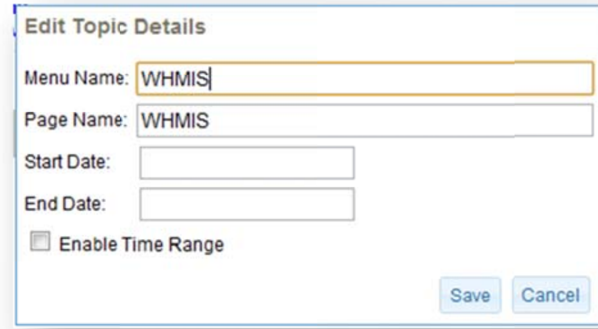
4.1.2 Product Management for Publishers and Campus Admins

The wrench icon on the home page opens a management page where publishers and campus admins can view the products they are assigned to, edit titles and assets, change the status of an existing product, or create a new product. This is also where you can access inactive products that you are assigned to, since they are not visible on the home page. Each product type has its own area, so make sure to click the wrench that corresponds with the product type you wish to edit or create.



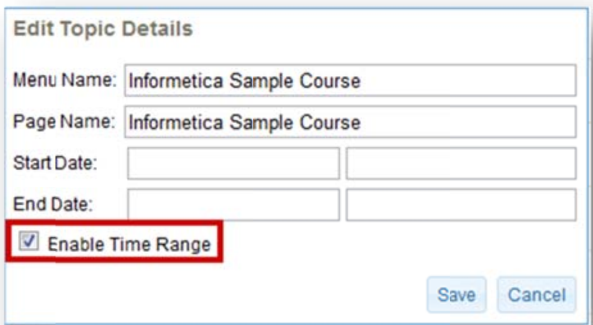
Edit a Menu or Page Name

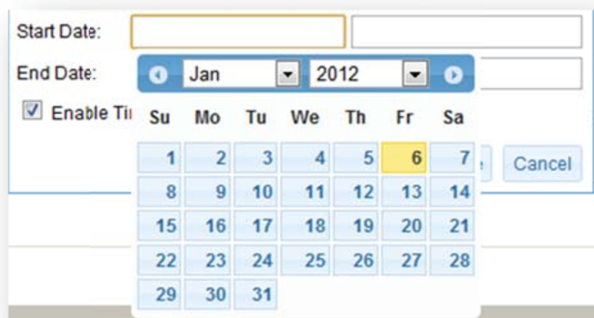
Click on the name of any product in the list to change the menu and page titles. The menu title shows in the products list and in side menus. This is often a short from of the page title. Note that left side menus have a limited amount of display; the longer your menu titles, the more cramped the display will be. The page title shows over the product page, above the content.



Change Publishing Dates

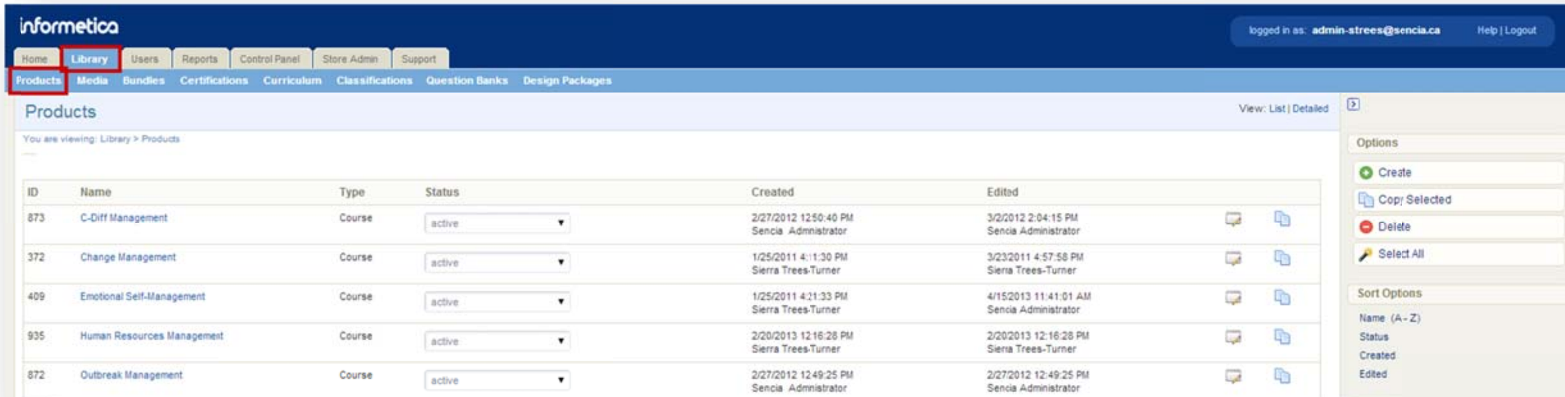
Click on the name of any product in the list to change the publishing dates. You can manually enter a date or use the calendar pop up to choose a date. Select the optional "Enable Time Range" check box insert a time range as well as a date range.





4.1.3 Product Management for Site Managers

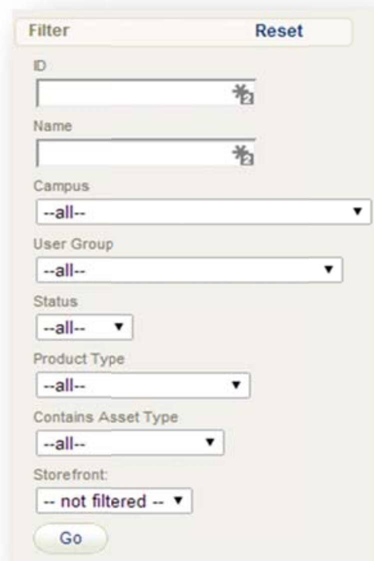
The product library is viewable only by site managers.



Informetica's library is where you can access the product and media libraries, bundles and certifications. The product library is where you can see all of the products that you have in Informetica. To open the product library, click the library tab and then the product library link.

Sorting and Filtering Products in the Product Library

Products are sorted alphabetically by default. To change the order in which the list of products is displayed, click any of the options under the sort options menu on the right hand side: alphabetically by name (ascending or descending), status (active or inactive), creation date (oldest to newest or newest to oldest) or last edit date (oldest to newest or newest to oldest). To show only specific products, use the filter options menu on the right hand side. This is particulary useful if you have many products.



Filter Option	Description	Click Go
Reset	Choose the reset link at the top of the filter menu to remove any filters.	No
ID	Enter the unique ID automatically assigned to the product	Yes
Name	Enter a word or two that is contained in the name of the product.	Yes
Organization	Use the drop down menu to see only products assigned to a specific organization.	Yes
User Group	Use the drop down menu to see only products assigned to a specific user group.	Yes
Status	Use the drop down menu to see only products that are active or inactive.	Yes
Type	Use the drop down menu to see only products of a specific type.	Yes
Storefront	For e-commerce clients, sort the products by which store they are belong to.	Yes

4.1.4 Create a Product

To fully create a product you will need to complete the following steps:

Step 1
- Create a product

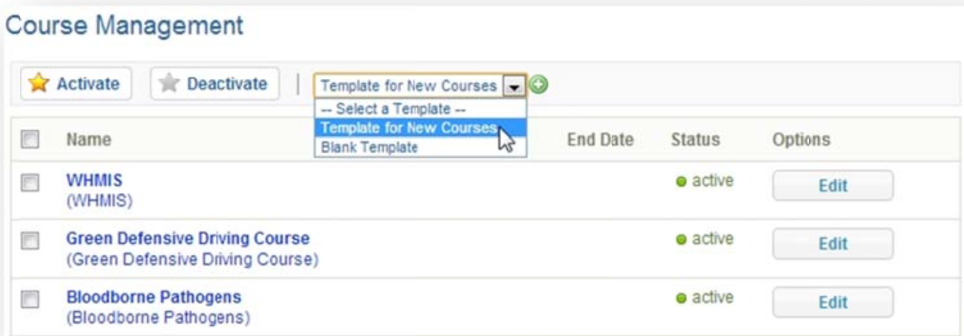
Step 2
- Edit product details

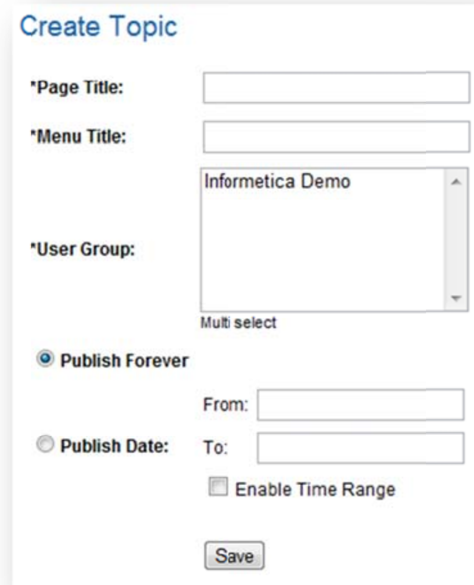
Step 3
- Write an optional introduction

Step 4
- Create assets within the product

Publishers and Campus Admins

1. Select the wrench icon on the home page
2. Select a master (template) course from the drop down list
3. Click the plus symbol to open the create page.





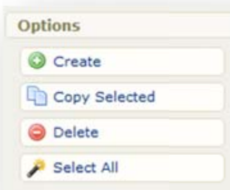
A site manager must give you access to a master product before you can create a new product.

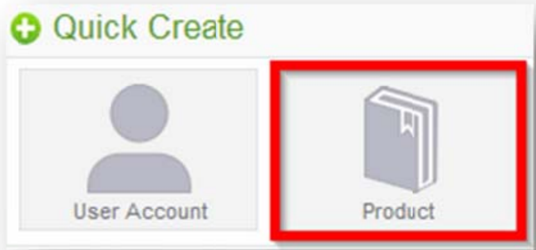
Masters can be completely blank, or contain essential media and content to build your new product. You will need a separate master for each product type.

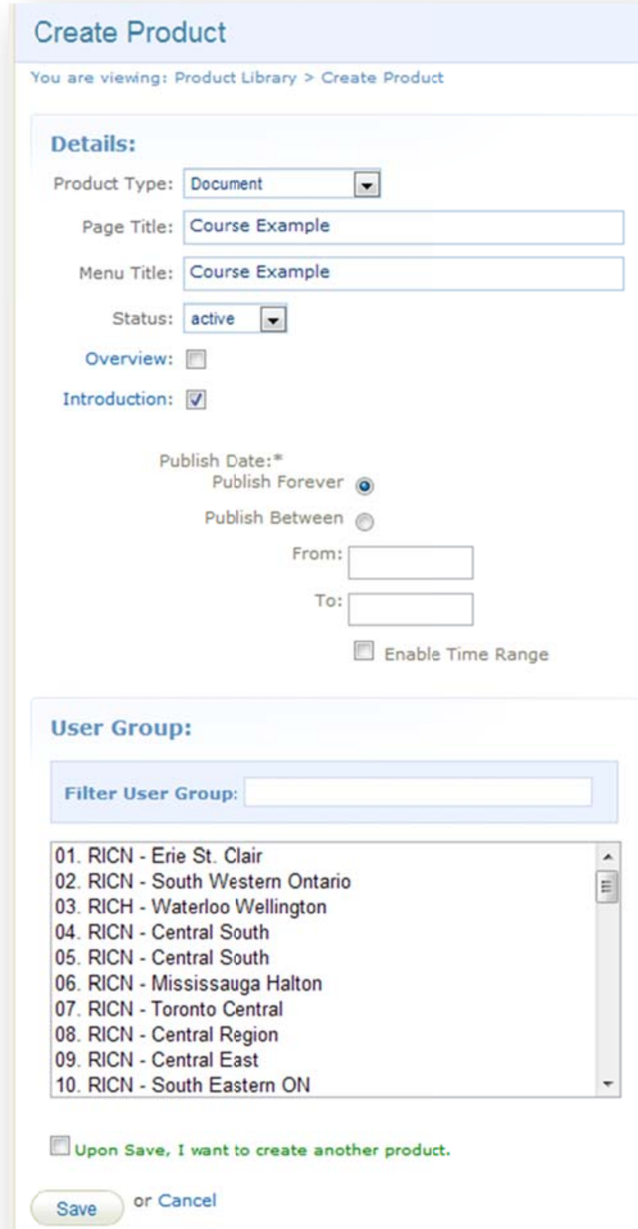
Create a Product: Site Managers

There are two methods to create a new product:

1. From the product library, select **Create** under the options menu or
2. Select Quick Create Product from the home page





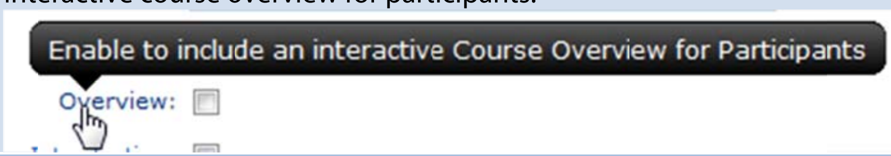


Masters: Site managers must provide at least one master course to publishers and campus admins before they can create a new product. The master will determine the product type, so if your system uses more than one product type, make sure to create separate masters for each type that you want the campus admin or publisher to be able to create. Master products are not registered to users like a typical product. Campus Admins and Publishers need only be in the same user group as the master products belong to create new products.

To make a product into a master, change the status to Master.

Create Product Field Descriptions

Below is a brief description of the available fields to fill out when creating a product. Note that not all fields may be available for your user type or system configuration.

Field	Description	Input
Product Type	Select a product type from the dropdown menu. Your configuration will have between 1-5 selections.	Required
Page and Menu Title	Enter the name of the product. The page title will show up on the top of online content pages. The menu title is what shows in the products list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Status	Select active, inactive or master from the dropdown menu. Publisher accounts need a master product to create new products.	Required
Overview	You can mouse over the word overview to read a tooltip. Check the overview box if you want to enable an interactive course overview for participants. 	Optional
Introduction	You can mouse over the words course introduction to read a tooltip. Check the course introduction box if you want to enable a custom course introduction page.	Optional
Provider	This is an available custom text field that can be used by clients to store additional information about their products. For example, this system uses a provider field to track who they order their online content from.	Optional
Publish Date	Select publish forever if you want the product to be always available or select a specific publish date if your product will be unavailable during or before a certain date. You can also add a time range to your dates by checking the box "Enable Time Range". A product that is published forever is available to all participants with access. A product that is published for specific dates is also available to all participants with access, but only during the published dates. If the product falls before or after the published dates, registered participants would no longer see the product.	Required
User Group	Select a user group from the dropdown menu.	Required
Save	Check "upon save, I want to create another product" if it applies.	Required

4.1.5 Listing Products in a Specific Order on the Home Page

Products are listed alphabetically on a participant's home page. Some clients like the products to show up in a different order. You can add a prefix to the menu title of any product to have them shown in a specific order.

Prefix Example for Ordering Key Employee Information

01. Mailing Information
02. Shipping Addresses
03. Organization Charts

Prefix Example for Ordering Basic Furniture Sales Products

BFS1 Assessing Customer Needs
BFS2 Seating Sales
BFS3 Desking Sales

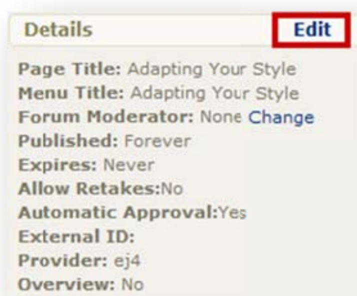
Note that if you have two products using the same prefix (i.e. 01.) they will appear together on the list for any participants who have access to both products. Also keep in mind that product categories will change how products are listed as well.

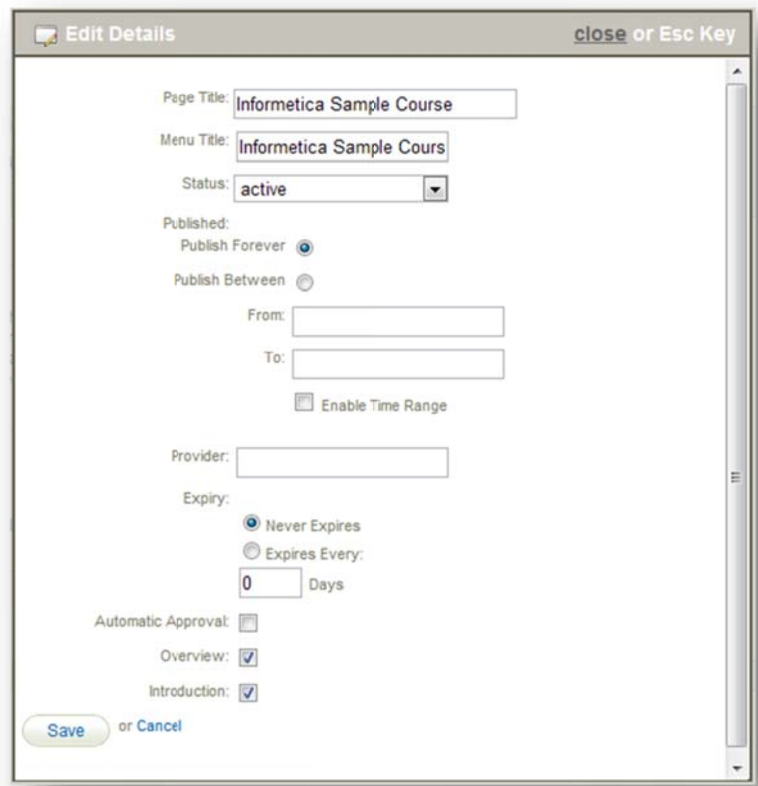
4.1.6 Edit Product Details

The product details are set up when the product is created. Editing details from the edit page offers some additional options that are not available when a product is initially created. The specific options available to you may differ and are based on your system's configuration. Therefore, you will want to edit product details after your initial product creation.

To go back and edit these details at any time, open a product and then click the edit link in the details column.

A product must be active before you can open or edit it or any of the assets within it.

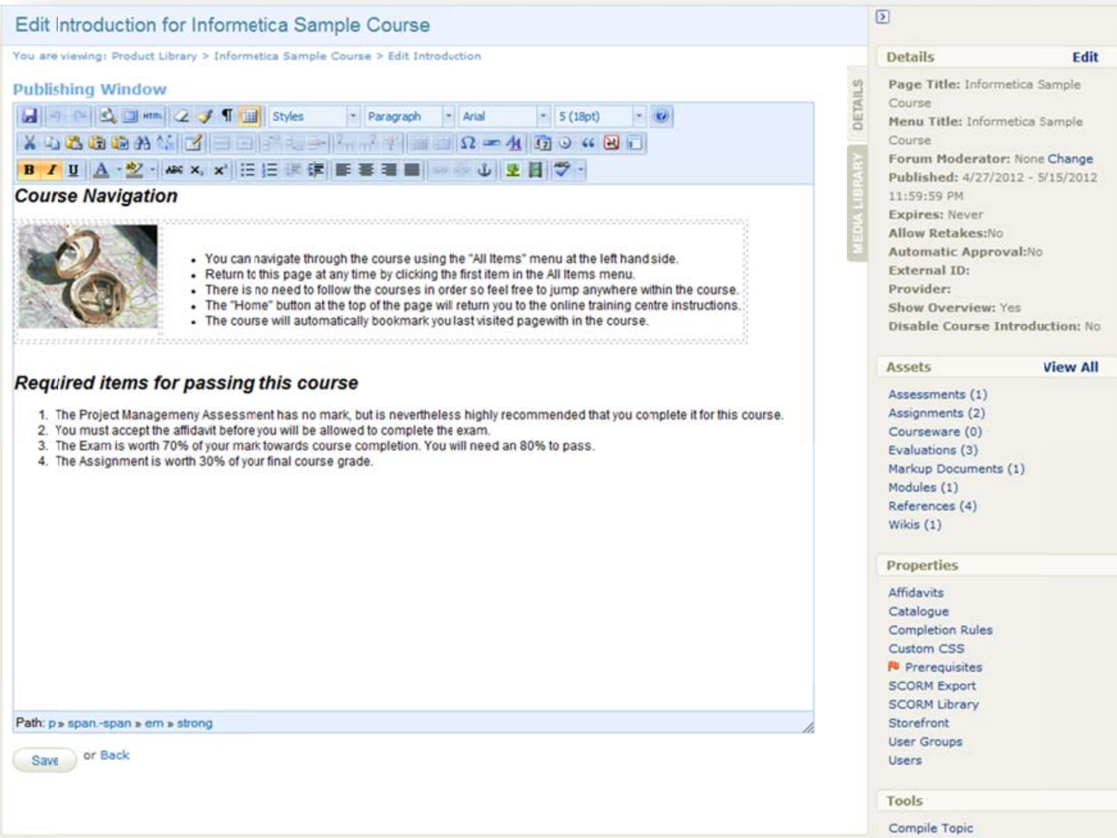




Field	Description	Input
Page and Menu Title	Enter the name of the product. The page title will show up on the top of online content pages. The menu title is what shows in the products list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be. Alternately, from the home page, click the wrench icon at the bottom of the products list to open the product management page.	Required
Status	Select active, inactive or master from the dropdown menu.	Required
Published	Select publish forever if you want the product to be always available or select a specific publish date if your product will be unavailable during or before a certain date. You can also add a time range to your dates by checking the box before "Enable Time Range". A product that is published forever is available to all participants with access. A product that is published for specific dates is also available to all participants with access, but only during the published dates. If the product falls before or after the published dates, registered participants would no longer see the product. Alternately, from the home page, click the wrench icon at the bottom of the products list to open the product management page.	Required
Provider	This is an available custom text field that can be used by clients to store additional information about their products. It will be named whatever your site manager determined. In this example, the system uses a provider field to track who they order their online content from.	Optional
Expiry	The expiry determines the duration that a participant will have access to the product after they register to it.	Optional
Allow Retakes	Check the box to allow users to retake the product.	Optional
Automatic Approval	Check the box to automatically enroll any participants who register to the product for immediate access or leave it unchecked if the participant will be placed on a waiting list for an instructor or site manager to approve enrolment.	Optional
Show Overview	Check the overview box if you want to enable an interactive course overview for participants.	Optional
Enable Course Introduction	Check the course introduction box if you want to enable a custom course introduction page.	Optional

4.1.7 Introduction Page

The optional course introduction is often used to display information to participants such as what to expect for the course, pertinent directions, estimated time for completion, etc. Edit or enter the content with the WYSIWYG editor and then click save.



A hidden introduction can make the utilities menu inaccessible in a few specific cases. For example, a course with a hidden introduction where the first asset is a Prova test or there is only a single asset such as a Prova test or a SCORM video launch.

4.1.8 Products Menu Legend

This legend is viewable only by desktop users, such as instructors, publishers and campus admins.

~~Airports 101: Aircraft De-icing~~ Products that have a strikethrough are not available to participants and are not seen when they log into Informetica. Changing a product's status to inactive will make it unavailable to participants as will changing the Publishing date.

Runway Condition Reporting Products that show up in **teal** have completion rules assigned to them and are incomplete.

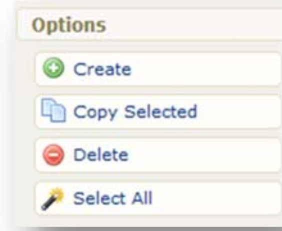
Wildlife Control Plan Products that show up in ***green italics*** have completion rules assigned to them and are complete.

Equipment Operation Names with a plus symbol next to them indicate that they are bundled products. Press the plus symbol to open the list of individual products within the bundle.

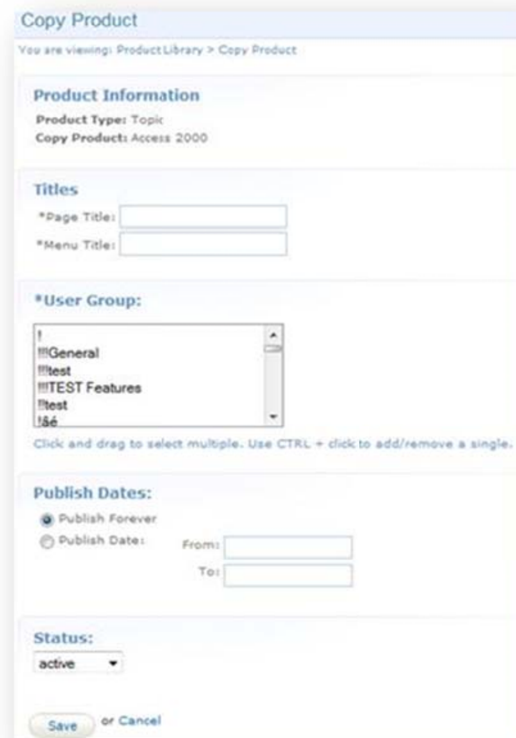
4.1.9 Copy a Product

This option is available only to site managers.

Select the products you would like to copy by clicking them in the product library. Click copy selected in the options menu on the right. Alternatively, if you have only one product you wish to copy, you can press the copy button on the specific product from detailed view. Both options will open a new screen with the following fields:



Field	Description	Input
Page Title	This page title is the product name and will show up on the top of online content pages.	Required
Menu Title	This title shows in the products list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
User Group	Select a user group from the dropdown menu.	Required
Publish Dates	Select publish forever if you want the product to be always available or select a specific publish date if your product will be unavailable during or before a certain date. A product that is published forever is available to all participants with access. A product that is published for specific dates is also available to all participants with access, but only during the published dates. If the product falls before or after the published dates, registered participants would no longer see the product.	Required
Status	Select active or inactive from the dropdown menu.	Required



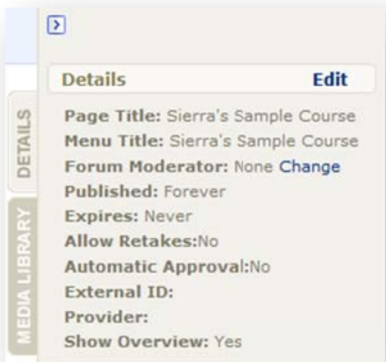
After saving, you will be brought back to the product library page.

While campus admins and publishers cannot copy over an entire product, they can copy the assets from one product into a new product and recreate any information from the introduction page.

4.1.10 Expiry and Automatic Approval

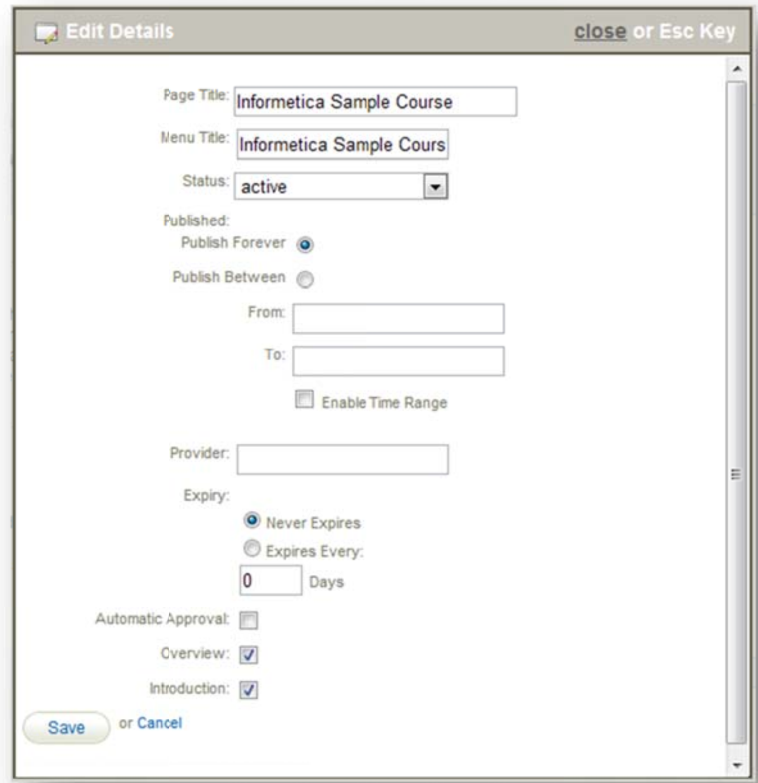
Additional options that were not available when the product was initially created are available from edit details, specifically expiry and automatic approval. The specific options available to you may differ and are based on your system's configuration.

Find the product that you would like to add additional options to and then click the edit link in the details column in the side bar of any product. To navigate to the details column, click the title to open the product.



Expiry: Expiry determines the duration that a participant will have access to the product after they register to it. Define the expiry in number of days, i.e. enter 30 days for one month, and enter 365 days for one year.

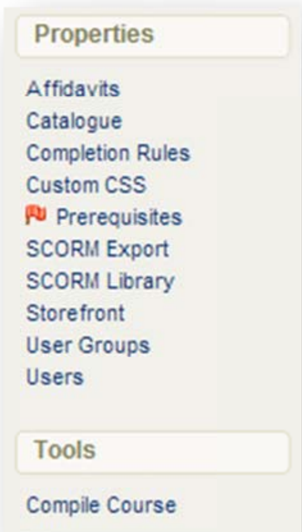
Automatic Approval: Check the box to automatically enroll any participants who register to the product for immediate access or leave it unchecked if the participant will be placed on a waiting list for an instructor or manager to approve enrolment.



4.1.11 Properties and Tools Menus

This option is available only to site managers.

Open any product to view the Properties menu. This menu gives you access to some additional tools and information about the product.

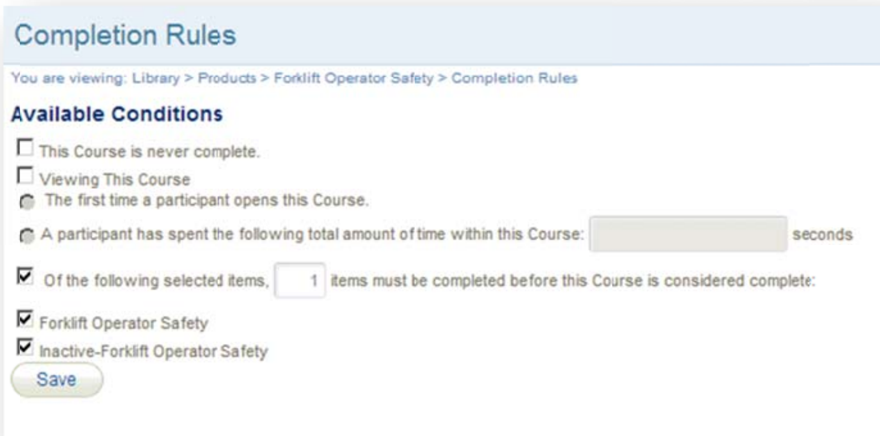


Field	Description
Affdavits	Click affidavits to show a list of all affidavits set up within this product and which assets they belong to.
Catalogue	Catalogue lets you add or edit the description for the product as it appears to anyone with access to the catalogue, if a product catalogue is in use with your system.
Completion Rules	Completion rules are conditions that must be satisfied by a participant before a product is considered completed. Setting up completion rules is optional and by default all products are set up as never complete. See more in this chapter under Completion Rules.
Custom CSS	Click custom CSS to upload or write a custom style. This is typically used by site managers who are familiar with CSS code.
Prerequisites	Click prerequisites to define other products that must be completed before a participant can access this product.
SCORM Export	Use this tool to create a SCORM file of your product if it was built within Informetica. Note that this tool will be ineffective if you already have SCORM components.
SCORM Library	The SCORM library will let you delete or download SCORM files that have been uploaded to this product.
Storefront	Click storefront to add, remove, or edit this product on your storefront. For more on the storefront, please visit the storefront chapter of the site manager manual
User Groups	Click user groups to view or edit the user groups that this product belongs to.
Users	Click users to show a list of all users registered to this product.
Compile Course	If available on your system, the compile course tool creates a printable version of the course. This compilation will include all text and images. Testing assets are not included in the printable version. Additionally, assets must be active to be compiled.

4.1.12 Completion Rules at the Product Level

This option is available only to site managers.

Completion rules are optional conditions that must be satisfied by a participant before a product is considered completed. Setting up completion rules is optional and by default all products are set up as never complete. Click completion rules from the properties menu to add or edit a rule set up for this product. Select one of the completion rules from the available conditions offered and then click "save". Note that completion rules must be set up prior to creating Prerequisites.



Completion rules are not necessary for a participant to receive a grade or a certification.

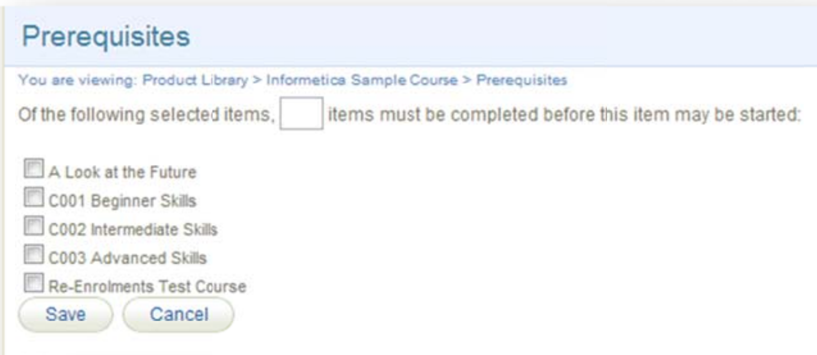
Available Completion Rules

Different completion rules will be available depending upon the setup of the product.

Rule	Description
Never complete	This default setting has no completion rule.
First time view	Choose to have the product considered complete the first time a participant opens it.
Timed view	Choose to have the product considered complete after a participant has spent the specified amount of time or longer with the item page open.
Selected items completed	Select the assets that need to be completed in order for the product to be considered complete. Note that the asset also needs to have a completion rule defined in order for it to be available for selection. Available for any products that have assets with completion rules defined.

4.1.13 Prerequisites at the Product Level

Prerequisites are other products that must be completed before this specific product can be started by a participant. Prerequisites can be set to restrict access to specific products until all prerequisites are met. Click prerequisites from the properties menu to add or edit a prerequisite for this product. Prerequisites can be set up by site managers, publishers and campus admins, however, only site managers can set up prerequisites for items among the same or different products; publishers and campus admins can set up prerequisites for items only within the same product.



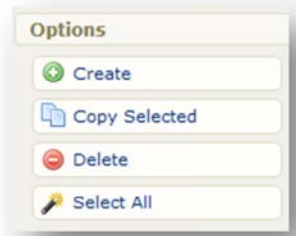
Completion rules must be set up prior to creating prerequisites

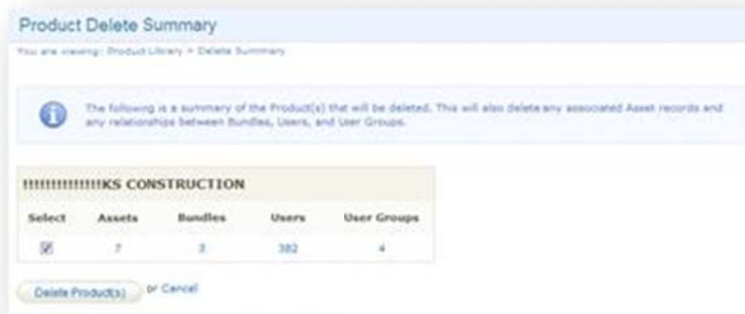
Enter how the number other products that need to be completed before this specific product can be accessed. Use the check box to select the products that need to be completed as prerequisites, and click the save button.

4.1.14 Delete Products

This option is available only to site managers.

Select the products you would like to permanently delete by clicking them and then click delete in the options menu on the right to open the product delete summary.





Deletion will remove any user history associated with it, such as completion and grades.

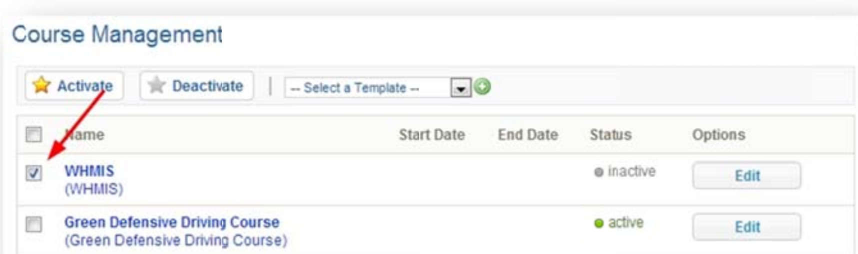
The product summary lets you view all of the products you selected and confirm their deletion. Select the delete product(s) button or cancel. After deleting or canceling, you will be brought back to the product library page.

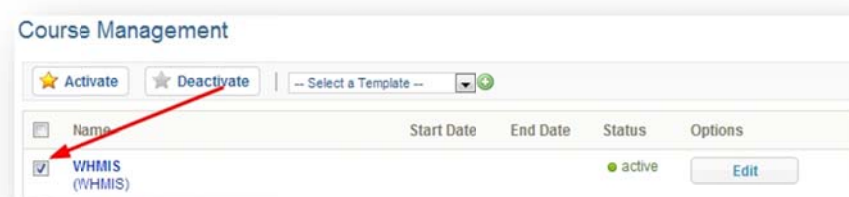
4.1.15 Activate or Deactivate a Product

Products must have an active status before campus admins and publishers can work with them.

Publishers and Campus Admins

When a campus admin or publisher creates a new product, it is inactive by default, so they must first check the box to the left of the product name, and then click the “Activate” button at the top of the list. Products that are inactive cannot be accessed by participants. Check the box to the left of the product name, and then click the “Deactivate” button at the top of the list.



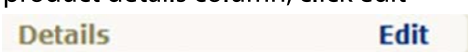


Site Managers

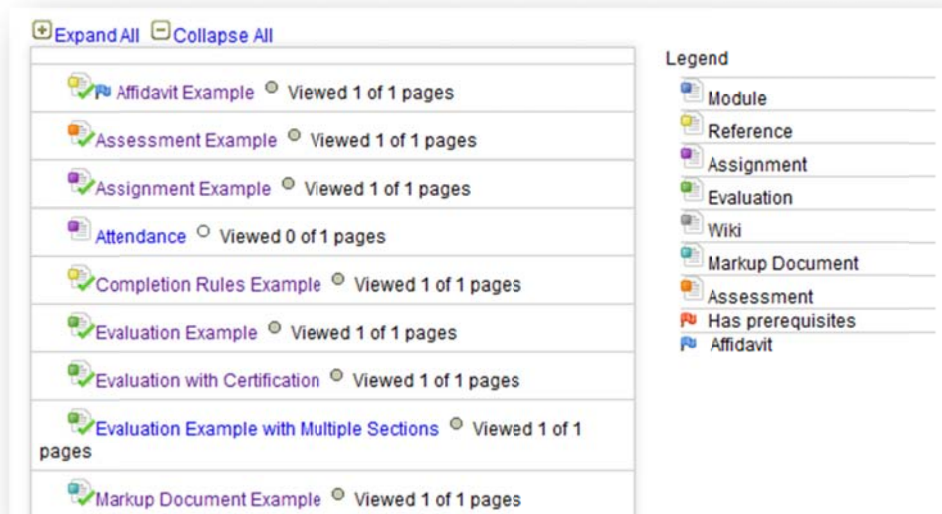
From the product library, use the status drop down menu next to any product to change the status to active, inactive, or master (necessary for publishers and campus admin to create new products).

4.1.16 Overview Page

The overview page displays all assets available within a product. It is accessible by participants, instructors, and publishers and shows the asset type, visibility, page views and prerequisites. If utilized, the overview page is accessible on the front end of Informetica. Open the product which you would like to show on the overview page. In the product details column, click edit



and then place a check next to show overview  . Click the save button. Below is an example of an overview within a product as it appears to participants.



4.2 Assets

Multiple content components can be incorporated into your content to suit your ideal learning needs. You can create the content by hand or upload compatible 3rd party content, such as SCORM files. Once a product is created, you can create and assign assets to the product. Assets are the individual elements that make up your entire product, each with unique features. Assets can be created by site managers, campus admins and publishers. Note that assets may be customized for your system and named differently than the default names listed in this manual.

A product must be active before you can open any of the assets within.

4.2.1 Types of Assets

Asset Type	Description
Questionnaire	A questionnaire is an informal way to evaluate something about your participant by posing content where there is no right or wrong answer. Questionnaires are often an objective way to measure things like abilities or aptitudes.
Assignment	An assignment is a resource that has a grade weight and due date attached to it so they are automatically removed from the product list when they are past due. Assignments are typically used to grade an element of the product that is done off line. For example, an instructor may issue a portion of the product grade to participants who email a video created for the product to the instructor.
Courseware	Courseware refers to a premade course that can be imported directly into Informetica and run as is. Courseware uses the standardized SCORM format that can be easily shared among different learning management systems.
Evaluation	An evaluation can automatically grade most participant answers and give a mark upon completion. Evaluations may be used to test knowledge of the content that you have provided, collect participant feedback about a product or an Instructor or as practice exercises. Evaluations support several different types of questions: essay, fill in the blank, matching, multiple answer, multiple choice, ranking and true or false. Informetica can automatically grade every type of question in an evaluation except for essays.
Markup Document	A markup document is an interactive review tool. A markup document allows participants and instructors to communicate issues or illustrate point about the document without changing the actual document in the product.
Module	A module is training content that typically contains the lesson portion of a product. Modules can be assigned a deadline, grade weights and even publishing dates to turn a lesson on or off. Modules can contain any of the supported file types, including videos.
Reference	References are assets are always available and often contain resources for participants such as external links, a relevant glossary of terms or can be used as a landing page for the product. Reference pages can even be linked to from other pages or set up as popup windows throughout the product to be used as in-product help tools.
Wiki	This is a collaborative resource which allows users to add and edit content collectively, directly on the asset itself.

Opening a product will reveal a list of the assets within it displayed on the left. Below are some icons you may see as you view assets and what they mean. Note that these flags are not visible from site manager view.

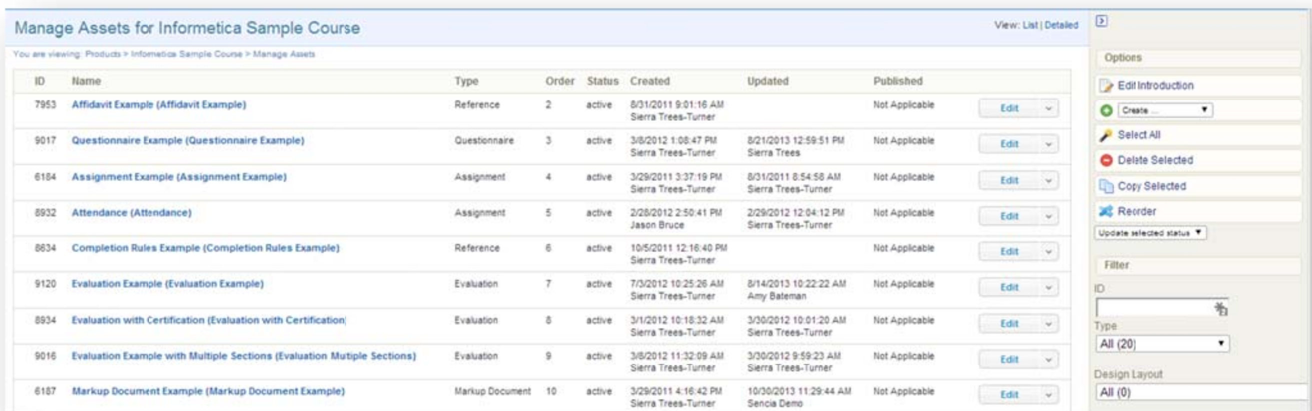
The orange flag indicates that the asset has prerequisites.
The blue flag indicates that the asset has an affidavit attached to it.
The grey flag indicates that the asset is hidden. This hidden status means that the assets they do not show up in the Overview or any other product navigation, but are available to participants during their progression through the product.

4.2.2 The Manage Assets Page

The manage assets page is where you can create, edit, copy, delete or reorder assets. You can also change the status of an asset from this page.

Site Manager View

To navigate to the manage assets page, open a product and click on the view all link or click a specific asset type. A list of all of the assets within the product is listed on the manage assets page. From the manage assets page, you can open an asset to edit it, create new assets, copy and delete selected assets and change their order of appearance. There are two ways to view assets: list view or detailed view.

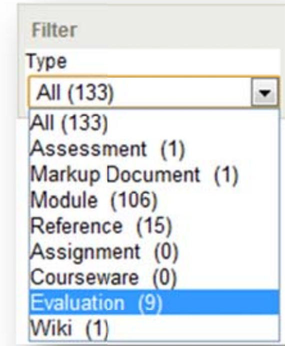


Campus Admin and Publisher View

To navigate to the manage assets page, select an active product and from detailed view click on the view link next to the assets column. A list of all of the assets within the product is listed on the manage assets page. Alternately you can open any product and then click (wrench tool) to open the manage assets page. From the manage assets page, you can open an asset to edit it, create new assets, copy and delete selected assets and change their order of appearance. There are two ways to view assets: list view or detailed view.

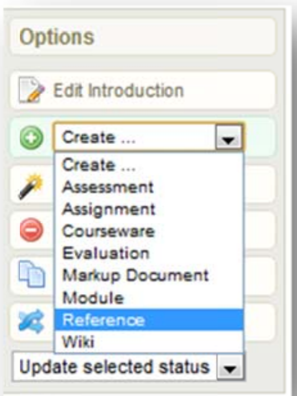
4.2.3 Filtering Assets

To view only specific asset types (for example all evaluations within a product), you can filter the assets to show only the types you want, by selecting from the drop down list in the left side menu.



4.2.4 Create an Asset

To create a new asset, return to the manage assets page then on the left side menu, click the drop down arrow next to Create and select the type of asset from the dropdown menu. To edit these details, click on edit next to the details column on the right. Enter the details and then save. You will then be brought to the specific create page for that asset. Details for creating specific assets are covered elsewhere in this manual.



Adding an asset page title is important because they show up in lists where assets must be selected. For example, if you are setting up a product's completion rule, the list of assets available will be listed by their page titles. If an asset does not have a page title, then it cannot be selected.

4.2.5 Edit Assets

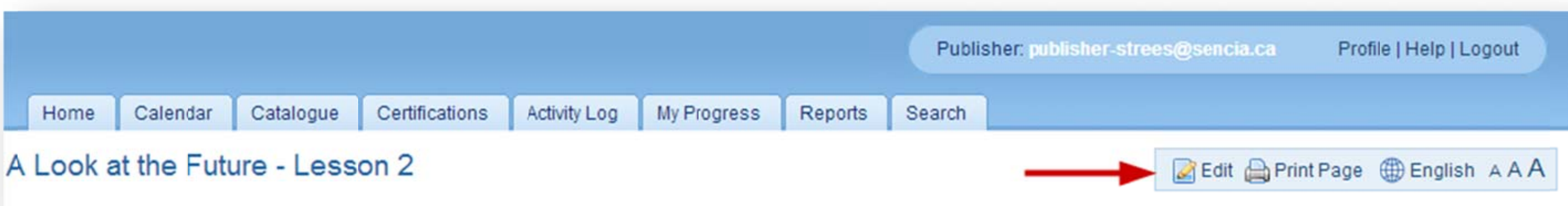
You can make any changes you like to an asset page, with the exception of a test already in progress. You can also make changes to the choices made during initial creation, such as the title of the asset, by clicking the edit link from the details column. See the introduction chapter for more information on the publishing window or visit the end of this manual for a guide to the publishing window tools.

From the manage assets page open the asset you wish to edit by clicking the name of the asset o by clicking the edit button to the right of any asset name, make changes within the publishing window, and then click save.

View and Edit Modes

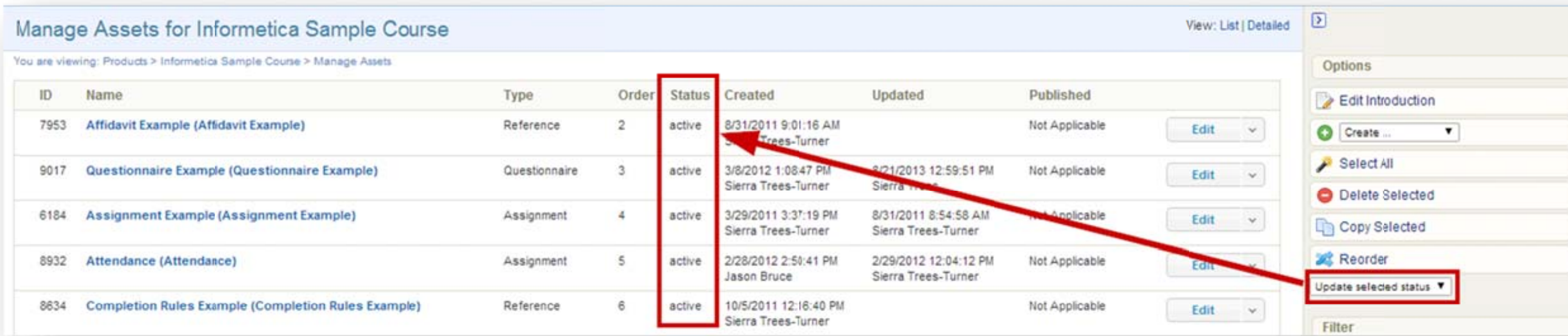
This option is available only to campus admins and publishers.

You can toggle between edit and view modes as needed. Click the “edit” button at the top of the page to enter edit mode. You will see that the edit button at the top of the page now says “view”. You will also have access to the product’s details at the top left of the page. Click the “edit” link next to details in the left menu to edit the product settings. When editing an asset, you will see a “view” button at the top right of the page. Click this to view the page without the menus on the left. When you are in view mode, the button will change to read “edit”. Don’t forget to save your changes.

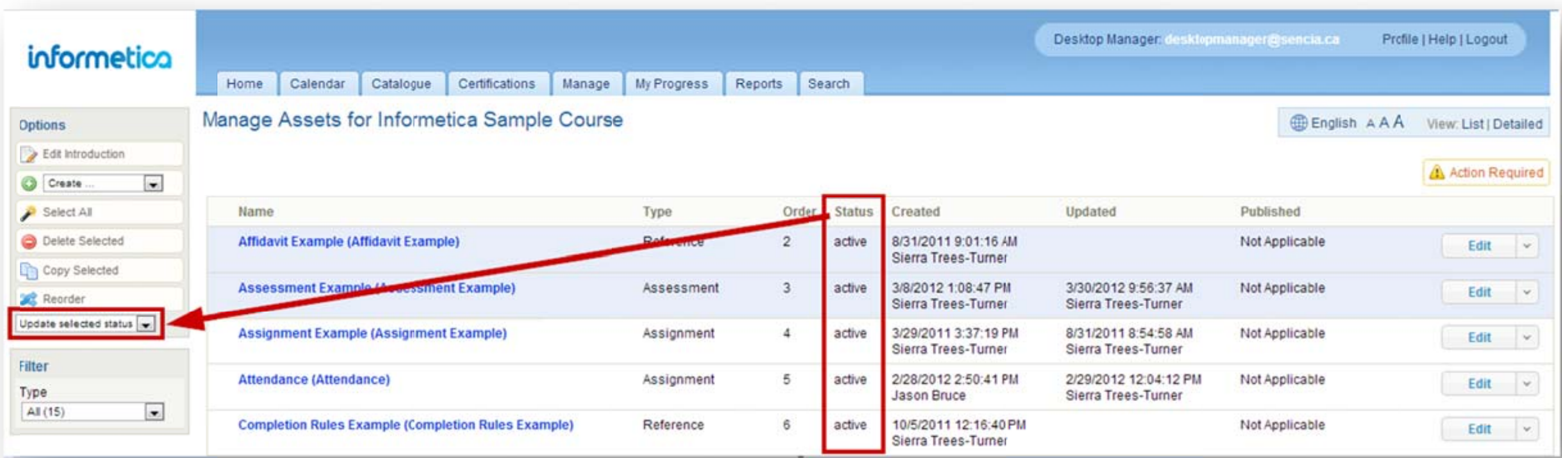


4.2.6 Asset Statuses

Site Manger View



Campus Admin and Publisher View



To change the status of an asset, navigate to the manage assets page. From here you can change the status of one or several assets by selecting them and then using the drop down menu on the right side called change selected status. Here is a description of the different statuses:

Active – An active status means that the asset is available to be accessed by anyone registered to an active course.

Inactive – If an asset is inactive, only user types with editing capabilities who have the course assigned to them, such as publishers, would be able to see the asset. You can report on inactive assets, view them on user records and transcripts, and associated certifications remain intact. Note that new certification rules pull only from active assets, so you would need to make it active if you need to apply it to a certification.

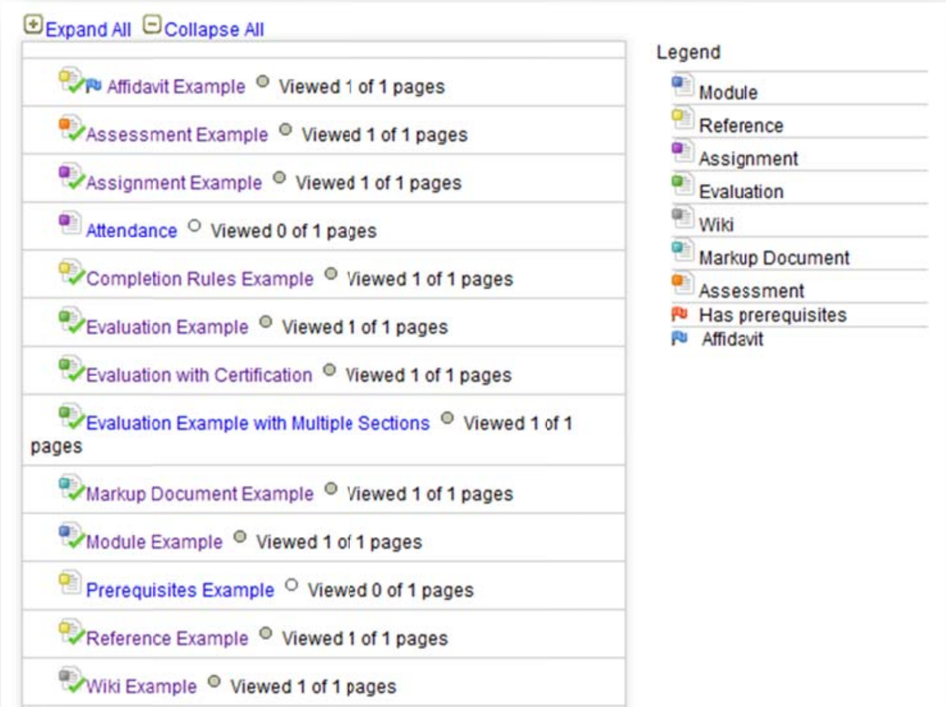
Archived – An archived asset has no functional difference from an inactive status. It simply allows admins to flag an asset item in different ways, offering a more descriptive meaning for users. Archived assets are typically items that will not be reactivated.

Hidden – A hidden asset does not appear on any menus, the overview page or navigation tools but can keep the content itself available to particpants. A way for participants to navigate to the hidden asset would be required. For example, hidden status used in conjunction with a next button within a course that progresses among the assets linearly, can force particpants to view the hidden page.

Popup – A popup does not appear on any menus, the overview page or navigation tools but can keep the content itself available to particpants. Popups must be linked to a word or item within the product so that participants can view the asset. Popups can be used for participants to click for more information about something within a product without leaving the content they are viewing. Glossary words are a good example. A popup link looks like any other link on your pages and stays on the screen until the user closes the popup window.

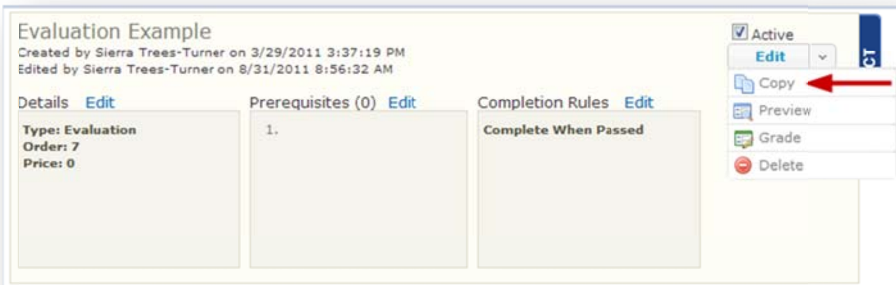
Overview Only – This status means that the asset will not show up for participants in any menus, but will appear only in the overview if that option is activated for the product. Overview is like an interactive map of the course that shows the asset types, visibility, page views and prerequisites. The names of the assets are also links, so clicking the name will take the user directly to that asset in the course. If utilized, the overview page is available as a menu item on the front end of Informetica. To activate the overview, open the product which you would like to show on the overview page. In the product details column, click edit

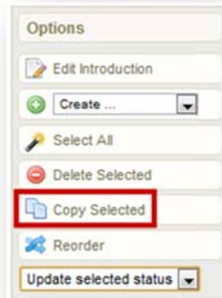
and then place a check next to show overview . Click the save button.



4.2.7 Copy Assets

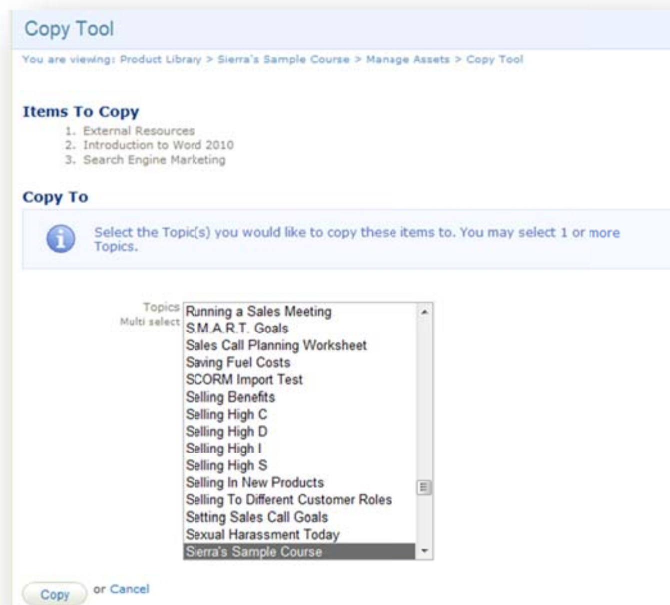
From the manage assets page, you can press the down arrow next to the Edit button of any asset, and then click copy. Alternatively, if you have several assets to copy at once, then you can select several from list view and click on the copy selected link from the options menu. This will open the copy tool page.





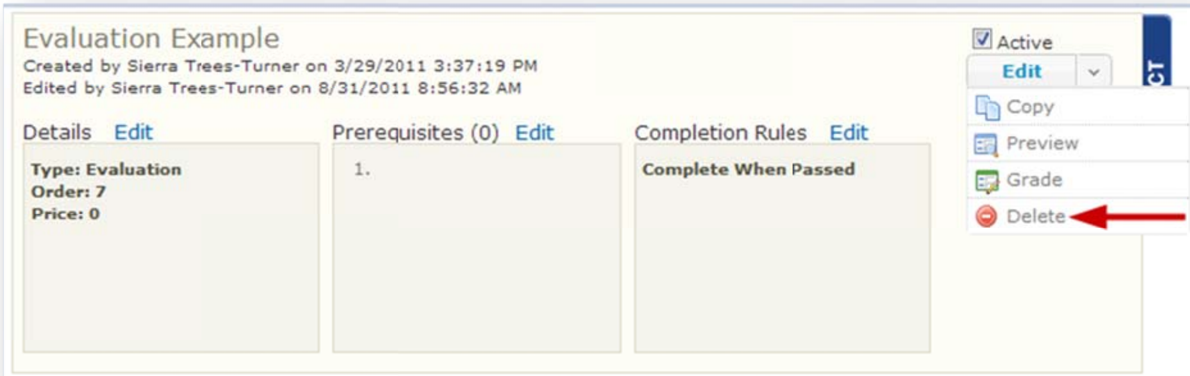
On the copy tool page, select the products that you would like to copy the asset to (you can also copy to the same product you are currently in), and then click the copy button. Hold down the CTRL key to select multiple products. After copying, you will be returned to the manage assets page.

Copied assets will not remain nested when they are copied to the new destination. For more information on nesting, visit the Reorder and Nested sections of this chapter.

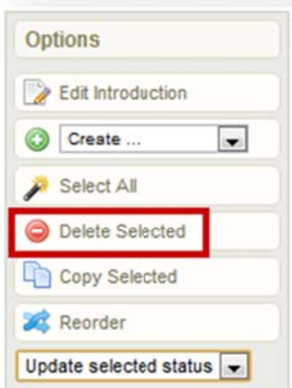


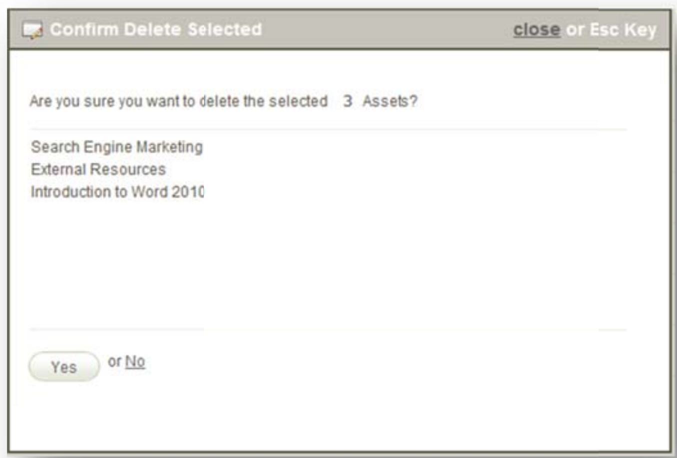
4.2.8 Delete Assets

From the manage assets page, you can press the down arrow next to the edit button of any asset, and then click delete. Alternatively, if you have several assets to delete at once, then you can select them from list view and click on the delete selected link from the options menu on the right. Either option will open a confirm delete selected popup window that will show you a list of the assets you have selected and ask you to confirm that you want to delete them. Click yes and you will be returned to the manage assets page.



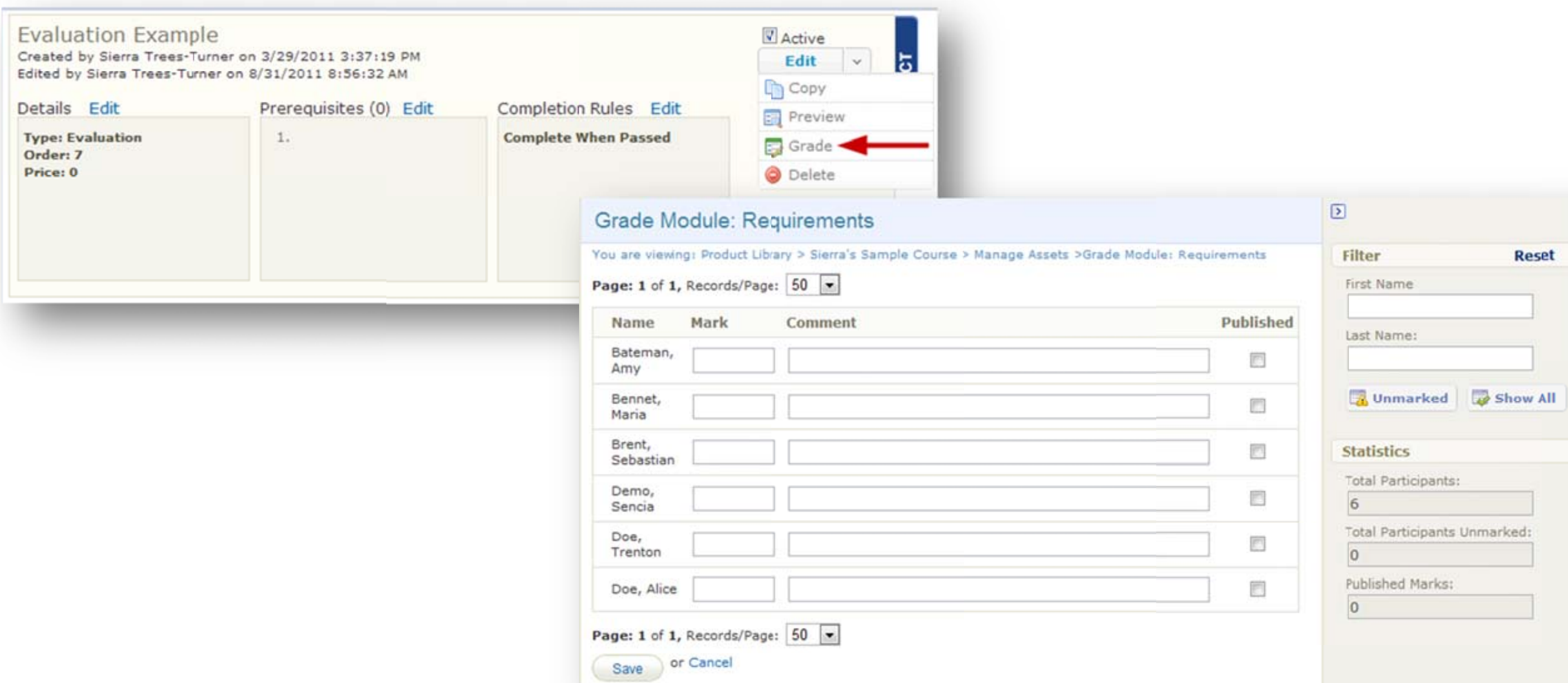
Deletion is permanent and will remove any user history associated with it, such as completion and grades.



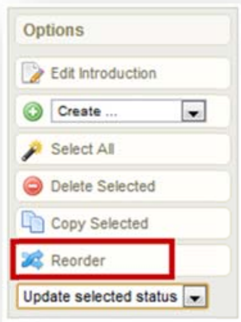


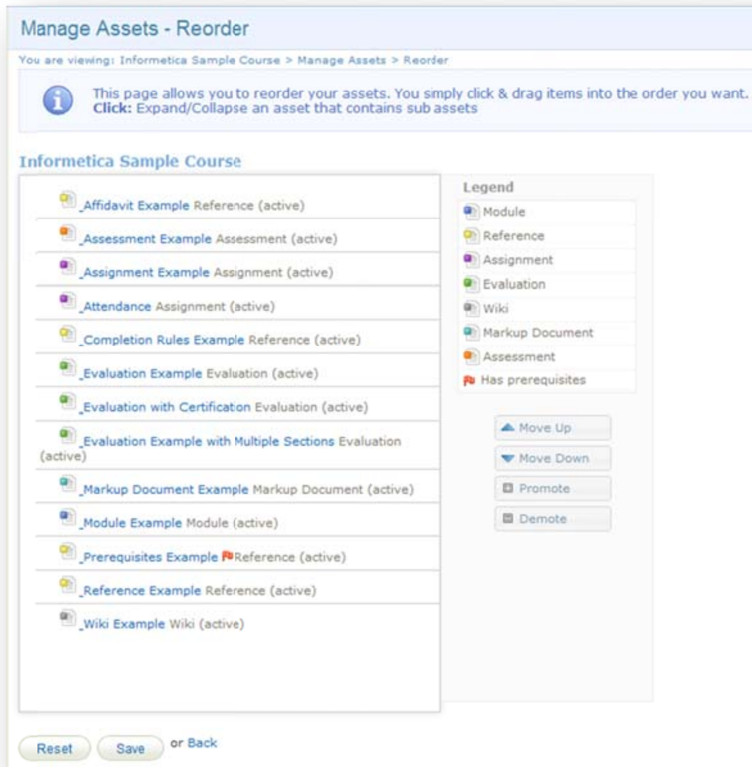
4.2.9 Grade Assets

From the manage assets page, you can manually grade any assets that have a grading option (such as modules, assignments and essay questions in evaluations). Click on the grade button within the asset's information box to open the grade screen where you can add a mark for individual participants, add comments and publish the grade so it will be displayed on the participant's transcript. The example below is the grade screen from a module asset type, but each type will have a unique screen. You can use the filter on the right to see only participants who have not been graded yet or to enter a specific name. The grade button will only be visible on eligible assets. Click the save button to ensure that any grades you entered are updated.



4.2.11 Reorder Assets

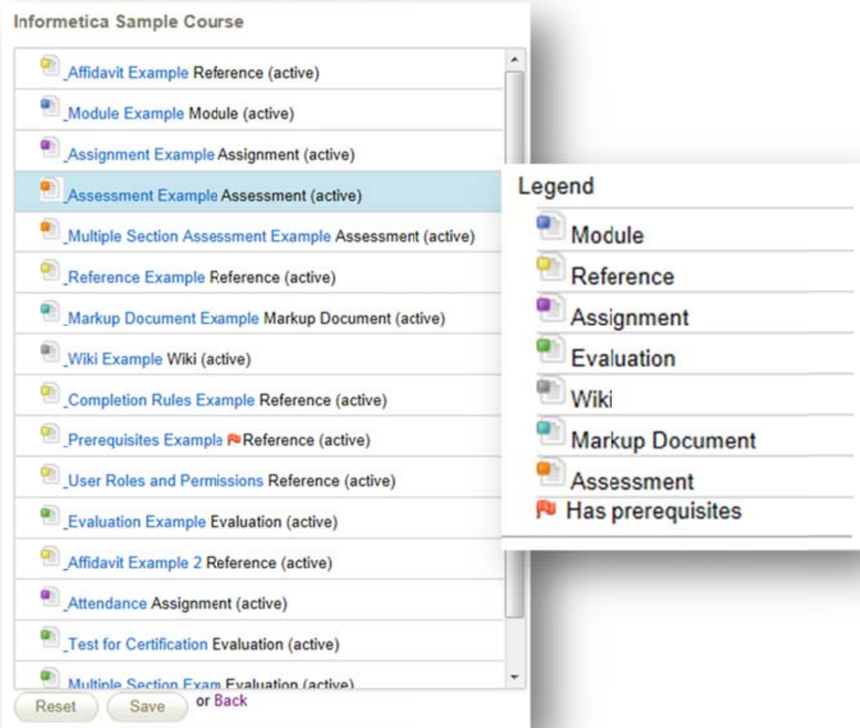




From the manage assets page, you can reorder the way in which assets are presented to participants. Click on the reorder link from the options menu to open the reorder page. Click the asset that you would like to move and drag it with your mouse, releasing the mouse button to drop the asset to a new position. Alternately, you can select the asset and move it using the move up or move down buttons.

Click save to keep your changes or select back to cancel the changes and return to the manage assets page. You can also use the reset button before you save to remove the moves you made and start over. After saving, you will be returned to the manage assets page.

The legend link on the right in the options menu will open a page to view a list of asset types and their corresponding icons both in the admin view and on the desktop. Here are some icons you may see as you reorder assets and what they mean:



The green check mark indicates that the asset can be moved to new location.

The red X indicates that an asset cannot be moved to new location.

The orange flag indicates that the asset has prerequisites. You can right click on any asset from the reorder page to view the prerequisites.

The blue flag indicates that the asset has an affidavit attached to it. You can right click on any asset from the reorder page to view the affidavit.

The green line with a small arrow in front of it indicates that the asset stays as a top level item in a new location.

The green plus symbol indicates that the asset will become a sub-asset in a new location. This means that the asset will be nested within another asset.

Module The + symbol indicates that there are nested assets. Double click the + to expand the list and show all assets.

Module The - symbol shows when nested assets are expanded. Double click the - to collapse this list a show only the top asset.

Nested Assets

Nesting an asset allows a course author to hide the asset from the user's menu without giving it a hidden status. Nested assets do not appear in the list of the assets in the menu of a product for desktop users. Instead, the asset can be seen and navigated to from the overview page. Nesting is basically a sorting option within the product that does not affect the order in which a user will view the assets.

Overview must first be activated for the product. Overview lets users know which pages they have visited and allows them to collapse or expand the view.

Nesting is used by clients as a way to keep a participant's asset menu tidy. For example, if you had 75 assets and 25 of them were related to Criminal Offense, 25 to Summary Offenses, and 25 to Criminal Procedure you could nest those so that the user does not need to use a scroll bar to see an overwhelming 75 items in the menu, but instead sees only the 3 main assets.

The examples below depict an overview page, with a parent asset that has three nested child assets. Users taking this a course would see the parent, CRIMINAL OFFENSE, on the menu of the course's assets, but would not see the three child assets. Users would still be able to navigate to the child assets by using either a dynamic next or previous button inserted into the asset content by the course author, or from the overview page as seen above by clicking the name.

Example with nested assets

Example without nested assets

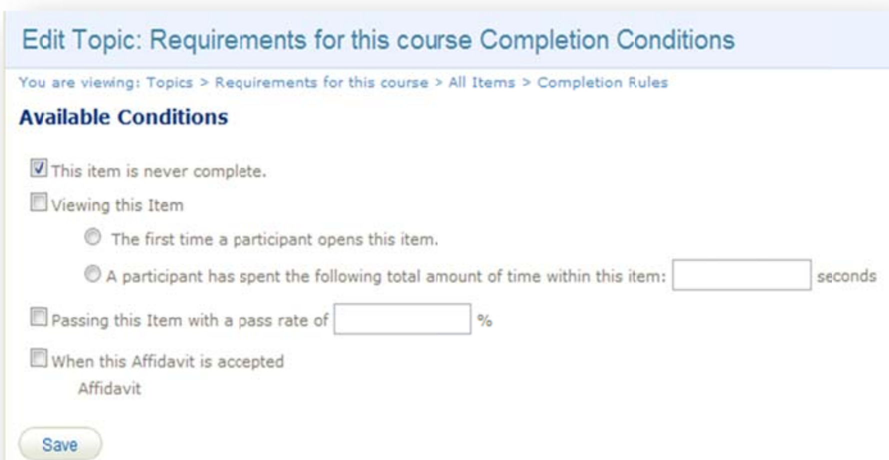
Example of collapsed and expanded assets

Nested assets should only be used if you are using the Overview page or have dynamic Next and Previous buttons on the asset pages. This way an assest is not accidentally marooned, making it impossible for users to navigate to it.

4.2.12 Completion Rules at the Asset Level

Completion rules are conditions that must be satisfied by a participant before an asset is considered completed. Setting up completion rules is optional and by default all assets are set up as never complete. Open the asset you wish to add completion rules to and then click completion rules under the properties menu from the manage assets page. Alternatively, from the manage assets page in detailed view, click edit next to the completion rules column in the information box for the asset that you wish to create rules for.

Select one of the completion rules from the available conditions offered and then click "save" to return to the manage assets page. Click the save button to be returned to the *manage* assets page.



Completion rules must be set up prior to creating prerequisites.

Available Completion Rules

Different completion rules will be available depending upon the setup and type of asset.

Rule	Description
Never complete	This default setting has no completion rule.
First time view	Choose to have the asset considered complete the first time a participant opens it.
Timed view	Choose to have the asset considered complete after a participant has spent the specified amount of time or longer with the item page open.
Passing This Item	Select this condition to accept the asset as complete when a passing grade has been assigned. Note that some assets, (particularly SCORM files) may not be designed to announce completion. Available only for automatically graded assets, i.e. modules, evaluations, and SCORM assets.
Pass Rate	Select "passing this item with a pass rate of" requires you to enter a percentage that the participant must achieve for this asset to be considered complete. This is only available for evaluation assets.
Affidavit Acceptance	Select "when the affidavit is accepted" to consider this asset as complete once the affidavit is accepted. Available for reference, module, and assignment assets.

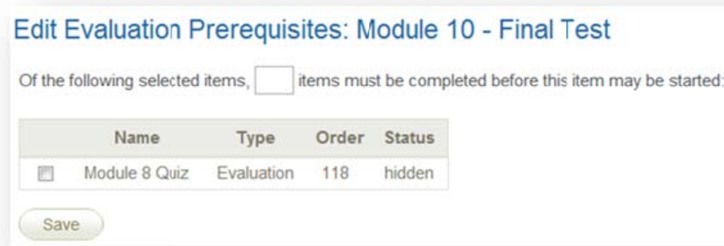
Completion Options for Each Asset Type

Asset Type	Never Complete (Default)	First Time View	Timed View	Passing This Item	Pass Rate	Affidavit Acceptance
Reference	Y	Y	Y	N	N	Y
Module	Y	Y	Y	Y	Y	Y
Assignment	Y	Y	Y	N	N	Y
Questionnaire	Y	Y	Y	N	N	n/a
Evaluation/Prova	Y	N	N	Y	Y	n/a
Mark Up Document	Y	Y	Y	N	N	n/a
Wiki	Y	Y	Y	N	N	n/a
SCORM	Y	Y	Y	Y	N	n/a

Not all asset types have every completion rule available.

4.2.13 Prerequisites

Prerequisites are other assets that must be completed within the same product before a specific asset can be started by a participant. Prerequisites can be set to restrict access to specific assets until all prerequisites are met. From the manage assets page, click the edit link next to the prerequisites column under the asset you wish to create prerequisites for. Prerequisites can be set up by site managers, publishers and campus admins, however, only site managers can set up prerequisites for items among the same or different products; publishers and campus admins can set up prerequisites for items only within the same product.



Enter how many of the other assets need to be completed before the asset you are creating prerequisites for can be started. Use the check box to select the assets that need to be completed as prerequisites and click the save button. After saving, you will be given a confirmation and a link will be provided to return to the manage asset page. An orange flag next to the prerequisites Prerequisites means that there are prerequisites set up for this asset.

In participant view, items with prerequisites are shown in red. In this example, the participant is taking a course called Influenza Vaccine where each module needs to be viewed in order. They cannot access the module "What Do I Have to do?" until they have completed "Why Volunteer".

Completion rules must be set up prior to creating prerequisites.

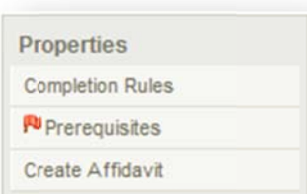
4.2.14 Affidavits

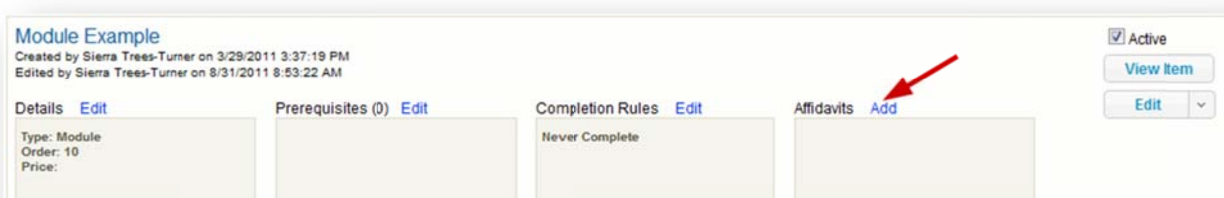
An affidavit is a formal statement that a user must agree to or read before beginning a course. To create an affidavit, you will need to associate it with a specific asset. If the affidavit is for the entire product and not just the one asset, then it should be attached to the first asset in the product. You can even create a new empty asset specifically for the affidavit alone. Assets can be created for three different asset types: references, modules and assignments. Consider whether the asset you select will need features such as grade weights, deadlines or publishing dates, as each asset type has unique features.

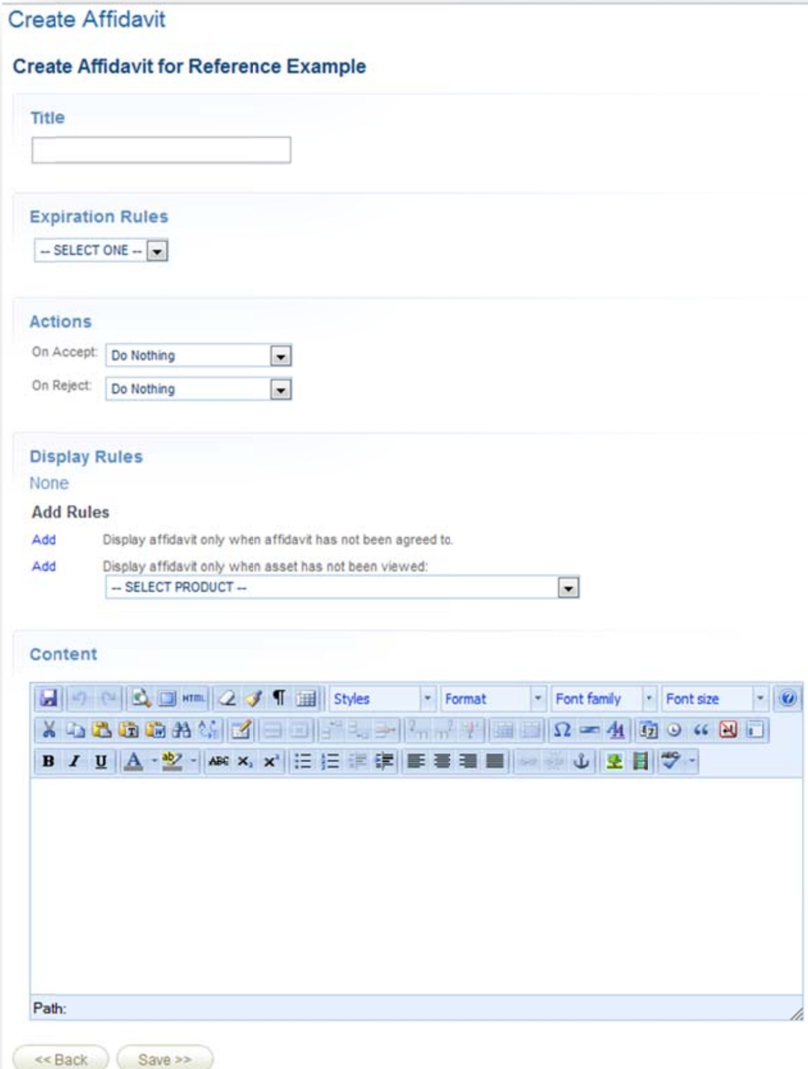
If you do not have grade or date considerations, then a Reference is the preferred Asset to use. If you do have grade or date considerations, then a Module is one of the preferred asset types to use.

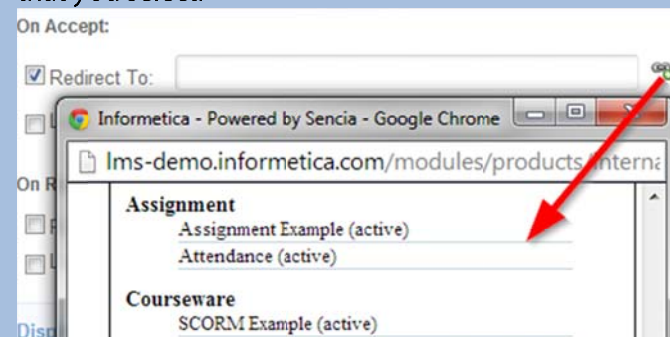
Create an Affidavit

View the manage assets page in detailed view and then click add next to the affidavits column under the asset you wish to an affidavit within. If there is already an affidavit set up for this asset, the button will be en edit button instead and you can make changes to the affidavit that is already set up or delete it entirely. Alternatively, you can open an existing asset one from the manage assets by clicking the name and then select the create affidavit link from the properties menu on the left. If there is already an affidavit set up for this asset, the link will instead be view affidavit and you can make changes to the affidavit that is already set up or remove it entirely. This will bring you to the create affidavit page.



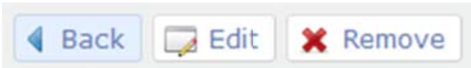




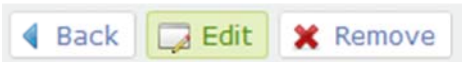
Field	Description
Title	Enter a name for the affidavit.
Expiration Rules	Select the expiration rules from the drop down menu (Immediately, number of days or never expire).
Actions	Select from the drop down menus (on accept and on reject) to direct where participants will be taken after then accept or reject the affidavit: • Do nothing. • Redirect to: Will redirect the participant to the asset that you select.  • Lock the following asset: Select an asset from the drop down list and the participant will no longer have access to that asset page.
Display Rules	Press the add button Add to select one of the premade rules. You can add as many rules as you need. • Display affidavit only when affidavit has not been agreed to • Display affidavit only when asset has not been viewed: Select a product from the drop down menu and then the corresponding asset. Create a new rule if you have more than one asset that must be viewed.
Content	Design the affidavit text and content using the publishing window.
Save	Click the save button. After saving, you will be returned to the asset's publishing window.

Edit an Affidavit

From the manage assets page, click edit next to the affidavits column under the asset you wish to an affidavit within.

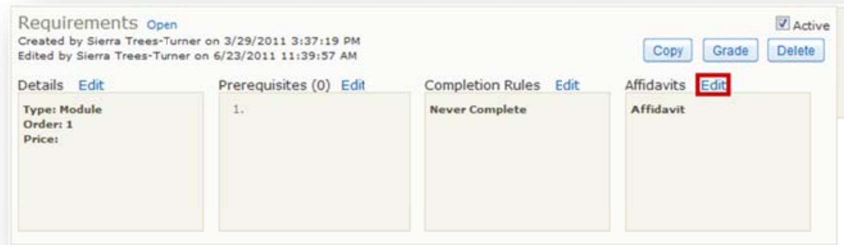


Click the back button to cancel and return to the publishing window.



Click the edit button to open the affidavit details and make changes to the affidavit.

Click the remove button to delete this affidavit completely.



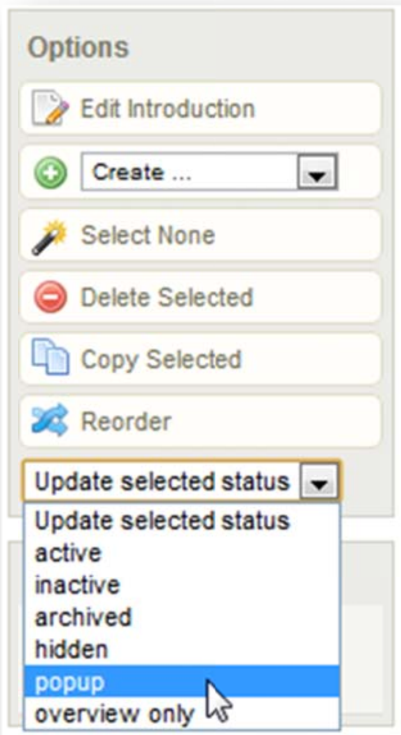
The affidavit history is a change log that shows a record of any prior versions of this affidavit, if applicable.

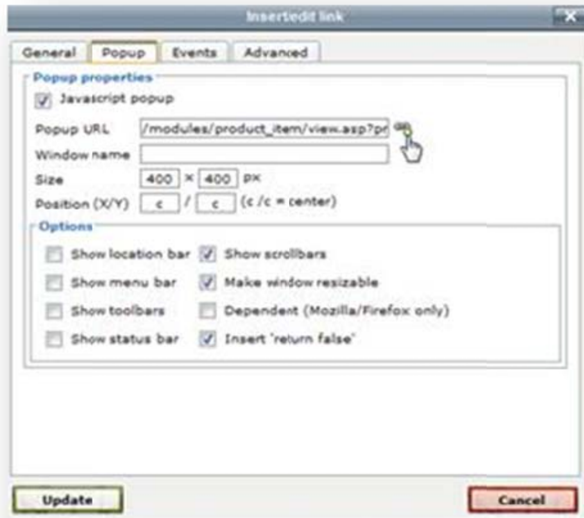
Title – Shows the name of the affidavit, including any former titles it has had.
Created by – Lists the name of the manager who created the update.
Days to Expire – Indicates how many days the affidavit is valid before needing to be accepted again, if applicable.
Content – Shows the content text from any prior version of the affidavit.

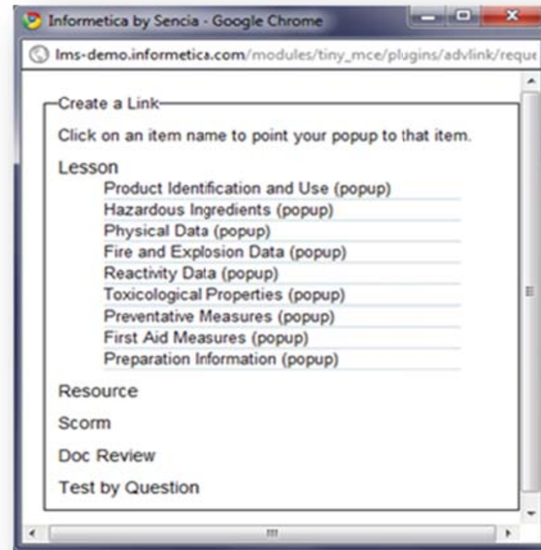
Editing an affidavit will require everyone who has already accepted the affidavit prior to the changes to re-accept the updated affidavit if they visit the asset.

4.2.15 Creating a Popup Window

After you have created an asset and changed the asset type to popup, you can link to it from another area of your product. Popups can be used for participants to click for more information about something within a product without leaving the content they are viewing. Glossary words are a good example. A popup link looks like any other link on your pages and stays on the screen until the user closes the popup window. Reference assets are especially good for creating popups.







Within any asset, select the text you would like to link to a popup by using the link tool in the content window. Select the popup tab and make any changes you wish to the popup properties and options. Click the add link icon and scroll down the list until you find the asset that you want to link to. Click on the item name to point your popup to that item and then click the insert button.

4.3 Publishing Dates vs Expiry vs Inactive vs Deletion

There are four ways to globally remove products and assets from users enrolled to the products without actually deleting the products or assets. Below are the characteristics of each so you can pick the best methods for your needs. Note that the methods are not mutually exclusive.

	Publishing Dates	Expiry	Inactive	Deletion
Characteristic	A product or asset made available during specific publishing dates cannot be accessed by any enrolled participants outside of those dates. Publishing dates affect all enrolled users simultaneously.	Expiry determines the duration in days that a participant has access to the product after being enrolled. Expired products cannot be accessed and affect enrolled users individually.	Products and assets that are inactive cannot be accessed by any enrolled participants. An inactive status affects all enrolled users simultaneously.	Deleted products and assets are removed completely from the system and are no longer available to any users.
Affects Products or Assets?	Product and/or assets	Products only	Products and/or assets	Products and/or assets
Considerations	Products/assets with publishing dates will appear on enrolled user records, even if they never launched the item. This could cause skewed results for managers auditing results.	If the product needs to be re-attempted, consider using the supplemental training tool to notify users of an upcoming expiry without locking them out of the product.	New certifications can only be created from active products/assets. You may need to temporarily activate items to apply them to certifications.	The system will prevent you from deleting a product or asset that is associated to a certification.
Record Retention	Available on • Reports (report dates must fall within publishing dates) • User records • User transcripts • Associated certifications	Available on • Reports • User records • User transcripts • Associated certifications	Available on • Reports • User records • User transcripts • Associated certifications	Records are completely removed from: • Reports • User records • User transcripts • Associated certifications are broken

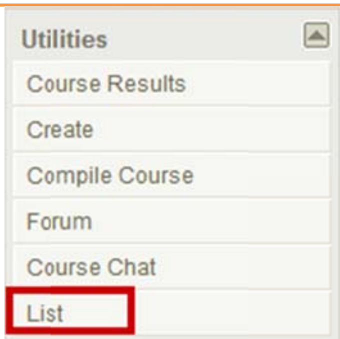
4.4 Exceptions (Extensions)

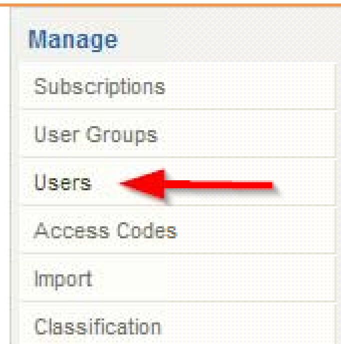
This option is available to site managers, campus admins, campus managers, publishers, and instructors

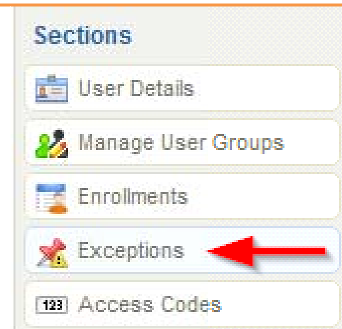
Exceptions give additional access to a product or an asset within a product, such as a test. You can extend the number of days a user has access to a product or asset with an expiry, or change give them an additional attempt. You can also opt to send the user an email about the exception.

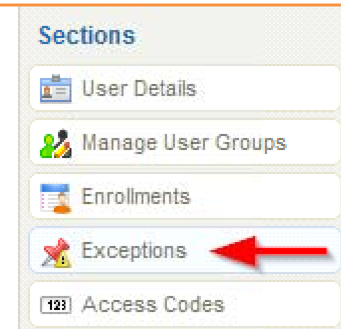
Navigation Paths to Exceptions

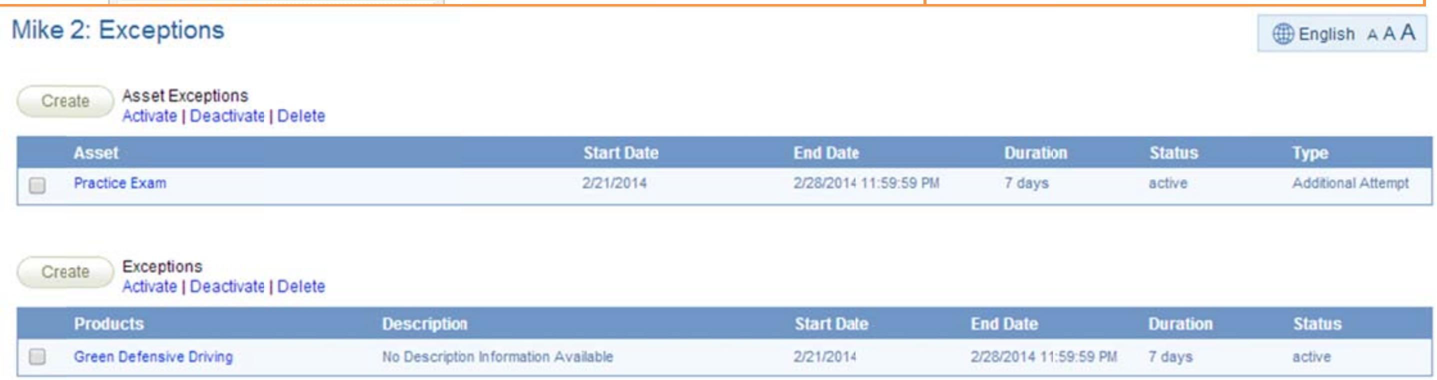
Publishers & Instructors	Campus Admins & Campus Managers	Site Managers
Open any course, select **List** from the Utilities menu, click the user's name, and then select either Product or Asset Exceptions.	From the **Manage** tab, select **Users**, open any user profile, and then select **Exceptions**.	Select **Users > Accounts**, open any user to access the profile page, and then then select **Exceptions** from the Sections menu.









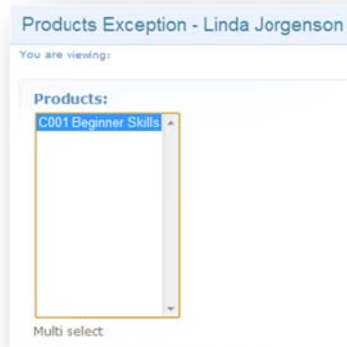


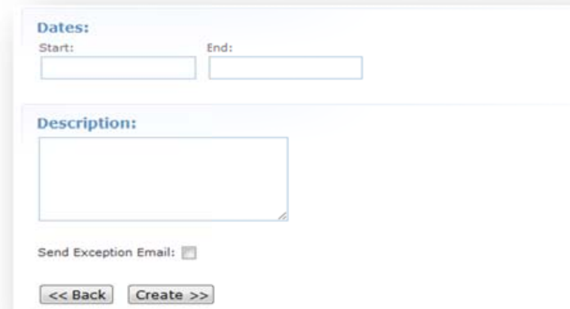
4.4.1 Extend a User's Access Date

Grant a user access to a product or asset past the expiry.

For Products

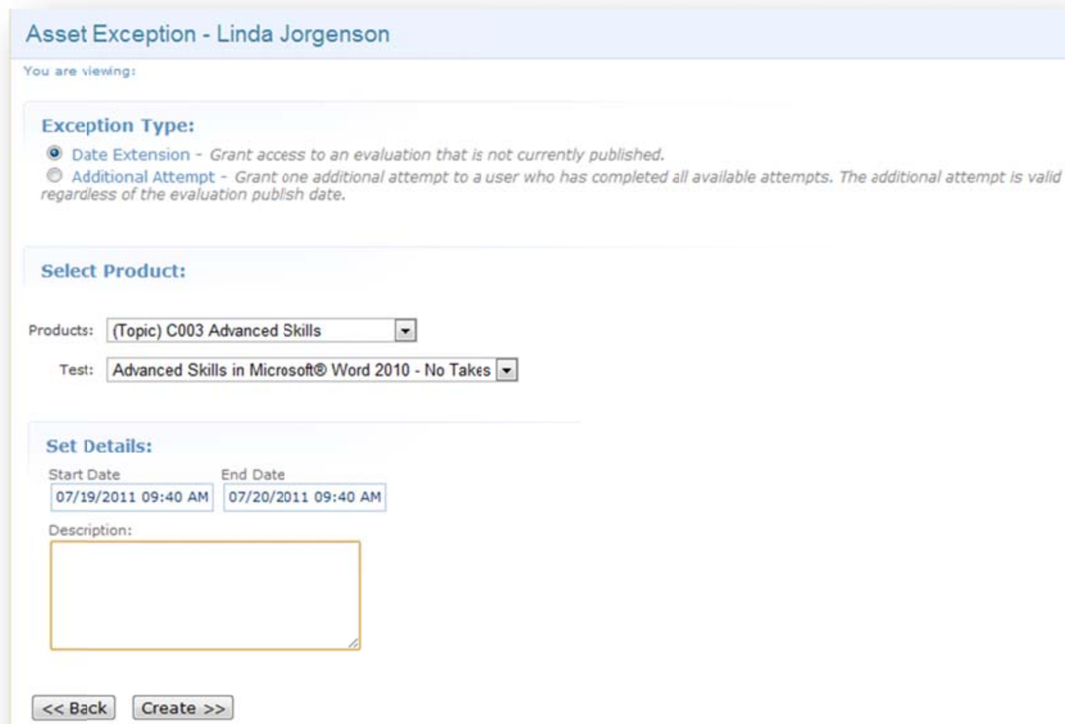
1. Select **Create** under product exceptions
   Publishers and Instructors must select **Product Exceptions** first.
2. Select the relevant **Products**
3. Enter the new **Start** and **End** dates
4. Add an optional description for the exception
5. Send an optional automated email notification to the participant by checking the box at the bottom **Send Exception Email**
6. **Create** to complete the creation





For Assets

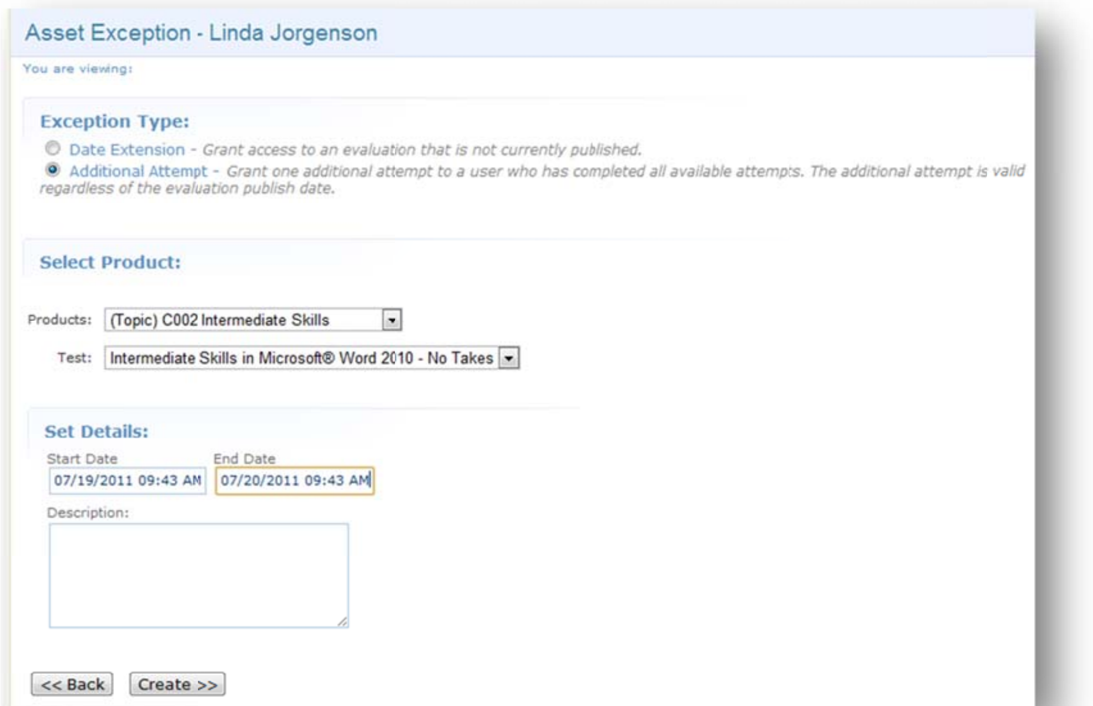
1. Select **Create** under **Asset Exception**
   Publishers and Instructors must select **Asset Exceptions** first.
2. Select **Date Extension** under the exception type
3. Select the relevant **Product** and **Asset**
4. Set the new **Start** and **End** dates
5. Add an optional description for the exception
6. **Create** to complete the creation



4.4.2 Grant an Additional Attempt

Grant an additional attempt to an evaluation beyond the standard limited attempts allowed to the user. This will grant one additional attempt to a user who has completed all available attempts. The additional attempt is valid regardless if the asset has published dates entered, even though the dates are required to be entered. Exceptions (extensions) created for evaluations with a pass/fail calculation of by individual section and allowing only 1 retake will allow participants to retake only failed sections.

1. Select **Create** under asset exceptions
   Publishers and Instructors must select **Product Exceptions** or **Asset Exceptions** first.
2. Select **Additional Attempt** under exception type
3. Select the relevant **Product** and **Asset**
4. Set the new **Start** and **End** dates
5. Add an optional description for the
6. **Create** to complete the creation

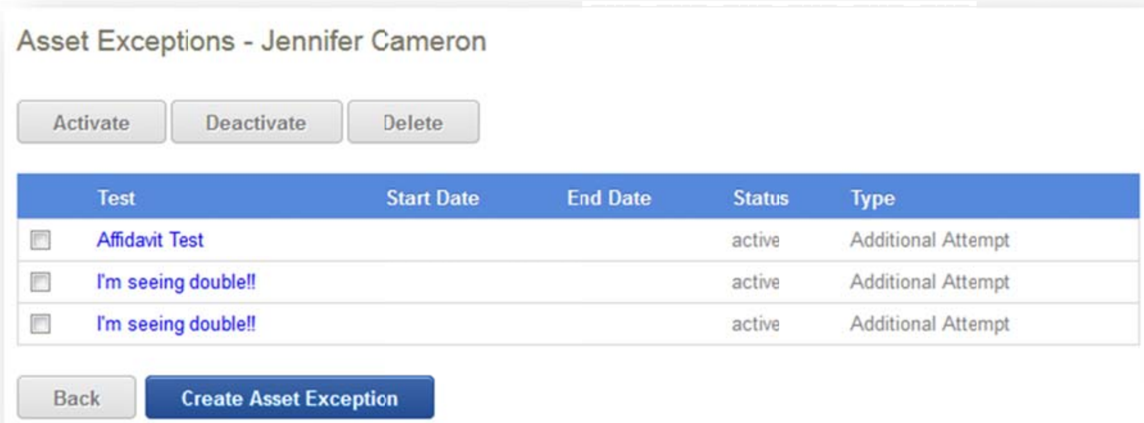


4.4.3 Activate, Deactivate or Delete Exceptions

To activate, deactivate, or delete exceptions, select the exceptions link under asset exceptions or product exceptions that you wish to adjust. Select the box before the name of the exception you wish to change and then select **Activate**, **Deactivate**, or **Delete** from the top.

Site manager, campus admin, and campus manager view:

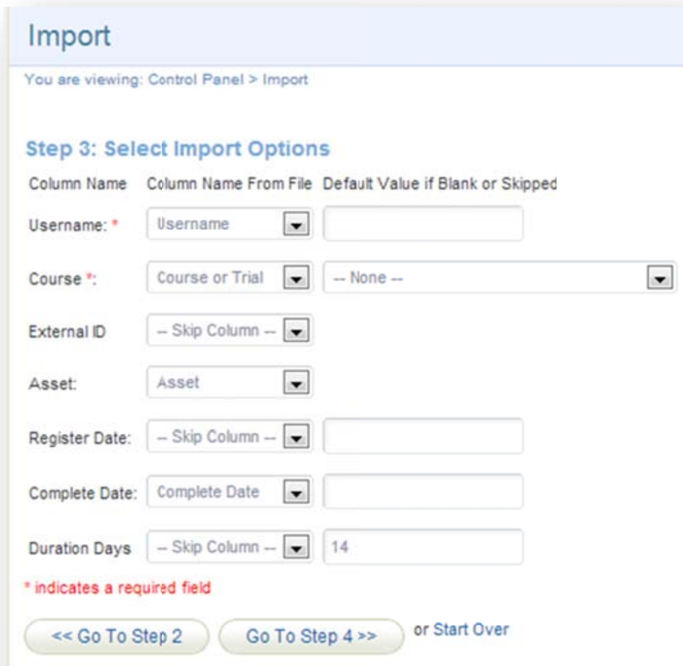
Publisher and instructor view:



4.4.4 Grant Multiple Exceptions at Once

Informetica's import tool can be used to upload exceptions to multiple users at one time using the User Course Registration option and changing the Duration Days. For detailed instructions on using the import tool, please visit the Importing Data chapter of this manual. In step three, when you match the information on the Excel file with the appropriate information that you want to import into Informetica, use the duration field from your Excel sheet to import multiple different durations, or enter the number of days into the blank duration field in the import tool. In the example below, everyone on the import sheet will be given an additional 14 days access to the courses and assets listed on the imported Excel file.

The types of imports available vary by system, so your options may differ from those pictured.



4.5 Key Points When Working with Products and Assets

Here are some key points to remember, when working with products and assets.

1. •A site manager must assign products to publishers and campus admin s before those user types can access them.
2. •A site manager must ensure that master products are available for publishers and campus admins before they can create new products.
3. •Products must be activated before participants will see them.
4. •To edit a product's details, click on the name of the product and then click edit from the details menu.
5. •To edit an asset within a product, click the name of the asset from the manage assets page.
6. •You must always click the save button at the bottom of a page to save your changes.
7. •Completion rules must be set up before prerequisites can be assigned.
8. •Once you have edited or created a product, or any asset within a product, you should review it, to make sure it appears as expected.
9. •Log in as a participant or publisher and click on the product title in the left side menu.
10. •Navigate through the asset pages and launch quizzes, etc. to make that sure they appear as expected.

4.6 Revising Products & Assets

There are several ways to make major revisions to your products and assets. The description of each technique below can help you determine which method will work best for your needs. These methods are generally intended to be used for major revisions, such as a new version of a course or an updated exam with a certification.

4.6.1 Create a new product and deactivate the old product

You can create an entirely new product or make a copy of an existing one. In this way, the old product will be retained in the LMS for purposes of auditing or revision reference.

Considerations when employing this method

- Existing users who need access to the new product may need to be reregistered to the project, depending upon your system set up.
- When you deactivate the old product, any certification associated with it can no longer be obtained; a new certification will need to be created for the new product.
- A new certification can be built to include completing either the old product or the new product. In this way, any new certification can be applied to qualified users who took the old version, if applicable. This can be set up a site manager.
- Any links directing to the old asset will need to be redirected.

4.6.2 Create a new asset and deactivate the old asset within the same product

You can create (or copy) an entirely new asset within the same product as the existing one. In this way, the old asset will be retained in the LMS for purposes of auditing or revision reference. You could give the product a slightly new name so that users will know that it has been updated, for example: “Course ABC, 2012 Version”.

Considerations when employing this method

- Users who are already registered to the product will have access to the new asset; if registered users need to take the new asset, then they will need to be informed.
- When you deactivate the old asset, any certification associated with it can no longer be obtained; a new certification will need to be created for the new asset.
- A new certification can be built to include completing either the old asset or the new asset. In this way, any new certification can be applied to qualified users who took the old version, if applicable. This can be set up by a site manager.
- Any links directing to the old asset will need to be redirected.
- You can create a new certification to include both versions of the SCORM if desired. You can use this solution to re-certify users who took the old version, if desired.

4.6.3 Replace or overwrite your old SCORM file with a new version

When replacing or overwriting a SCORM file, it is best practice to do this only when the updated version will be accessed by new registrations and you do not require users who have already taken the SCORM it or are currently in progress to take it again.

A Word of Caution: *Choosing to overwrite a SCORM package can result in detrimental effects. Carefully weigh all considerations before overwriting the file. Sencia cannot be responsible if the SCORM no longer works properly or users in progress have unexpected results.*

Considerations when employing this method

- Users who have already taken this SCORM or who are currently in progress may be affected; they may see the old SCORM content and the book marking feature may direct them to an old file that no longer exists. We recommend that you thoroughly test before making this change available to see how it affects your users.
- When overwriting, the new SCORM will save itself over the old file, so there will be no copy of the old version of the file in the LMS.
- The system will not differentiate between the old version and the new version.
- You will not need to set up any new associated certifications.
- Any links directing to the SCORM asset will remain valid.
- Your users may not be able to take the SCORM asset again, since they already completed the old version. This depends on how your SCORM file is programmed / authored.
- Only the most recent scores for this asset are available in the LMS.
- If you require everyone to take the new asset, they will already have scores recorded for the old SCORM.
- If there is an associated certification, then users who completed the old version will have a certification, even if they do not take the new version.
- When you run reports, you will not be able to see compare the two versions; you will not be able to easily monitor which users have completed the new version.
- You will not know which version users are certified for.

5. Media Library

Informetica gives you online access to course materials stored in a repository that holds all of your documents, images, multimedia files, and more.

Topics Covered in this Chapter:

Media libraries are where all media files are stored in Informetica. There are two libraries in use. The global library is reserved for the site manager and allows content to be accessible in all applicable content publishing windows within the Informetica system. The local library houses files within specific products and are only assessable to administrative user types who have access to those products, such as a publisher or campus admin. The navigation to each library is different and will be explained below.

5.1 Supported File Types

Informetica supports most popular file types. Here is a chart that shows which files are natively supported and what icons represent the files in the media library. Informetica sorts files into several categories: audio /video, documents, flash, images, and templates so that they can be sorted by file type. Here is a list of file types that can be uploaded, accessed and utilized within Informetica:

Supported File Types

Description	Destination
Audio & Video	Audio/Video
.avi, .mpg, .mp4, .mpeg, .mp4, .m4v, .mid, .mp3,.wav, .wmv,	
Office & Productivity	Documents
.csv, .doc, .docx, .pdf, .ppt, .pptx, .rtf, .txt, .wpd, .xls, .xlsx, .xml, .zip	
Flash	Flash
.swf, .flv	
Photos & Graphics	Images
.jpg, .gif, .png, .bmp, .psd, .tif	
HTML Template	Templates
html, .html	

Format	Icon	Description
AICC		e-Learning format
.AVI		audio or sound file
.BMP	Image thumbnail	windows image file
.CSV		simple table file
.DOC/.DOCX		Microsoft Word file
.FLV/.SWF		Flash file
.GIF	Image thumbnail	standard web image
.HTM/.HTML		web page file
.JPG/.JPEG	Image thumbnail	standard image file
.MID		MIDI music file
.MOV / .M1V		QuickTime file
.MP3		audio file
.MP4 /.M4V		QuickTime file
.MPG / .MPEG		video file
.PDF		fixed layout file
.PNG	Image thumbnail	image file for print
.PPT / .PPTX		PowerPoint file
.PSD		Photoshop file
.RTF		simple text file
SCORM		Industry standard eLearning format
.TIFF	Image thumbnail	digital camera file
.TXT		simple text file
.WAV		audio or sound file
.WMV		windows media file
.WPD		Word Perfect file
.XLS/.XLSX		Excel file
.ZIP		compressed file
XML		Extensible Markup Language

5.1.1 File Type Considerations

Below are some factors to consider for optimal user experience when uploading different file types to Informetica:

3rd Party Software: Users may require 3rd party software to view some file types, depending on their workstations. For example, users without PowerPoint may need a PowerPoint viewer and Flash files require a browser with a flash plugin (expect for iOS, which does not support flash).

PowerPoint: Users must have PowerPoint or the PowerPoint viewer installed on their local machine to view PowerPoint presentations. When you insert a link to a PowerPoint file within your product, users can select the link to download a copy of the file to their computer. You may consider changing the format of a PowerPoint file if your users will not have access to PowerPoint.

Alternatives to using PowerPoint:

Presentations without sound or animations	Presentations with sound or animations
Save the PowerPoint document as a PDF file. You can save the file as PDF directly from PowerPoint and most modern browsers will open a PDF in a browser window.	Consider converting the file to SCORM, Flash, or HTML5. You will need a 3rd party authoring program (such as Adobe Captivate or Articulate Presenter) to accomplish this.

File Size: The larger a file is, the longer it will take to upload. Uploads are affected by both web browser capabilities and the type of access you are using to the internet. It is possible that you may run into a file that is simply too large to upload. If this is the case, contact your site manager for help. Here are some recommendations and instructions for files of varying sizes:

5.1.2 Video File Considerations:

Buffering: Consider how often a long video will need to buffer before and during play. Buffering occurs during the time to move data from one place to another, for example transferring a video from a web server to a user's computer. The larger the file or the slower the internet connection, the more buffering is required. To minimize the wait time for users to view content, consider reducing the size, length, and resolution of files.

Length: Video length around 3-5 minutes is a typical for a video file. For longer videos, consider using smaller clips played in succession, or create a slide show.

Resolution: Since every user will have different internet speed access, consider the resolution of the file. The higher the resolution the faster your users' connections to the internet will need to be.

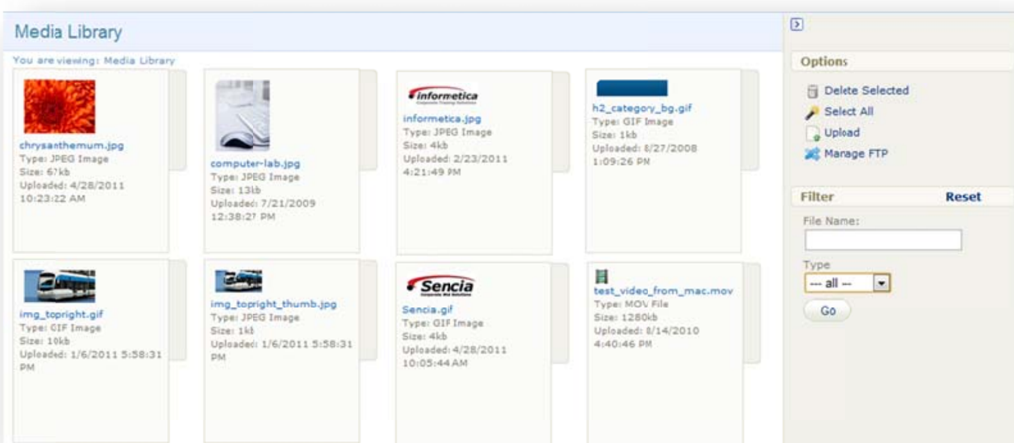
File type: Using the supported video file formats will help ensure that your videos play successfully on the web.

Media Player: Informetica has a built in media player that will play any of the supported file types, however some premade courseware also has a built in media player. Ensure that the player is updated and optimized for use on the web.

5.2 Global Media Library

This option is available only to site managers.

The global library houses files accessible only by site managers. Site managers have the option of using files located here when working within products. The global media library is accessible via the library tab.



Thumbnail: An image or icon represents each file.

Name: Select the name of a file to open in a browser window or download to your computer.

Type: The media file type.

Size: The size of the file in kilobytes.

Uploaded: Date and time that the file was uploaded.

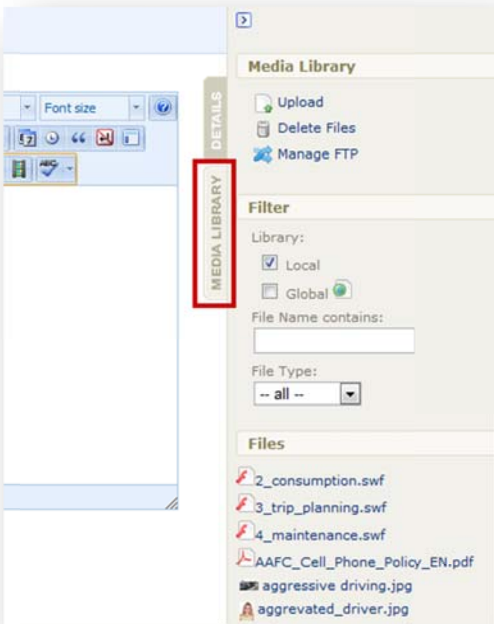
Options: Select, deselect, upload, and delete files. Manage FTP files if configured.

Filter: Filter files by name and type or reset the filter.

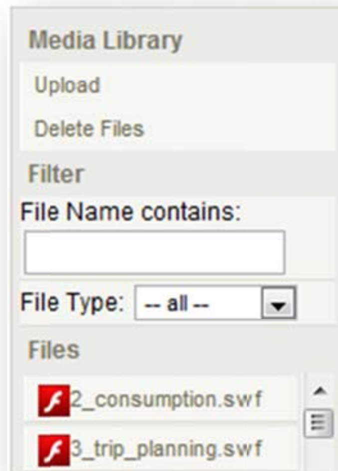
5.3 Local Media Library

The local library houses files within specific products and are only assessable by opening a specific product. The media library is available from the side bar within any product or asset. Site managers may need to click the media library tab within the product if they were viewing details previously. Site managers also have the option to use filed from either the global or the local media libraries.

Site Manager View



View for Other Users



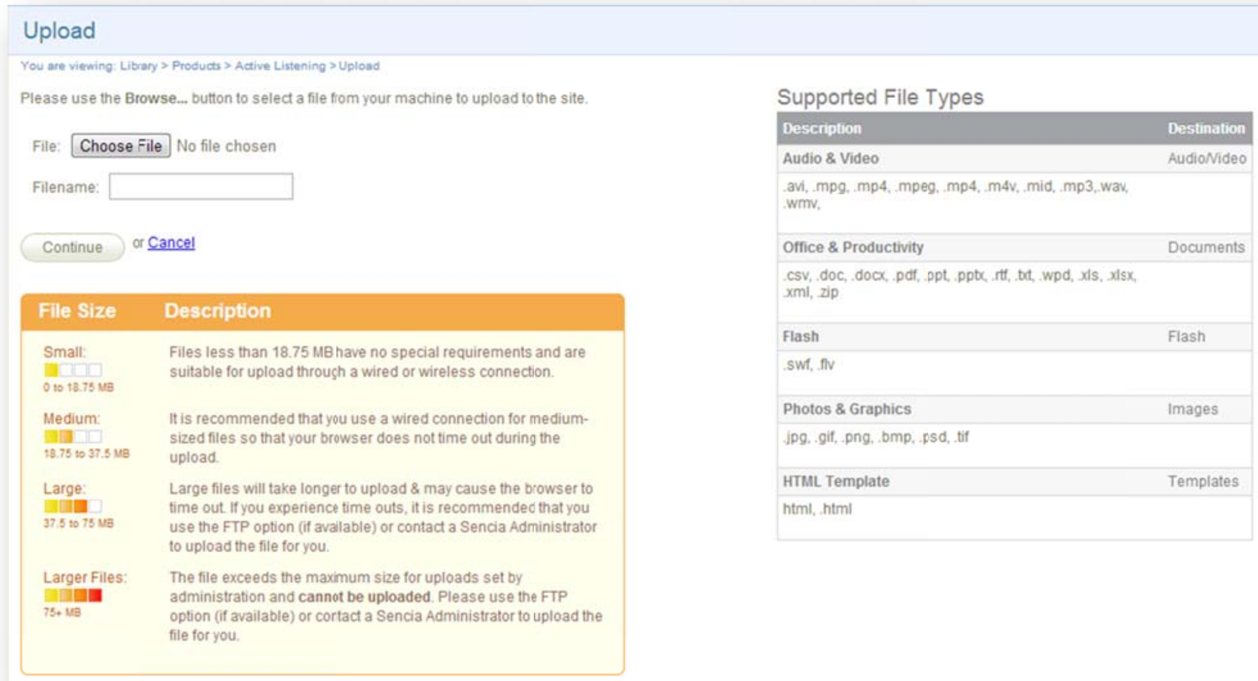
Media Library: These tools allow you to upload, delete and manage FTP files (site managers only).

Filter: Allows you to filter for specific files by library location and name or type. You can also reset the filter.

Files: This shows a list of all of the files in the local library.

5.4 Upload a Single File

Media files must be uploaded to the Informetica LCMS before you can insert them into a product or asset. To upload media files to your campus library, click on Upload in the media library menu to open the Upload Tool.



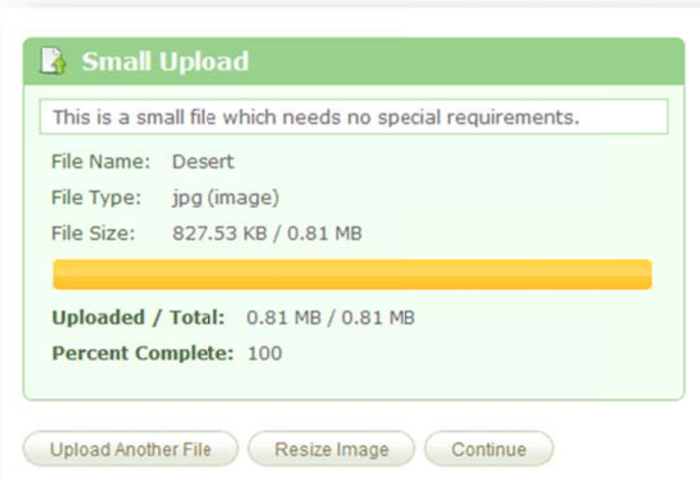
Choose File/Browse: Depending in the browser you are using the option showing here may be Browse or Choose File. Select the file you wish to upload from your computer.

Filename: You can keep the current file name or you can enter new name in the filename field. You do no need to add a file extension. If a file with the same name and extension already exists, you will receive a prompt stating that the file already exists. If you would like to overwrite the file, click the Overwrite File button. If you do not want to overwrite the file, click Cancel and change the file name.

File Size and Description: This information box gives you helpful instructions for uploading files of varying sizes. Due to varying internet connections and browser limitations, files over 25MB require an FTP transfer or aid from Sencia to upload. A Wired connection is recommended when uploading anything but small files to avoid connectivity issues. See your site manager for details.

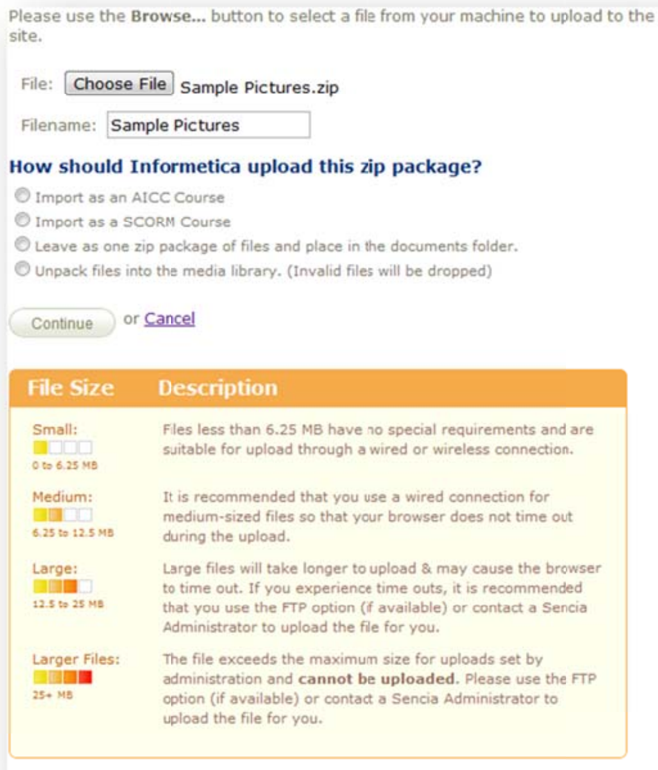
File Types: The table on the right hand size shows a complete list of file types that are supported (the example above is truncated and does not show the entire list).

Continue: Click Continue to upload the file or click cancel. During the upload you will see a progress bar that displays the status of your upload. You can then choose to upload another file or press continue to return to the product you were working in. If you uploaded an image, you will also have the option to resize it. Images that are over 700 px wide will automatically be resized. Image resizing is discussed in detail later in this chapter.



5.5 Upload Multiple Files

If you have several files to upload to the media library, you can package multiple mixed files and upload them as a single .zip file. Once uploaded, you can choose to leave the file as a .zip for users to download or you can select the option for Informetica to automatically unpack the files and place into the proper media library folders (images, documents, templates or multimedia). Zipped files will keep their original size when uploaded in zipped format. It is possible that you may run into a file that is simply too large to upload. If this is the case, a site manager may be able to use the FTP option or a Sencia administrator can help. Click **Upload** in right side menu to open the upload tool.



Choose File/Browse: What the button is called depends on the browser you are using. Select the file you wish to upload from your computer.

Filename: You can keep the current file name or enter new name in the filename field. If a file with the same name and extension already exists, you will receive the option to overwrite file to replace the existing file or click cancel and change the file name.

How should Informetica upload this zip package?

Select **Import as an AICC Course** if you are uploading premade courseware that is AICC compliant.

Select **Import as an SCORM Course** if you are uploading premade courseware that is in SCORM format.

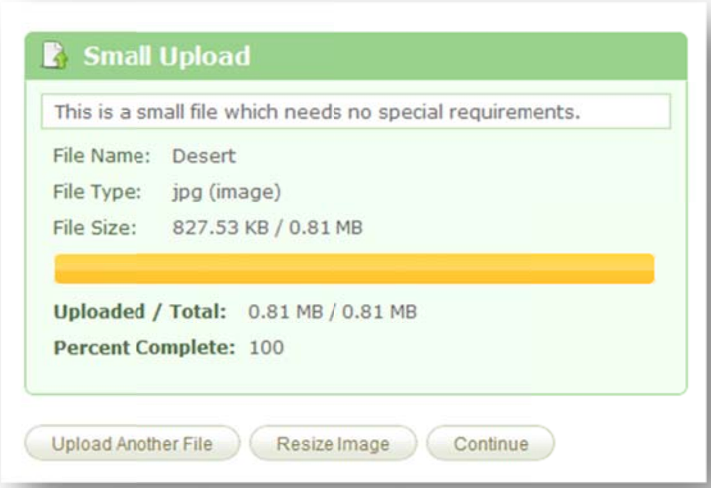
Select **Leave as one zip package of files and place in the documents folder** to create a download link to the file from the product.

Select **Unpack files into the media library** to unpack the files into appropriate folders (images, documents, templates or multimedia).

File Size and Description: This information box gives you helpful instructions for uploading files of varying sizes. Due to varying internet connections and browser limitations, files over 25MB require an FTP transfer or aid from Sencia to upload. A Wired connection is recommended when uploading anything but small files to avoid connectivity issues. See your site manager for details.

File Types: The table on the right shows a complete list of file types that are supported.

Continue: Click Continue to upload the file or click cancel. During the upload you will see a progress bar that displays the status of your upload. You can then choose to upload another file or press continue to return to the product you were working in. If you uploaded an image, you will also have the option to resize it. Images that are over 700 px wide will automatically be resized. Image resizing is discussed in detail later in this chapter. Please note that if a file with the same name and extension already exists, it will automatically be overwritten. If an invalid file format or corrupt file is in the zip package, it will be skipped and will not be added to the media library.



5.6 Upload Large Files via FTP

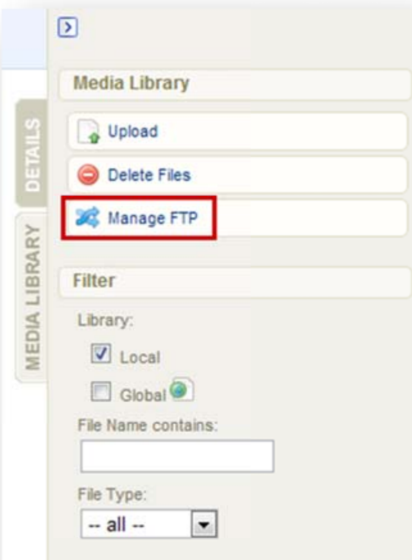
This option is available only to site managers.

If a file exceeds the maximum size for uploads then you can use the manage FTP Manage FTP tool, if available for your site or contact a Sencia Administrator to upload the file for you. Manage FTP is located under the Options menu in the global media library and under media library in the local media library.

5.6.1 FTP Setup

This initial setup is only necessary once unless there are changes made. Use of an FTP program to transfer files to the Informetica FTP folder is necessary. It is recommended that clients work with their IT department to setup an FTP program based on their company's internal policies. Sencia provides a dedicated FTP account, username and password for secure FTP uploads to the LCMS.

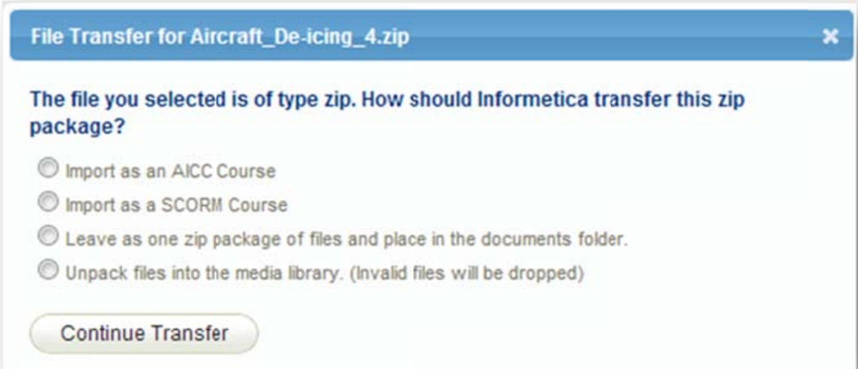
5.6.2 Manage FTP



Navigate to the destination media library (either the global library or a specific product's library) and click on **Manage FTP** Manage FTP.

You will see a file view of your FTP folder and may select any file to transfer to the media library you are in. Notice that from the right hand menu you can return to the media library before making the transfer, delete selected files, and choose to use the regular upload tool. Click the transfer file button when you have selected the file you need.

The system will ask you how you want to import the file. Select the appropriate option, and then click continue transfer.



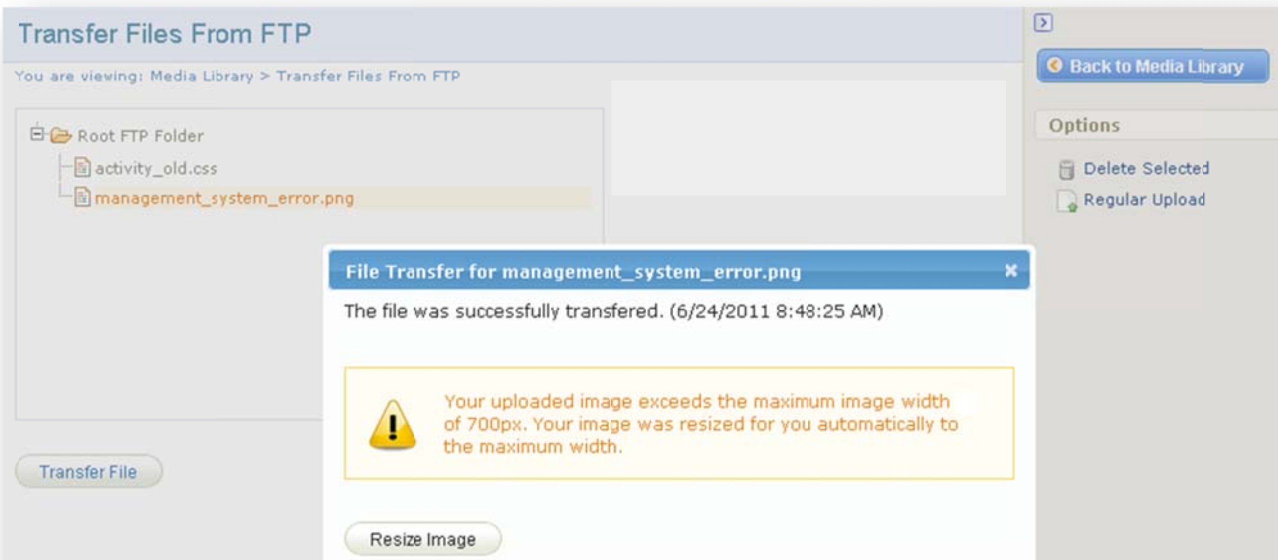
Select **Import as an AICC Course** if you are uploading premade courseware that is AICC compliant.

Select **Import as an SCORM Course** if you are uploading premade courseware that is in SCORM format.

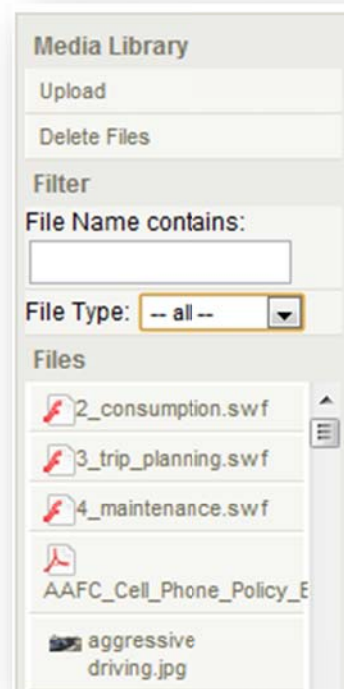
Select **Leave as one zip package of files and place in the documents folder** to create a download link to the file from the product.

Select **Unpack files into the media library** to unpack the files into appropriate folders (images, documents, templates or multimedia).

Once the transfer is complete, you will see a confirmation window. For image files, you may also see a notice about resizing. The transferred files are included in the media library and can be used like any other file.



5.7 Insert Files



Media files must be uploaded to the Informetica LCMS before you can use them. There are two methods to insert media files. Navigate to the asset where you want the file to appear and position your cursor on the in the publishing window where you want the file to be placed.

Click the file you want to insert from the left-hand column under Files or you use the tools at the top of the publishing window. Use the **insert/edit embedded image** button for photos and image files and the **insert/edit embedded media** button for files such as Flash, QuickTime, Windows Media or Real Media files.

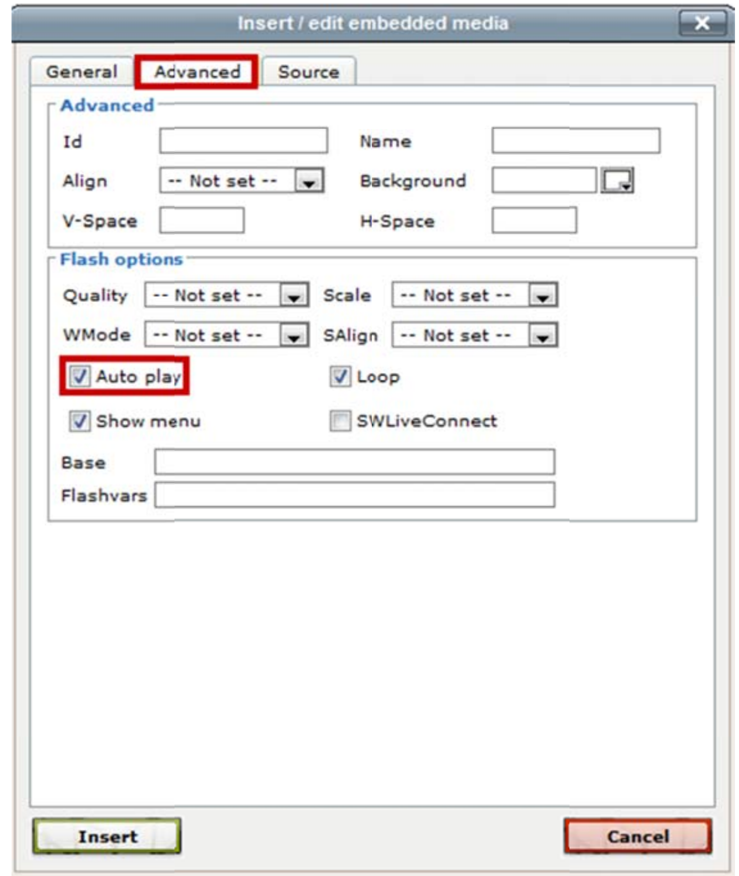
Click the save button in the publishing window. The file will be placed on the page where you set your cursor. Click the Save button in the Publishing Window to update the change to the page. Inserting an image will put the image into your Publishing Window while inserting PDF, Word, PPT or Excel files will place an icon on the page with a link that will open the file in a new window.

Link on Page

If you would prefer to create a link to the uploaded media file on your page instead of inserting it, simply click and drag the file from the media library onto the page and then release to create a link.

5.7.1 Embedded multimedia files

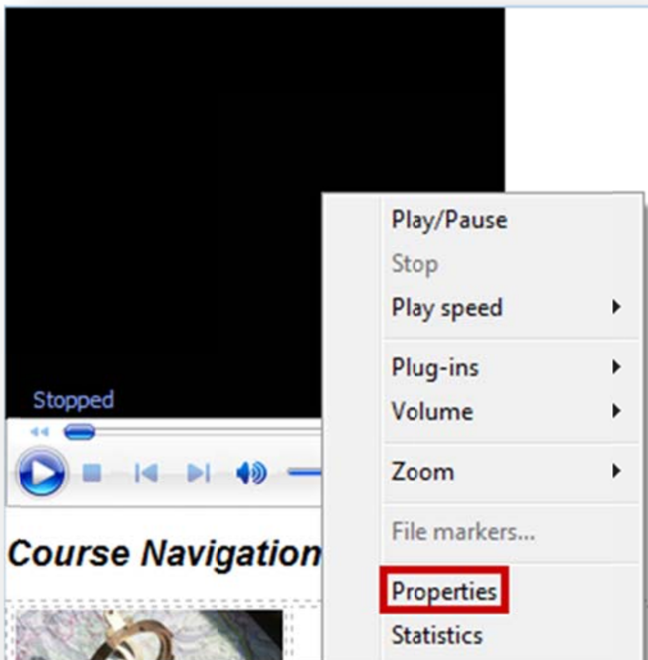
When you insert an audio or video file, it is inserted by default in an embedded format that is set to automatically play when the user visits the page. This means that it is be placed as a clip directly on the page and will play the video or audio automatically as appropriate unless you change the default. To prevent the multimedia file from playing automatically, first insert the audio or video file as normal, select the inserted file on the page, click the embed image icon and select the advanced tab at the top. From there, just make sure that the auto play option is not checked off.

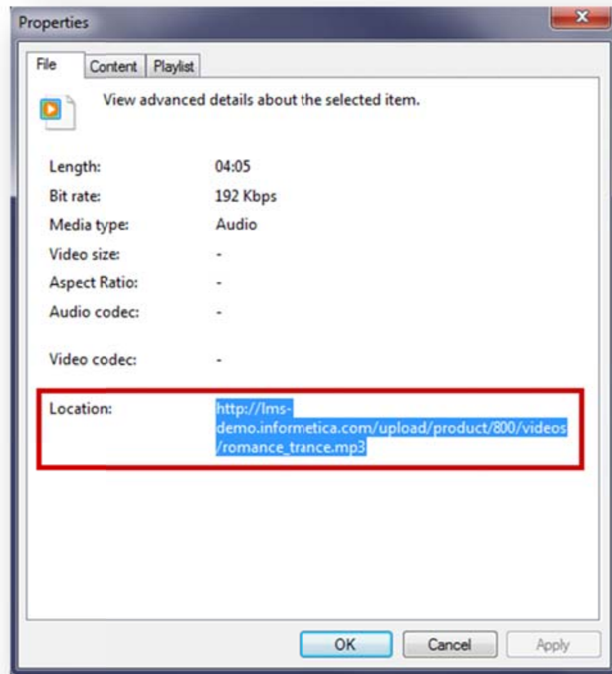


5.7.2 Creating a link to a multimedia file

If you do not want the audio or video file to be embedded, you can instead create a link to the file. There are two ways to accomplish this:

1. Insert the video or audio file on another page and then create a link to that page.
2. Insert the audio or video file as normal and then right click the inserted file. A bowser menu will appear. Select properties from this menu and copy the link. You can now paste this link onto your page as is or for a cleaner look, add new text and then link the URL to it.

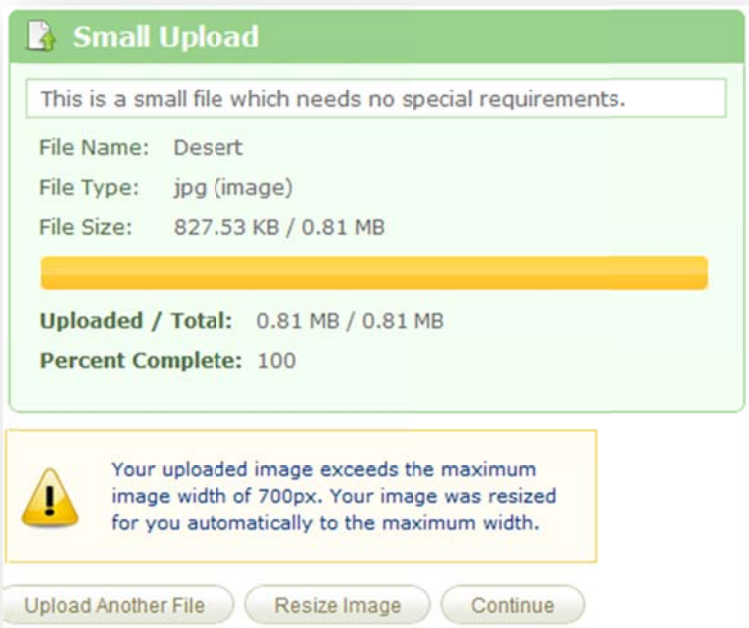


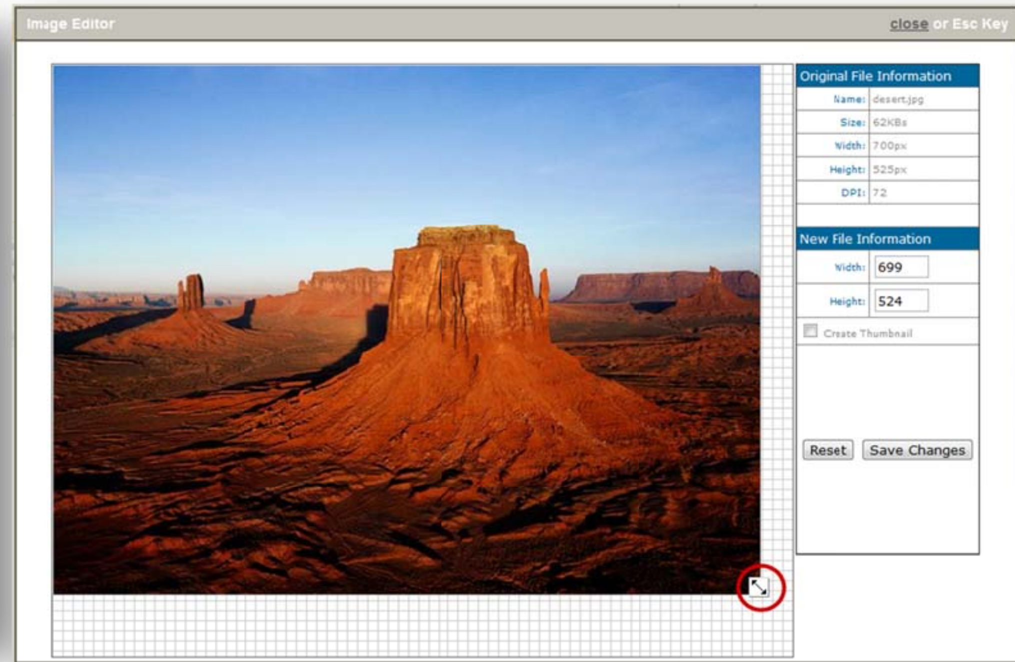


5.8 Resize Images

After uploading a new image, click the Resize Image button at the bottom 

to open the Image Editor. Note that images beyond the maximum width of 700 px will be automatically resized.



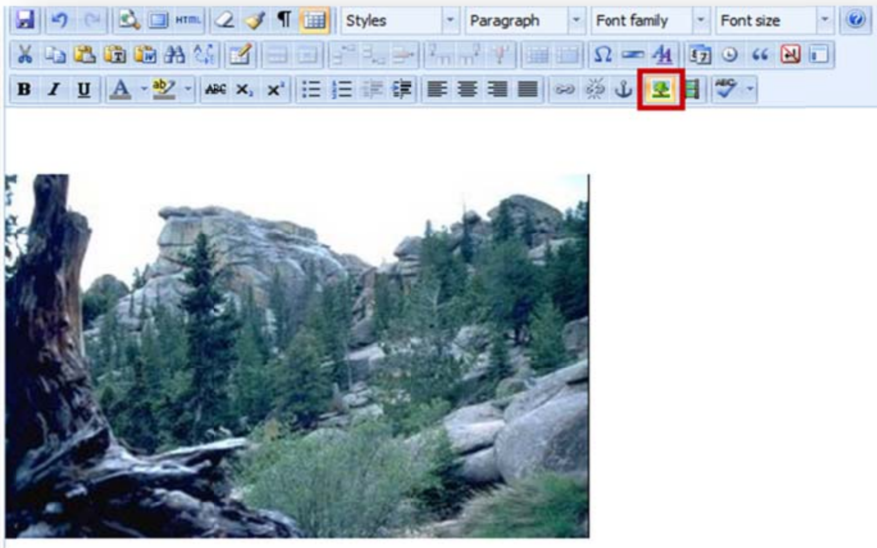


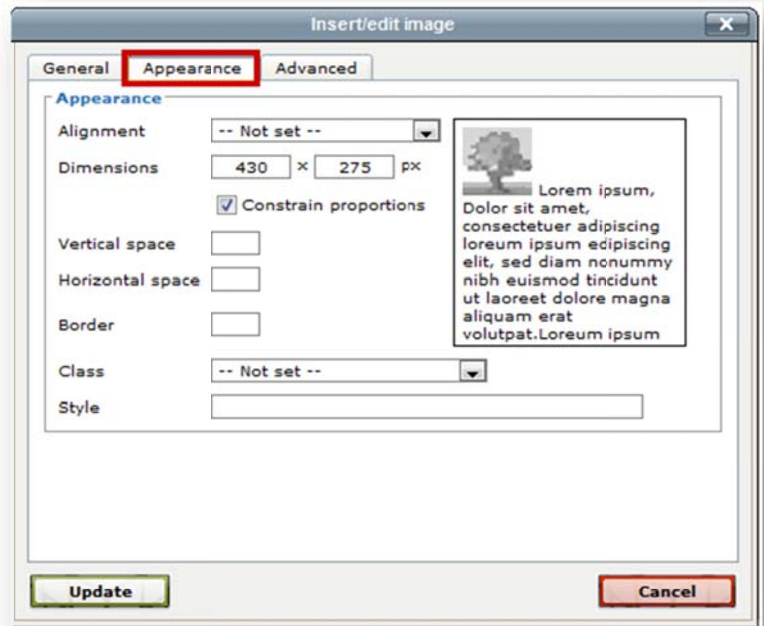
Enter the new image dimensions in the Width and Height fields in the New File Information table or click and drag the resize handle  located on the bottom right of the image to the desired size. You can use the check box in front of Create Thumbnail to have the image Resizer create a thumbnail of the image.

Click **Save Changes** if you are happy with the size of the image, or click the **Reset** button to start over. You can also click **Close** at the top to close the image editor to return to the media library without saving your changes.

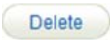
Alternatively, you can use the publishing tools within the product to change the size of an image. Navigate to the page you wish to edit an image on and then click the inserted image to select it. Click the image icon in the publishing tools at the top of the publishing window to open a new modal window.

Click the appearance tab and then enter new dimensions for the image (width by height). Click the update button to return to the publishing window. If you like the change, save the page.

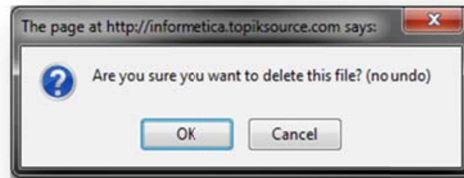




5.9 Delete Media Files from the Library

Open the product in which the file(s) you would like to remove are located. Click **Delete Files** in the media library menu. Select the type of file from the **Select Section** drop down menu to sort the files by type. Put a check in front of any of the files you wish to delete and then press the **Delete** 

. A prompt will ask you to confirm that you want to delete the files.



5.9.1 Delete files from the Global Library

This option is available only to site managers.

Select the files you would like to delete by clicking on them in the global media library then click **Delete Selected** in the right side menu. A prompt will ask you to confirm that you want to delete the files.

5.10 Updating Existing Files

If you have a file or image that has been updated, the best way to update it is to upload the file and make sure the filename field has the exact same name as the old file. This way you can overwrite the old file when prompted.
Once you've updated the file, all of the content linked to that file will automatically be updated as well. This means that you will not need to remove the old file and insert the new file into the publishing windows throughout the product. Alternatively, you can upload the new file with a different name and then manually change all of the content linked to that file within your product.

6. Courseware and SCORM

Courseware assets are premade files that can be imported directly into Informetica using the standardized eLearning format called Shareable Content Object Reference Model (SCORM). SCORM is comprised of self-contained files that will run in Informetica as stand-alone content and can easily be used within different learning management systems.

Topics Covered In This Chapter

6.1 What is SCORM?

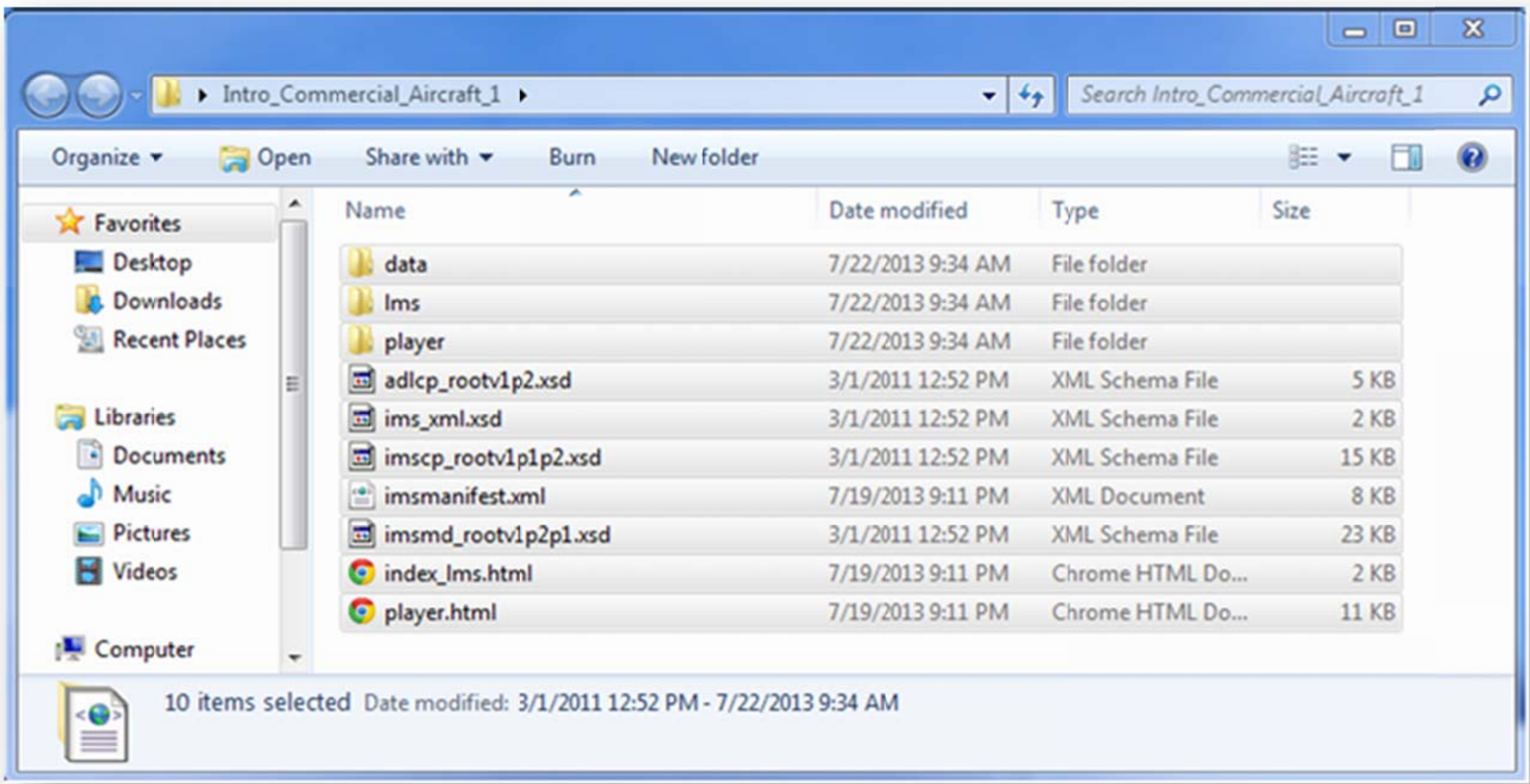
The intent of SCORM files is to create online training material that can be shared across systems. SCORM, the Sharable Content Object Reference Model, integrates a set of related technical standards, specifications, and guidelines designed to meet the functional requirements of accessibility, interoperability, durability, and reusability. SCORM defines how to create “sharable content objects” or “SCOs” that can be reused in different systems and contexts.

6.2 SCORM Content Specifications

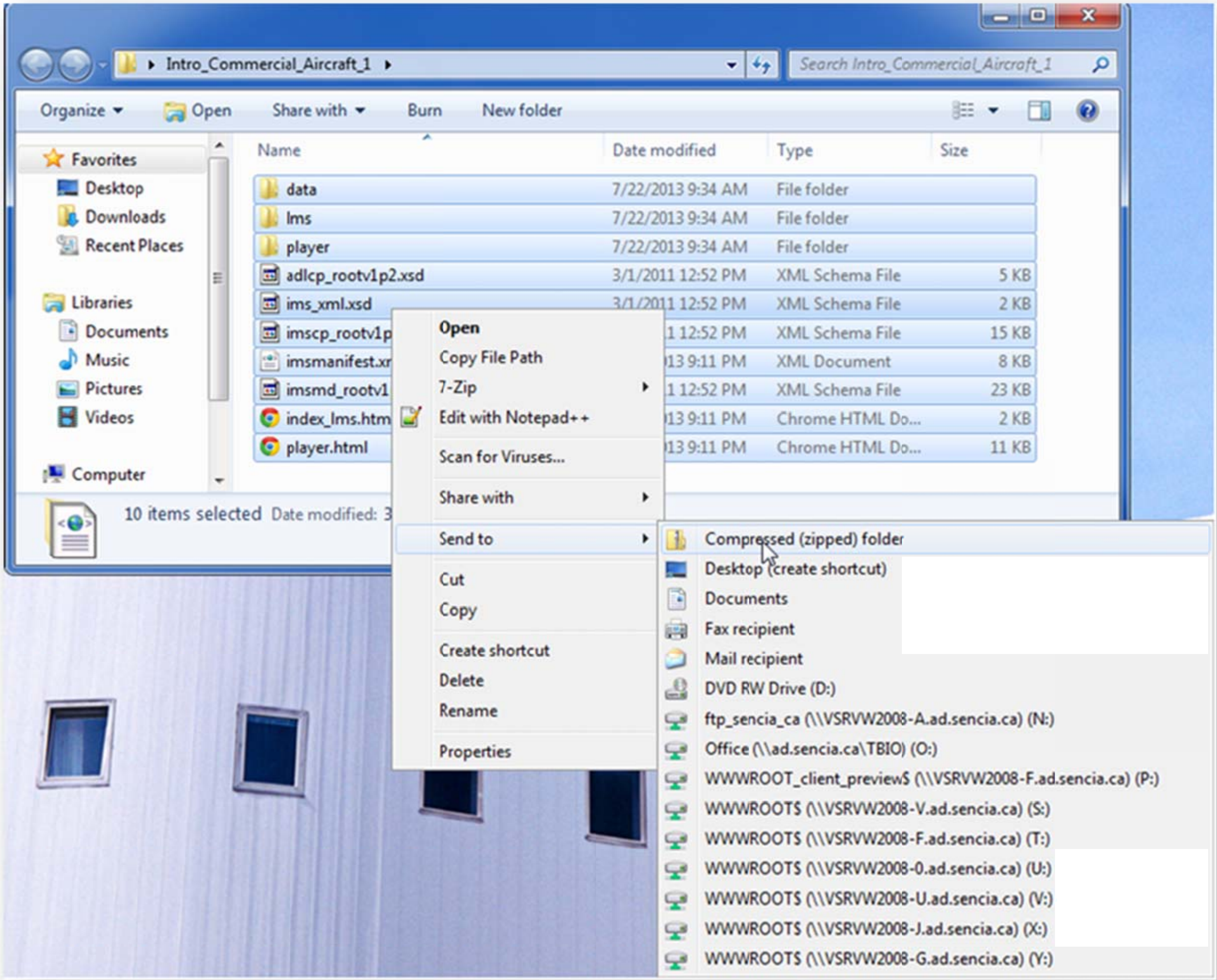
SCORM objects can include functionality to announce user interaction data to the LMS, such as responses to test questions and completion. SCORM designed in this way will allow Informetica to record that information so can be pulled into a preset report. While SCORM can push this sort of information out to the LMS, the LMS itself cannot reach into the SCORM to extract the information, so make sure that the course is designed according to your needs as they pertain to the information you will want the LMS to collect and report on.

To upload a valid SCORM package, it must be within a zipped file and include a valid imsmanifest.xml file. Confirm that the course resides in the root of the zip package and that is not in a subdirectory. Courseware files are typically zipped within a directory that is the same name as the zip package. The imsmanifest.xml file and other launch files need to sit in the root of the zip package.

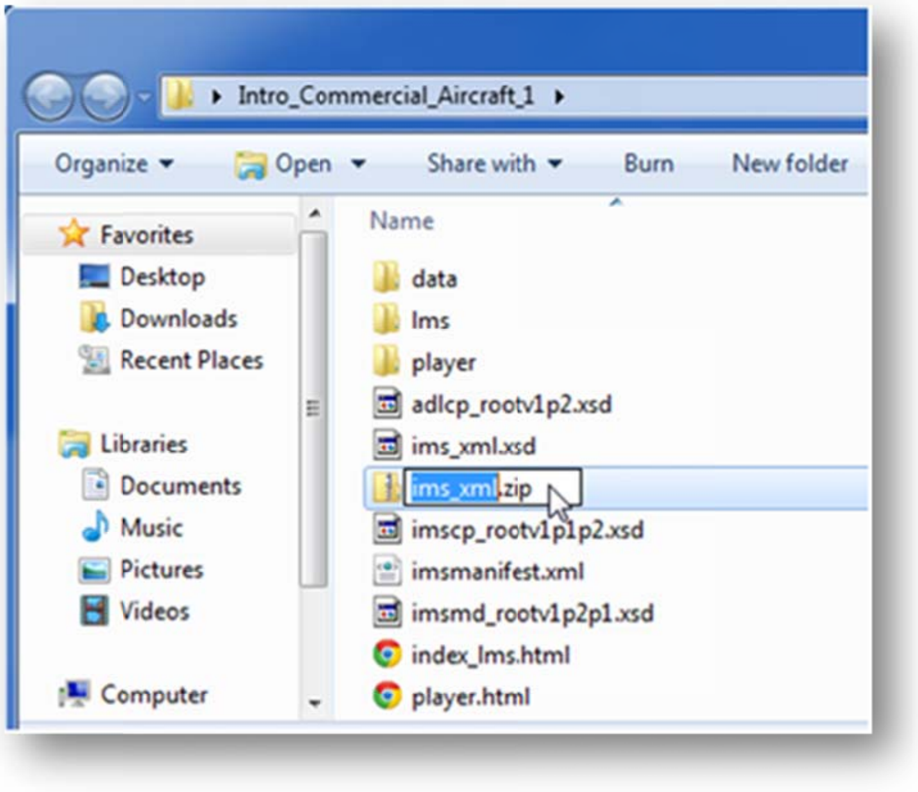
1. Open the folder containing your SCORM course content and then select all of the separate folders and files. Do not click on the top level folder with all the course content in it.



2. Right click one on the highlighted files. Then click on Send To-> Compressed (Zipped) folder.



3. Right click the .zip file that was created and rename it to the course name e.g. “Intro to Security”.



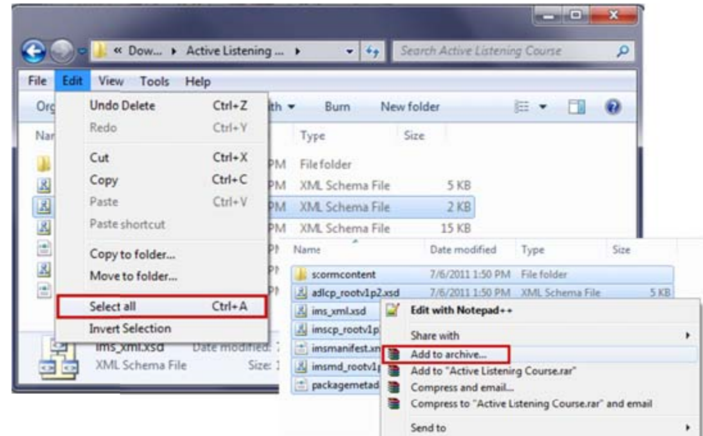
4. Copy the zip file where you desire for use.

6.3 Pack SCORM Files into .zip Format

This section explains how to put your SCORM files into .zip format so that they are ready for upload to the LCMS. Make sure you have a folder that contains all of the SCORM files needed for one courseware asset and only those files. Please note that while .rar format is often an interchangeable method of compressing files, Informetica LCMS requires SCORM files to be in .zip format. There are multiple ways to accomplish this. This manual covers two methods, but any method that puts files into .zip format will work:

- Using a program such as WinRAR or WinZIP
- Using Windows 7 built-in compression tool

6.3.1 How to zip files using WinRAR

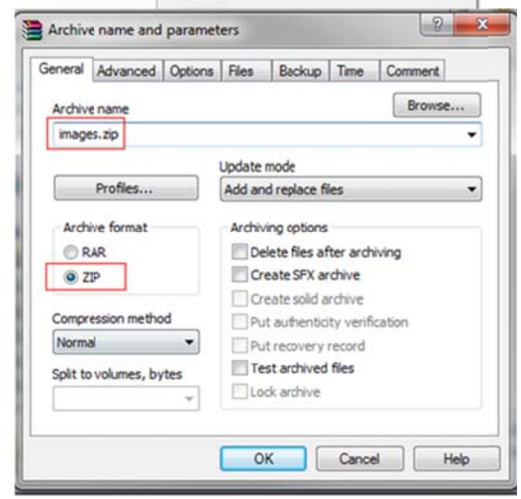


You can download WinRAR from http://www.win-rar.com. This is a third party program and not supported by Sencia.

To compress (or zip) a folder:

1. Open the folder and select all of the files. You can do this by using the CTRL + A buttons on your keyboard or by clicking the edit button at the top of the window and then selecting **Select all**.

2. Right-click the selected files and choose **Add to archive…**



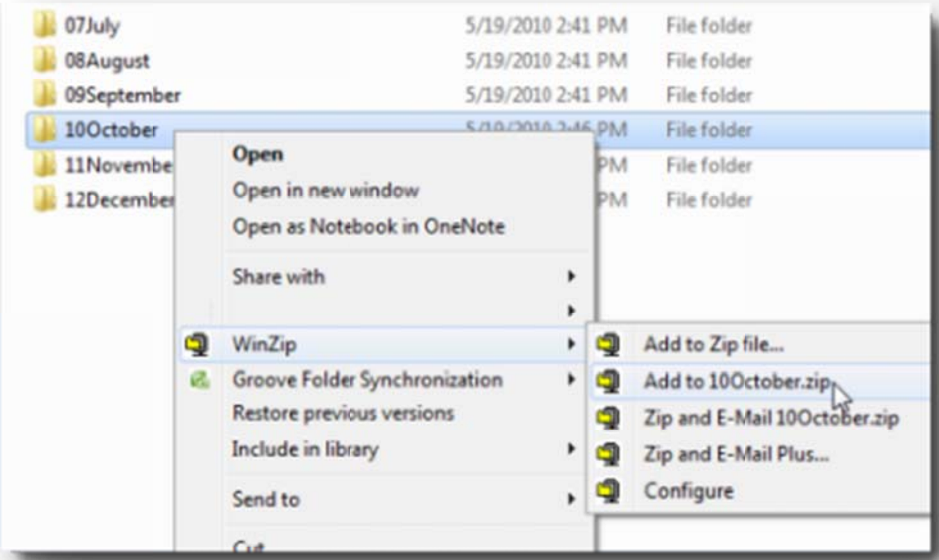
3. When the WinRAR window appears, make sure you **select the ZIP archive format**. Press **OK** and a .zip file will be created in the same directory.

4. A new compressed folder will be created in the same location as your original file. You can rename the new zip package as you like, but ensure that the .zip file extension is retained. To rename it, right-click the folder, click **Rename** and then type the new name.

You can visit the Knowledge Base on the WinRAR website for more detailed information: http://www.win-rar.com/knowledgebase.html

6.3.2 How to zip files using WinZip

You can download WinZip from http://www.winzip.com. This is a third party program and not supported by Sencia. To compress (or zip) a folder:



1. Open the folder and select all of the files. You can do this by using the ctrl+a buttons on your keyboard or by clicking the edit button at the top of the window and then selecting **Select all**.

2. Right-click the selected files and choose **Add to filename.zip** (where filename is the name of the folder you are zipping) from the WinZip submenu.

3. A new compressed folder will be created in the same location as your original file. You can rename the new zip package as you like, but ensure that the .zip file extension is retained. To rename it, right-click the folder, click **Rename** and then type the new name.

You can visit the Knowledge Base on the WinZip website for more detailed information: http://kb.winzip.com/kb/

6.3.3 How to zip files with Windows 7

To compress (or zip) a folder:

1. Open the folder and select all of the files. You can do this by using the ctrl+a buttons on your keyboard or by clicking the edit button at the top of the window and then selecting **Select all**.

2. Right-click the selected files and choose **Send to**, and then click **Compressed (zipped) folder**.

3. A new compressed folder will be created in the same location as your original file. You can rename the new zip package as you like, but ensure that the .zip file extension is retained. To rename it, right-click the folder, click **Rename** and then type the new name.

You can get more detailed instructions and watch a short video on how to zip files Microsoft's website: http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files

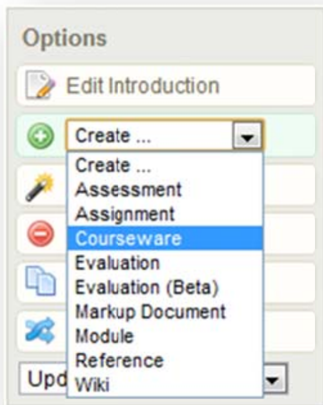
6.4 Create and Edit Courseware

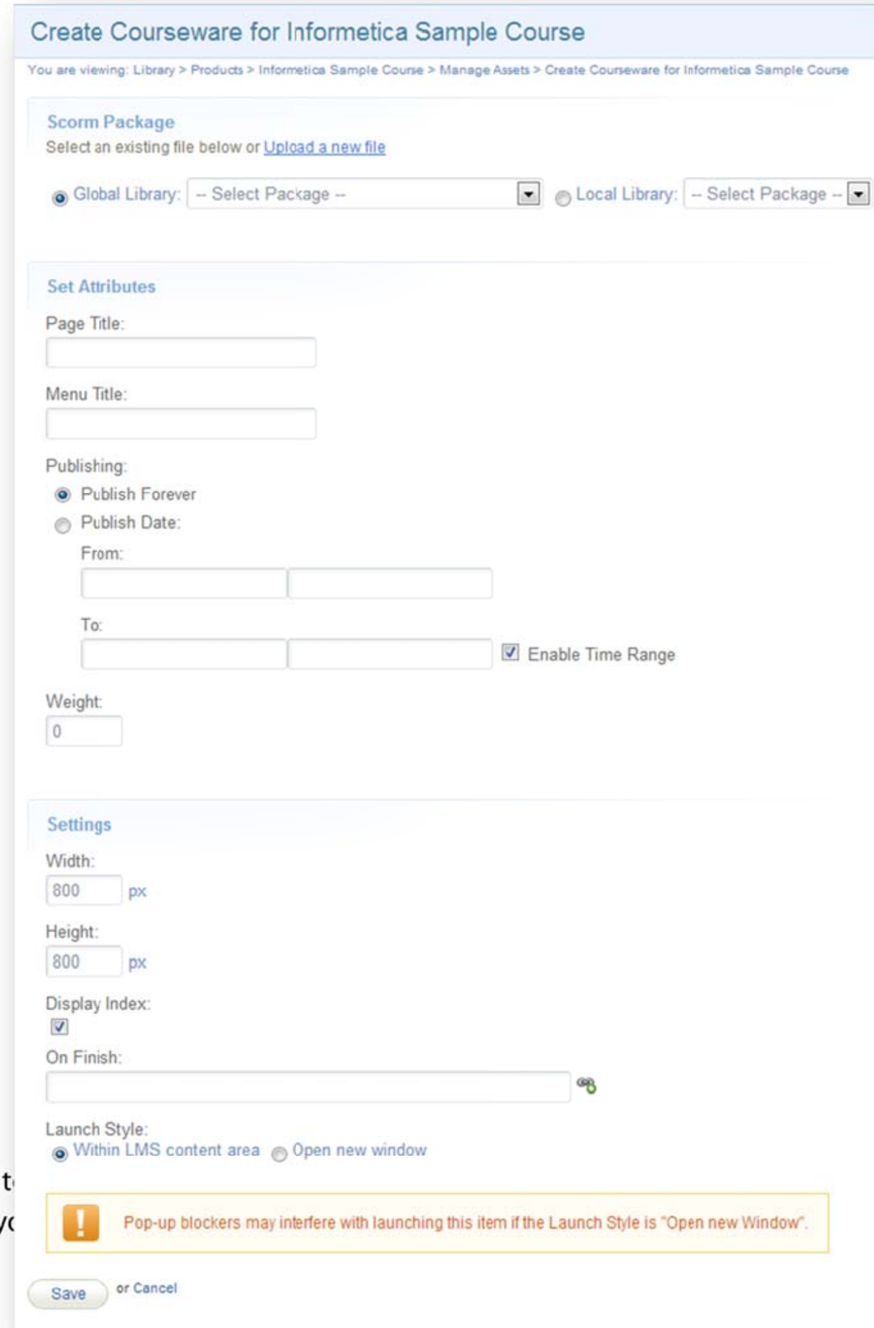
To fully create a SCORM asset you will need to complete the following steps:

- ✓ Create a SCORM Asset
- ✓ Upload a SCORM file
- ✓ Edit Courseware Attributes and Settings

6.4.1 Create

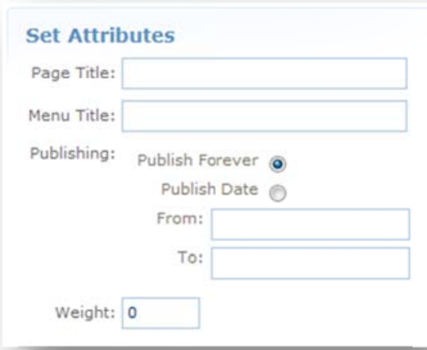
1. Navigate to the manage assets page.
2. Click **Create** under the options menu on the right
3. Select **Courseware** from the dropdown menu.
4. Fill out the form.
5. Click the **Save** button.

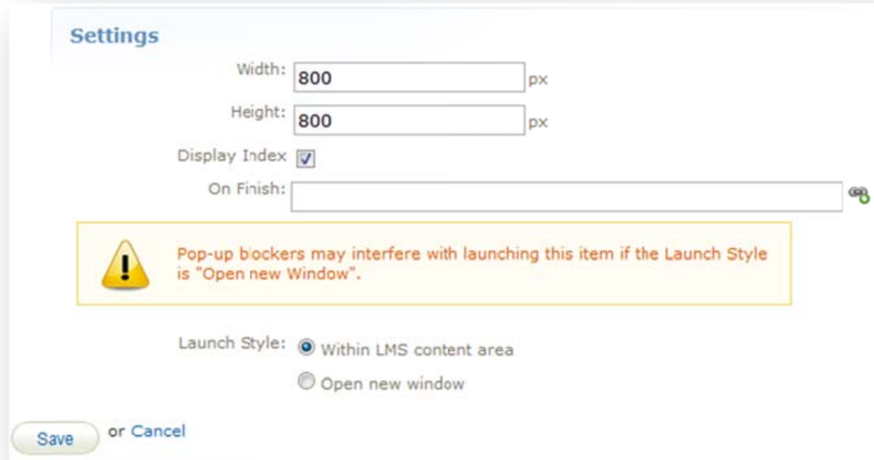




6.4.3 Courseware Attributes and Settings

Courseware Settings only need to be changed if your SCORM is not designed t… r the courseware to run within the frame of the Informetica system itself, then y…


Set Attributes
Page Title:
Menu Title:
Publishing:
Publish Forever
Publish Date
From:
To:
Weight:
0


Settings
Width:
800
px
Height:
800
px
Display Index
On Finish:
Pop-up blockers may interfere with launching this item if the Launch Style is "Open new Window".
Launch Style:
Within LMS content area
Open new window
Save
or Cancel

Below is a brief description of the fields:

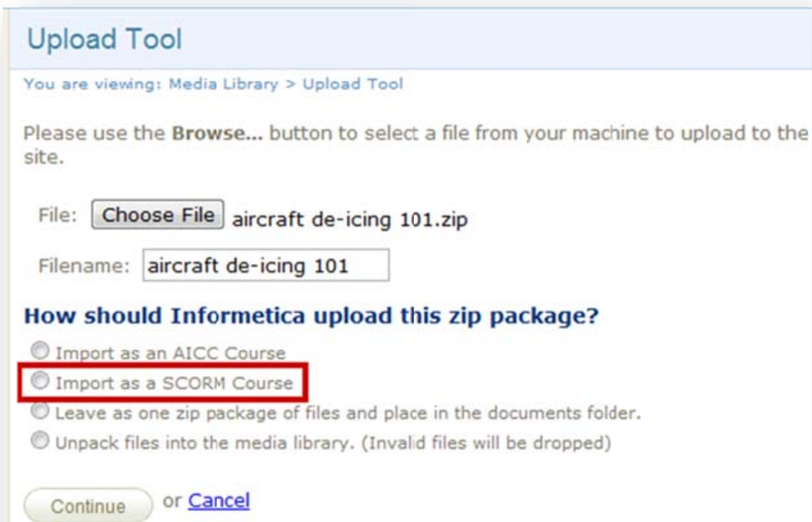
Field	Description	Input
Page and Menu Title	Enter the name of the courseware. The menu title is what shows in the assets list and in side menus. This is often a short from of the page title. Note that left side menus have a limited amount of display; the longer your menu titles, the more cramped the display will be.	Required
Publishing	Select "Publish Forever" to have no publishing date. Select "Publish Date:" to enter a publishing date rage. You can manually enter a date or use the calendar pop up to choose a date.	Optional
Weight	Enter a percentage for the grade weight toward the overall product, if applicable.	
Width and Height	Determines the size and shape of the browser window that the content launches in. When trying to determine the perfect fit, keep in mind that this appearance is also affected by which monitor and browsers your users log in with. Many browsers will have a resizable window, as well.	Optional
Display Index	Click the box to insert a check mark if you want this asset to appear in the course index, if applicable. Click the box to remove the check mark if you do not want this asset to appear in the course index.	Optional
On Finish	Select a page in the course where users will be automatically directed once they have completed the Scorm asset. The following conditions affect where the Course Landing Page directs users: 1. If the course introduction page is activated, then the Course Landing Page is the Introduction page. 2. If the course introduction page hidden, then the Course Landing Page is the first asset in the course.	Optional
Launch Style	Select the appropriate button to open the courseware into the LMS content area or as a new window.	Optional
Save	Click Save. After saving, you be brought back to the Manage Assets page.	Required

6.4.4 Edit Existing Courseware Assets

From the manage assets page, click on the name of the courseware you wish to edit to open it. From here you can select or upload a different SCORM file.

6.4.5 Upload a SCORM File

Select an existing file from the global or local media library or upload a new file. To upload a new file to the product's local media library, click the upload a new file link to open the upload tool. Informetica requires that SCORM files must be in ZIP format. Click **Choose File/Browse** to select the file you wish to upload from your computer. You can keep the current file name or enter new name in the **Filename** field. If a file with the same name and extension already exists, you will receive the option to overwrite file to replace the existing file or click cancel and change the file name. Select **Import as a SCORM Course** if you are uploading premade courseware that is in SCORM format. After you upload a new file, it will be available in **Local Library** dropdown menu for you to select. To learn more about uploading files, visit the Media Library chapter of this manual.



6.5 Best Practises for Using Articulate SCORM Products within Informetica

1. Articulate Studio 09 does not work well with Internet Explorer 8. Ensure your browsers are up to date if using this product. Articulate Studio 13 fixed issues with Internet Explorer 8.
2. Articulate Storyline best publishing options:
    a. Publish as SCORM 2004, 2nd edition.
    b. Select completion option Complete/Incomplete.
3. Ensure that completion rules are properly set for each SCORM asset within Informetica.
4. Some courses run better in a new window and some run better embedded within Informetica's frame. Embedded SCORM might be a solution for courses where users attempt to use the browser to exit instead of using the SCORM's player settings.

6.7 Updating SCORM Files

There are several ways to update a SCORM asset:

- Upload a new SCORM file and redirect the asset to the new file instead of the existing file
- Deactivate the existing SCORM asset and create a new asset for the revised SCORM file within the same product
- Deactivate the existing SCORM asset and create a new asset for the revised SCORM file within a different product
- Overwrite a SCORM file: Upload the file to the product media library, not the global media library. The file must have the exact same file name as the file you wish to overwrite and only then will only see the option to overwrite the file after you select the continue button.

Read below for some consideration on how each choice will impact you and your users to help you determine the best method for your needs.

Use caution when overwriting SCORM files as you and your users could be affected in the following ways:

- Users who have already taken this SCORM or who are currently in progress may be affected; they may see the old SCORM content and the book marking feature may direct them to an old file that no longer exists. We recommend that you thoroughly test before making this change available to see how it affects your users.
- SCORM overwrite will save itself over the old file, so there will no longer be a copy of the old file in the LMS.
- The system will not differentiate between the old version and the new version.
- Your users may not be able to take the SCORM asset again, since they already completed the old version. This depends on how your SCORM file is programmed / authored.
- Only the most recent scores for this asset are available in the LMS.
- If you require everyone to take the new asset, they will already have scores recorded for the old SCORM.
- Users who completed a certification associated with this SCORM will still have the certification, even if they do not take the new version.
- When you run reports, you will not be able to compare the two versions; you will not be able to easily monitor which users have completed the new version.
- You will not know which version users are certified for.

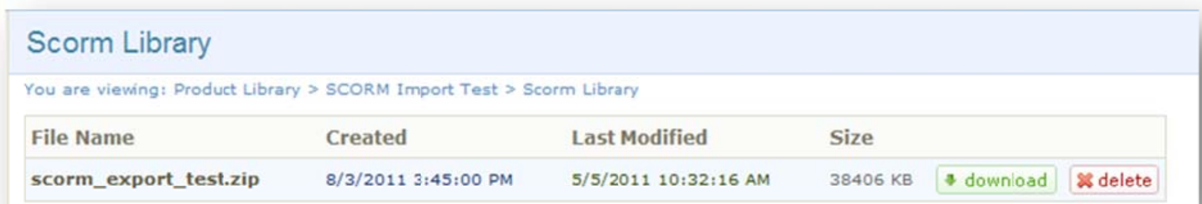
Considerations and User Impact	Upload Revision to Same Asset	Upload Revision to New Asset	Upload Revision to New Product	Overwrite SCORM File
Re-enrol existing users to product required	No	No	Yes	No
Users in progress will see revision	No	Yes	Yes	No
User links or bookmarks may be affected	No	Yes	Yes	Yes
Opt to require users to complete both versions	No	Yes	Yes	No
Allows for recertification of new version	No	Yes	Yes	No
Current certification invalid if old version inactive	No	Yes	Yes	No
Create new certification to support both versions	No	Yes	Yes	No
Links directing to the revision will remain valid	Yes	No	No	Yes
System differentiates between versions	No	Yes	Yes	No
Grades are only available for more recent attempt	Yes	No	No	Yes
Grades or certifications obtained in prior version may apply without completing the revision	Yes	No	No	Yes
Determine which version users are certified for	No	Yes	Yes	No
System retains a copy of the old version of the file	Yes	Yes	Yes	No
Monitor which version users have completed	No	Yes	Yes	No
Taking revision may be affected by course setup	Yes	No	No	Yes
This solution is best used in the following scenarios:	Revision is required by users who completed original version	Revision is required by users who completed original version	Revision is required by users who completed original version	Revision not required by users who completed original
	There are few users in progress	There are many users in progress	There are many users in progress	There are few users in progress
	Revision contains few changes	Revision contains important changes	Revision contains important changes	Revision contains few changes
	Only newly enroled users need the revision	Users must launch new asset to see the revision	Users must be enroled to a new product to see the revision	Only newly enroled users need the revision
	Separate tracking is not needed	You need to retain separate tracking	You need to retain separate tracking	Separate tracking is not needed
	You do not intend to use both versions	You intend to use both versions	You intend to use both versions	You do not intend to use both versions
	Updates to associated certifications not required	Updates to associated certifications required	Updates to associated certifications required	Updates to associated certifications not required

6.8 Delete Uploaded Courseware Files

This option is available only to site managers.

To delete from the global library, go to the media library and click on the SCORM file to select it. Click **Delete Selected** from the options menu and then click **Yes** on the confirm delete window.

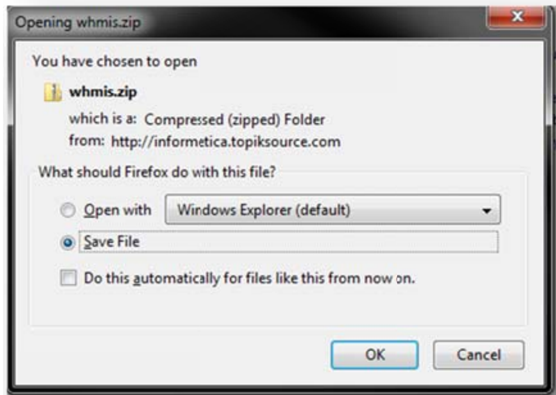
To delete from the local media library, navigate to the Product that has the SCORM file that you would like to delete, and then click on **SCORM Library** in the properties menu on the right. Click **delete** SCORM course that you would like to delete and then choose ok in the confirmation window.



6.9 Download Courseware

This option is available only to site managers.

Open the product containing the course that you would like to download. Click **SCORM Library** in the properties section of the side bar. Click on the **download** link for the SCORM course you want. In the open file window, choose **Save File** and then click **OK**. Choose where you want to save the file on your computer and click **Save**. The SCORM file will download as a zipped file to your computer



6.10 Export Content Created in Informetica to SCORM

This option is available only to site managers.

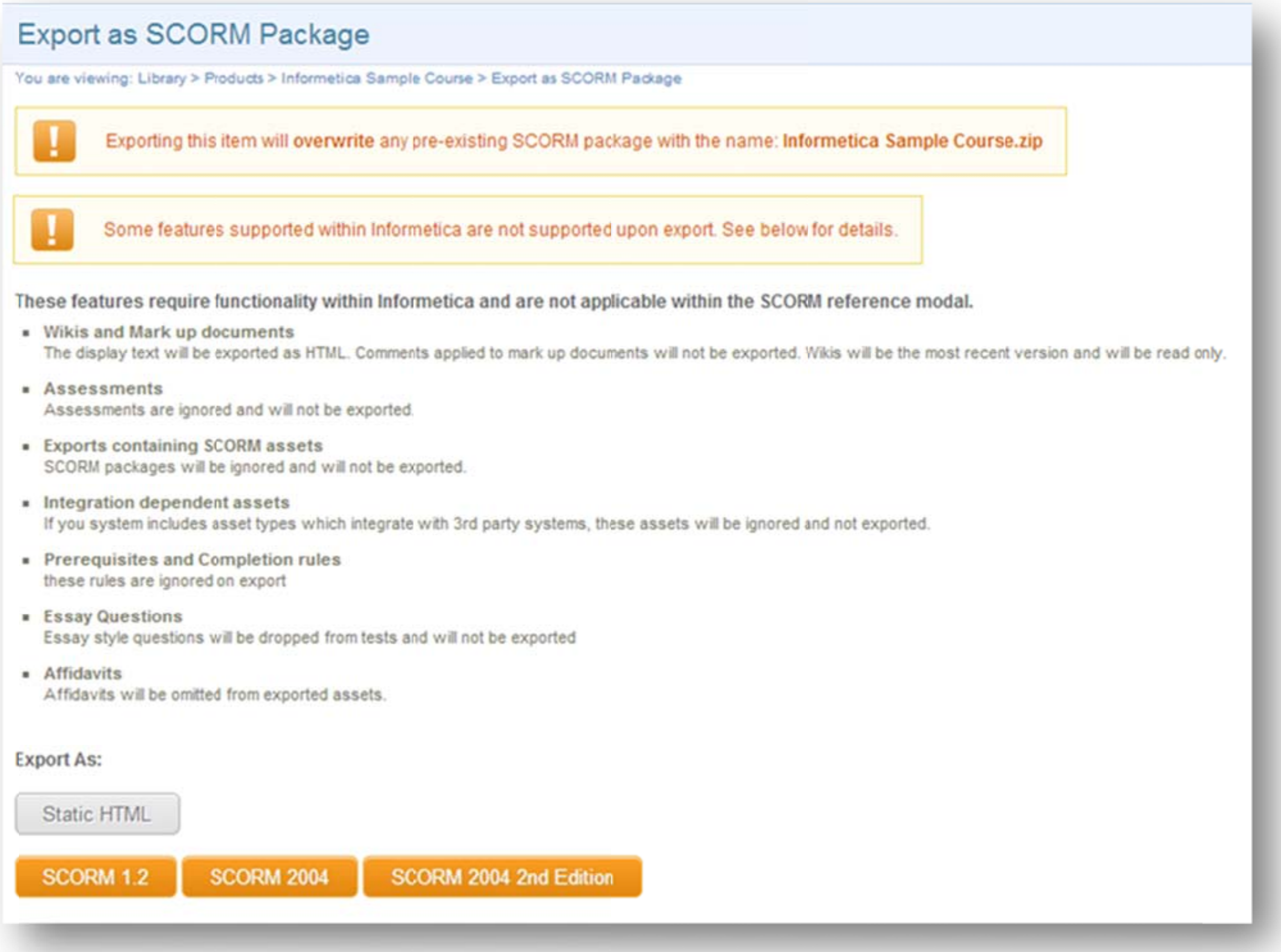
The SCORM Export tool will make a copy of your product available for download as a SCORM compliant file. The export sits in the product's SCORM Library where you can download a copy or delete it. Exporting courseware is intended for only products that are not already in SCORM format. If your file is already a SCORM file, then you can download a copy of it from the media library.

Open the product that you would like to convert and select **SCORM Export** from the Properties menu.

This will open the "Export as SCORM Package" page where you can click on the SCORM version you want your export to be in. A summary window with a notice of a successful export will pop up. Select **Click Here** to view the SCORM Library at the bottom of the window.

Regarding evaluations that are built in Informetica and then exported to SCORM using this tool:
All question formats, except essay questions, are exported into the SCORM file and the exported evaluation itself behaves like the original Informetica set up, including feedback, etc., if enabled.

Note that the export does not capture everything in a course, such as affidavits. When you use the export to SCORM tool, the system will give you a complete list of items that will not carry over in the export to SCORM.


Export as SCORM Package
You are viewing: Library > Products > Informetica Sample Course > Export as SCORM Package
Exporting this item will overwrite any pre-existing SCORM package with the name: Informetica Sample Course.zip
Some features supported within Informetica are not supported upon export. See below for details.
These features require functionality within Informetica and are not applicable within the SCORM reference modal.
Wikis and Mark up documents
The display text will be exported as HTML. Comments applied to mark up documents will not be exported. Wikis will be the most recent version and will be read only.
Assessments
Assessments are ignored and will not be exported.
Exports containing SCORM assets
SCORM packages will be ignored and will not be exported.
Integration dependent assets
If you system includes asset types which integrate with 3rd party systems, these assets will be ignored and not exported.
Prerequisites and Completion rules
these rules are ignored on export
Essay Questions
Essay style questions will be dropped from tests and will not be exported
Affidavits
Affidavits will be omitted from exported assets.
Export As:
Static HTML
SCORM 1.2
SCORM 2004
SCORM 2004 2nd Edition

7. Assignments, Modules and References

Topics Covered In This Chapter

7.1 Assignments

An assignment is an asset that has a grade weight and due date attached to it so they are automatically removed from the product list when they are past due. Assignments are typically used with Instructor Led Products and are used to grade an element of the product that is done off line. For example, for a specific course, an instructor may require participants to email a video to the instructor that must be graded before the course can be completed. In this manner, the instructor can enter a grade for the assignment so that all of the grades for the course are documented in Informetica.

7.1.1 Create an Assignment or Edit Details

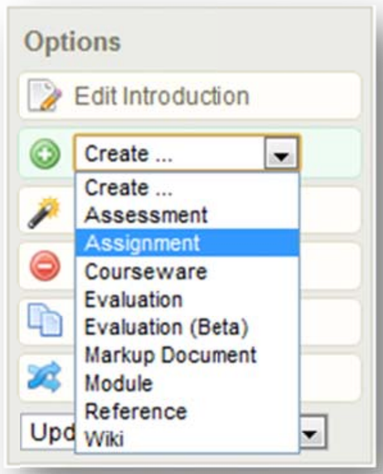
To fully create an assignment you will need to complete the following steps:

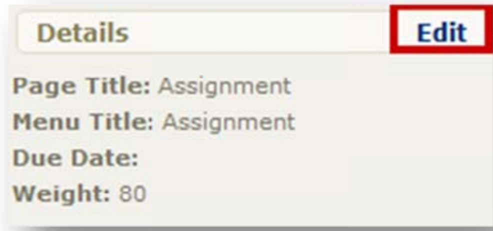
Step 1
- Create a assignment

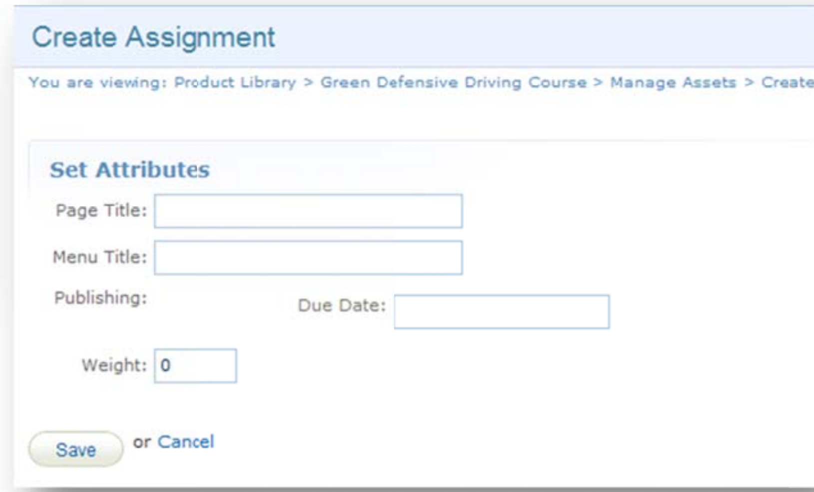
Step 2
- Set up assignment attributes and settings

Step 3
- Add assignment content

From a product's manage assets page, click on "create" under the options menu on the right and select assignment from the dropdown menu. To edit these details, click on "edit" in the details menu. Enter the details, as described below, and then save.





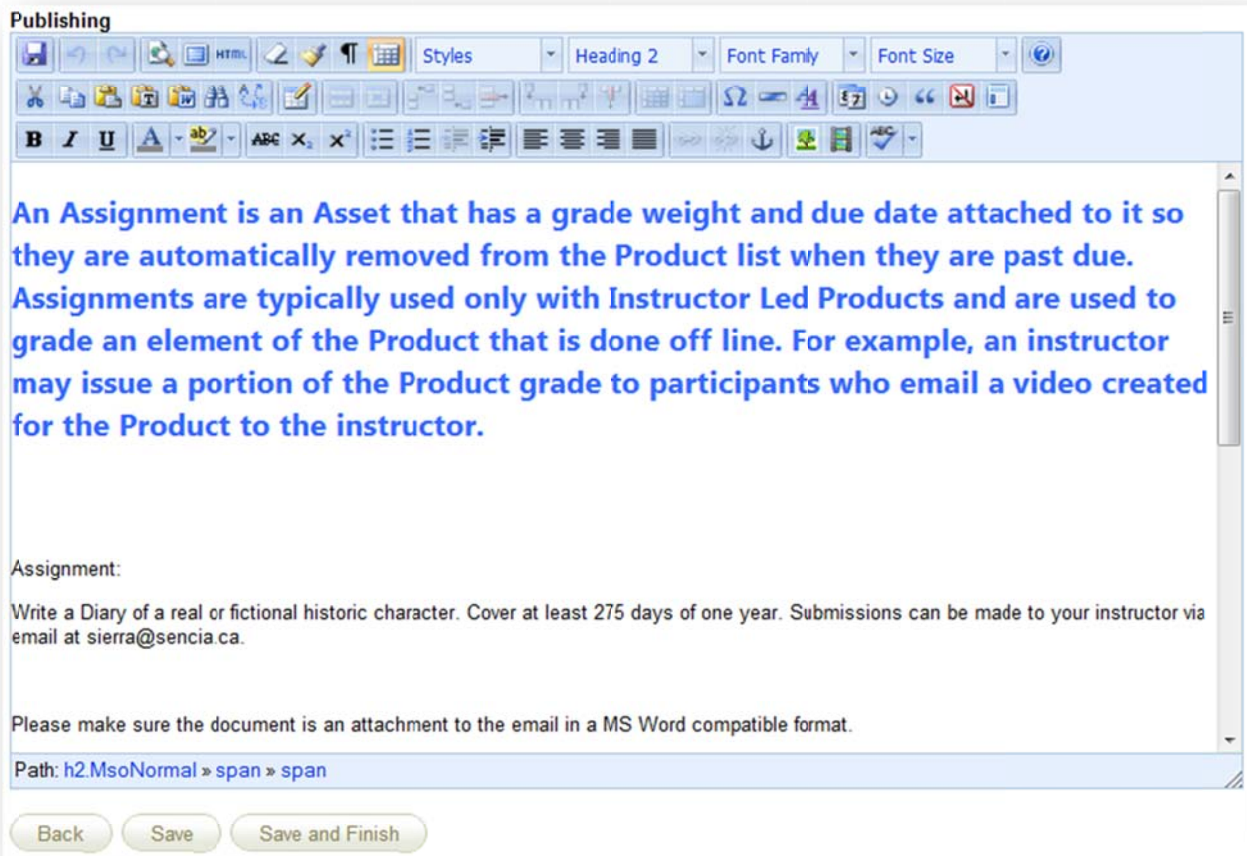


Below is a brief description of the fields:

Field	Description	Input
Page Title	Enter the name of the assignment. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Due Date	Enter a date if the participant must complete the assignment by a certain date.	Optional
Weight	Enter a percentage that the assignment is worth towards the entire product's grade, if applicable. Leave the default of 0 to indicate that there is no weight	Optional
Save	After saving, you will be brought to the manage assets page	Required

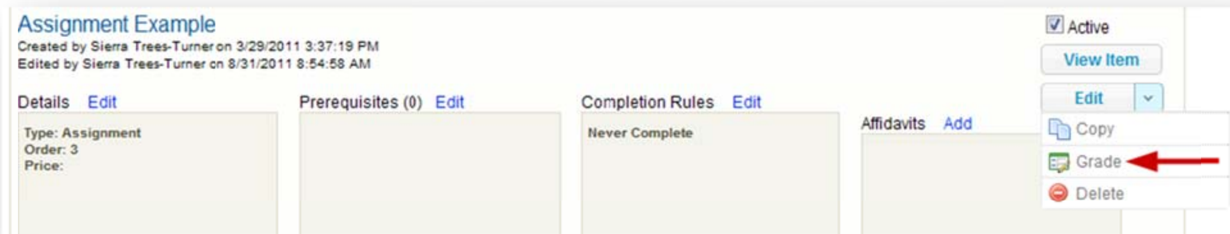
7.1.2 Add or Edit Assignment Content

From the manage assets page, click on the assignment in which you wish to edit or add content to. You will be brought the publishing window screen where you can design the text and content for the assignment. Click the save button to accept the content or click back to return to the manage assets page without saving. After saving, you will remain on the publishing window screen for the assignment.

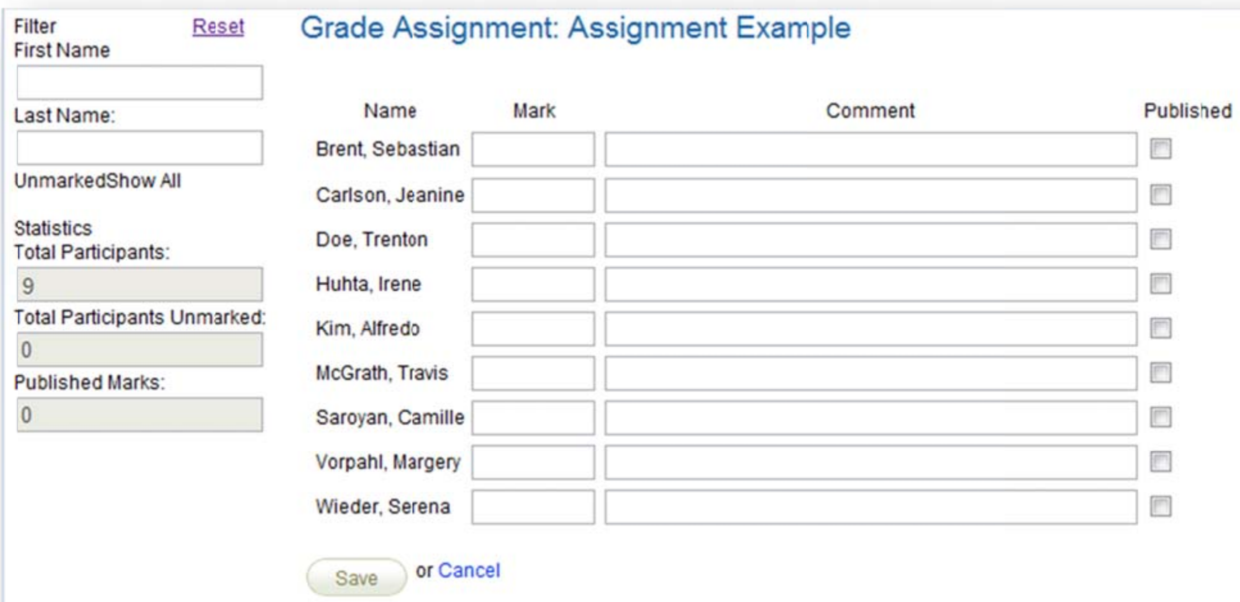


7.1.3 Grading an Assignment

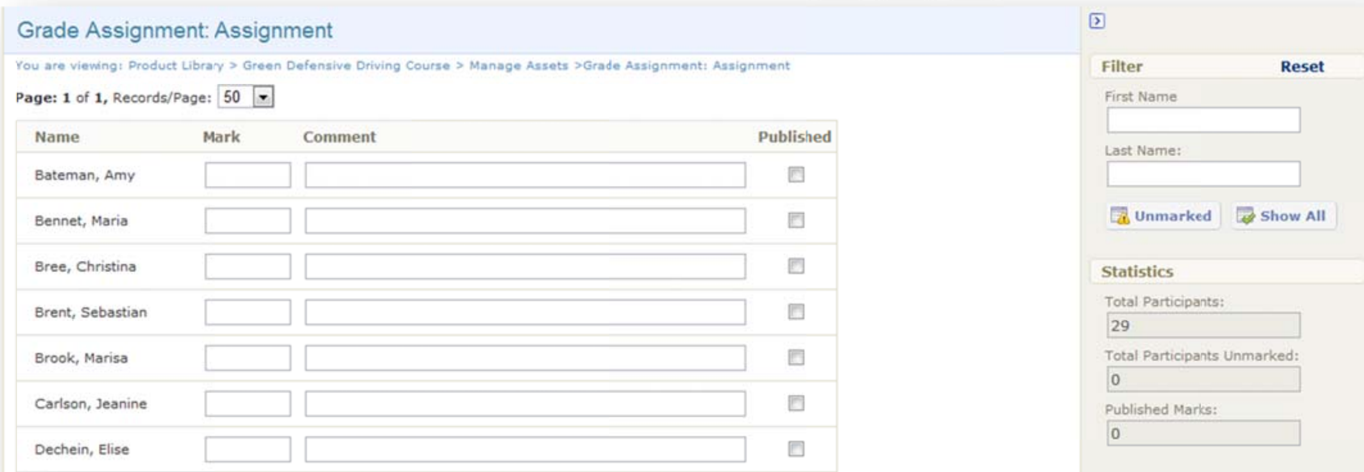
From the Manage Assets page, you can manually grade or override a grade for an assignment. Click on the grade button within the assignment's information box to open the grade screen where you can add a mark for individual participants, add comments and publish the grade so it will be displayed on the participant's transcript. You can use the filter on the right to see only participants who have not been graded yet or to enter a specific name.



Desktop View



Site Manager View



Below is a brief description of the fields:

Field	Description	Input
Mark	Enter a grade or mark next to the participant's name for this assignment.	Required
Comment	Write a comment if desired.	Optional
Published	Select the check box under published if you want the grade to be reflected on that participant's transcript.	Optional
Filter	Type in a first name or last name to filter the grade list. Click the Reset link to clear all any filter.	Optional
Unmarked	Click the Unmarked button to see all participants who have not yet been graded for this assignment.	Optional
Show All	Click the Show All button to see both marked and unmarked participants.	Optional
Statistics	This area shows how many participants there are for this assignment, how many have already been marked, and the number that remain unmarked.	N/A
Save	Click the save button to ensure that any grades you entered are updated.	Required

7.2 Modules (Lessons)

Modules typically contain the lesson portion of a product. Modules can be assigned a deadline, grade weights, publishing dates, and certifications. Modules can contain any of the supported file types, including videos.

7.2.1 Create a Module or Edit Details

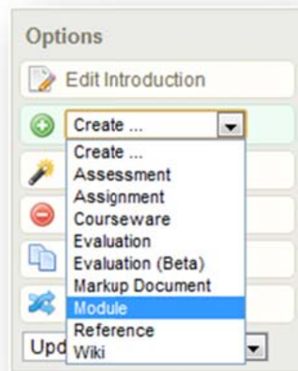
To fully create a module you will need to complete the following steps:

Step 1
- Create a module

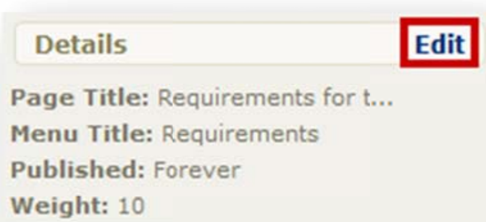
Step 2
- Set up module attributes (title, publishing date, and weight)

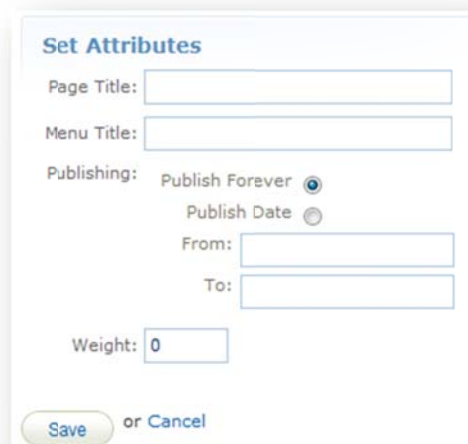
Step 3
- Optionally Create a completion rule to define passing criteria.

Step 4
- Manually Grade the module to apply a certifcation, if applicable.



From the manage assets page, click on create under the options menu on the right and select module from the drop down menu. To edit these details, click on edit next to the details column on the right. Enter the details for the set attritbutes page and then save.

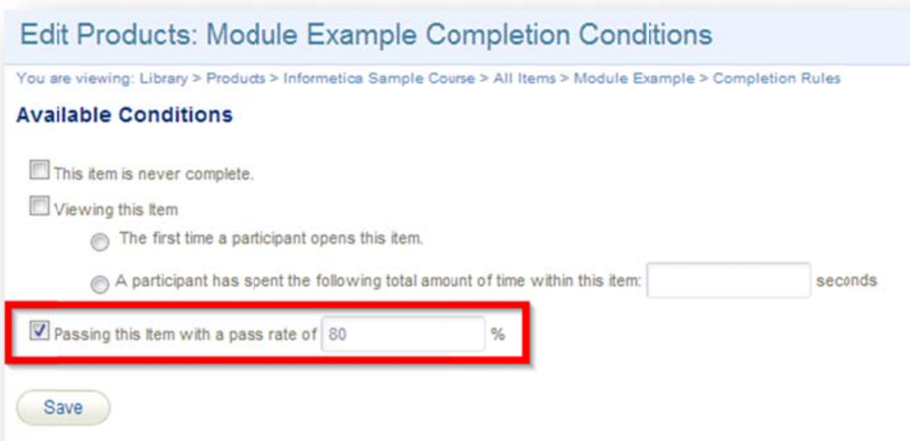




Below is a brief description of the fields:

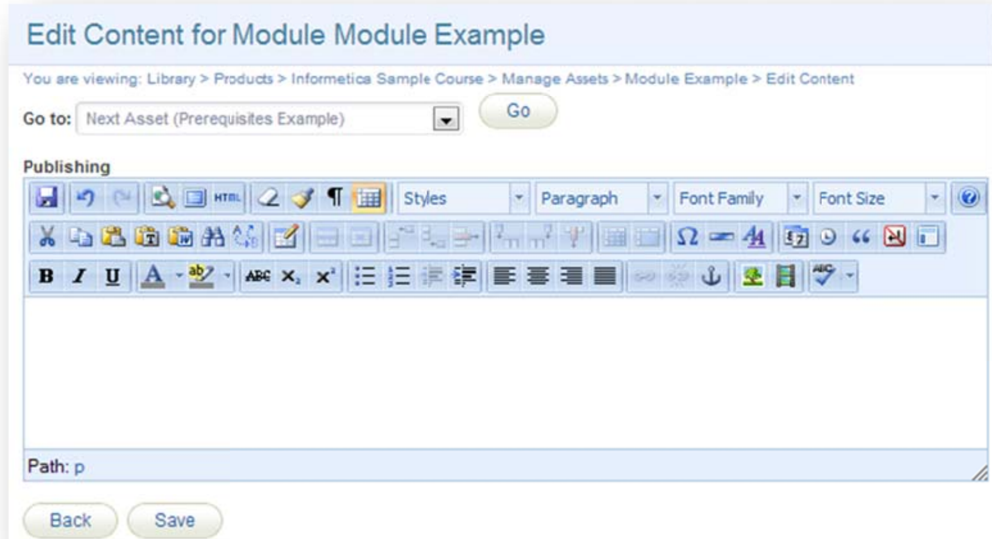
Field	Description	Input
Page Title	Enter the name of the module. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Publish Date	Select publish forever if you want the module to be always available or select a specific publish date if your module will be unavailable during or before a certain date. A module that is published forever is available to all participants with access. A module that is published for specific dates is also available to all participants with access, but only during the published dates. If the module falls before or after the published dates, registered participants would no longer see it.	Optional
Weight	Enter a percentage that the Module is worth towards the entire product's grade, if applicable. Leave the default of 0 to indicate that there is no weight.	Optional
Save	After saving, you will be brought to the manage assets page.	Required

Set up a completion rule to define the passing rule for the module. If you want to apply a passing grade or a certification, this step is required. Here is an example:



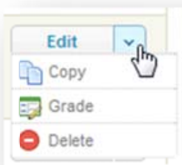
7.2.2 Add or Edit Module Content

From the manage assets page, open the module you wish to add or edit content for and design the content in the publishing window. Click the save button to keep the changes or click the back button to return to the manage assets page without keeping the changes.



7.2.3 Grade a Module

Navigate to a product's Manage Assets page and then select the down arrow next to the Edit button. Choose grade and then apply the grade to the appropriate participant.



7.2.4 Module Certifications

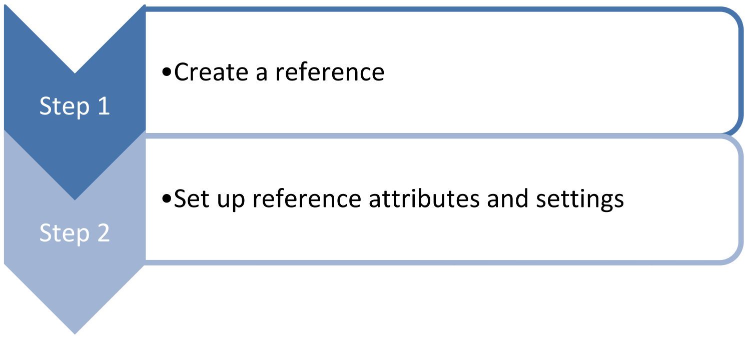
Modules can also apply to certifications. Modules must be graded manually, so keep in mind that participants will not receive the certification until an Instructor, Publisher, Campus Admin, or Site Manager applies a grade to the module. Here is a list to help you set a module up for certification:

- Create a completion rule to define the passing criteria.
- When creating the certification, create a rule that includes passing the module.

7.3 References

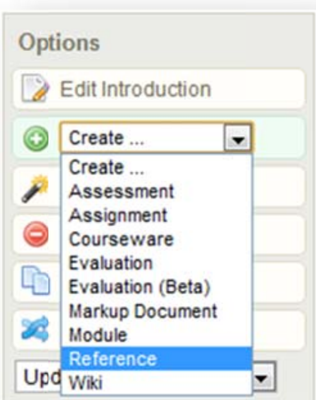
References are assets within a product that are always available. They often contain resources for the participants such as external links, a relevant glossary of terms or can be used as a landing page for the product. Reference pages can even be linked to from other pages or set up as popup windows throughout the product to be used as in-product help tools.

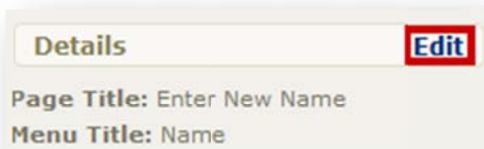
To fully create a reference you will need to complete the following steps:

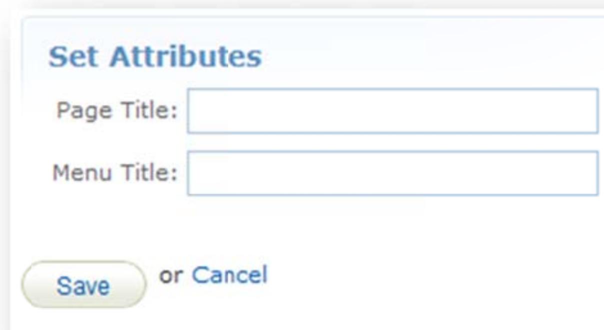


7.3.1 Create a Reference or Edit Details

From the Manage Assets page, click on create under the options menu and select reference from the drop down menu. To edit these details, click on edit next to the details column on the right. Enter the details and then save.





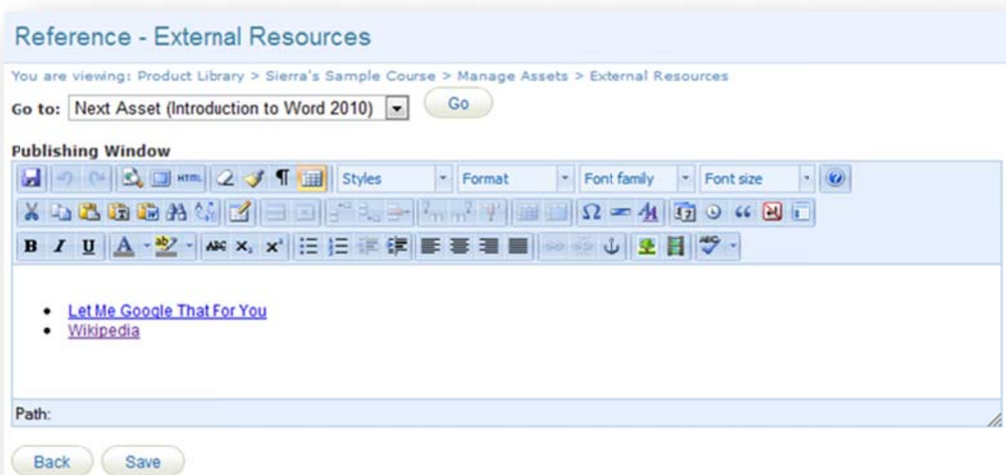


Below is a brief description of the fields:

Field	Description	Input
Page Title	Enter the name of the reference. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Save	After saving, you will be brought to the Manage Assets page.	Required

7.3.2 Add or Edit Reference Content

From the manage assets page, open the reference you wish to add or edit content for and design the content in the publishing window. Click the save button to keep the changes or click the back button to return to the manage assets page without keeping the changes.



8. Evaluations

An evaluation is used to test a participant's knowledge of the content that you have provided. There are 7 different types of questions that can be used to create an evaluation: essay, fill in the blank, matching, multiple answer, multiple choice, ranking, and true or false. Informetica can automatically grade every type of question in an evaluation except for essays. Informetica's testing engine lets you create and edit tests or quizzes, applying the rules you need for a successful training and/or certification environment. You are able to apply passing grades, prerequisites, weights, randomize answer options, create question pools, test by section or by question, give feedback for correct and incorrect answers, offer a variety of question types and you are able to incorporate audio, video, graphics, external and internal links and more.

Topics Covered In This Chapter

8.1 Create a New Evaluation

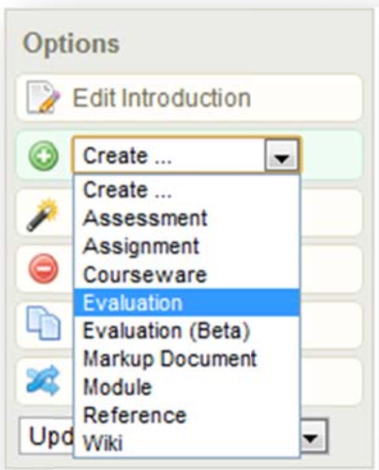
To fully create an evaluation you will need to complete the following steps:

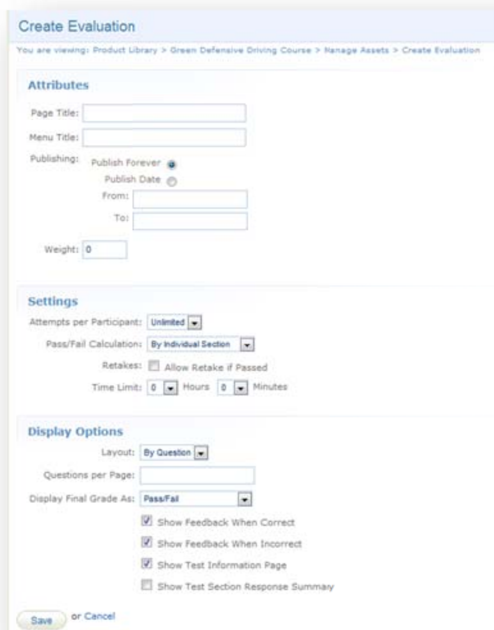
Step 1 • Create an evaluation

Step 2 • Create one or more evaluation sections

Step 3 • Create evaluation questions within the sections

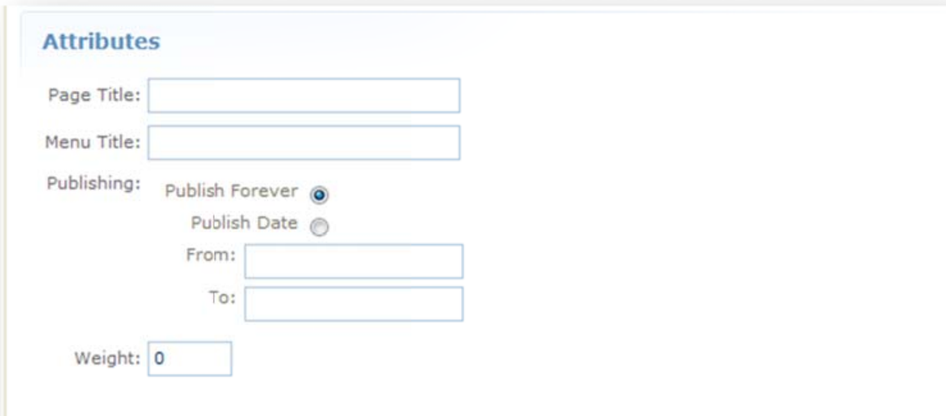
From the manage assets pages, select **create** from the options menu. Select **evaluation** from the dropdown menu to open the "Create Evaluation" page.





Once an evaluation is made available to participants, you will not be able to change the selections you made in the settings since it would affect anyone currently undergoing the evaluation. If you find you need to make changes, you can deactivate this evaluation and create a copy with the new settings and then set it up to replace this evaluation.

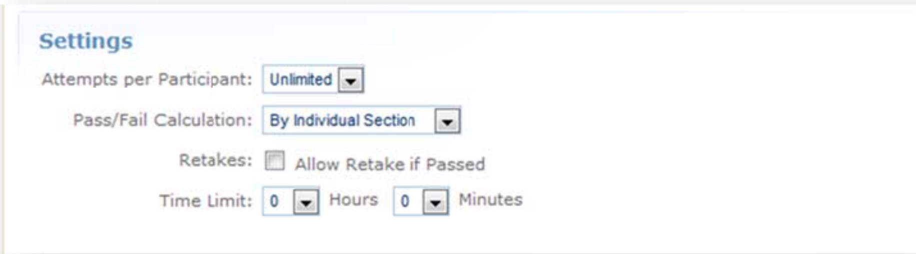
8.1.1 Evaluation Attributes



Below is a brief description of the fields:

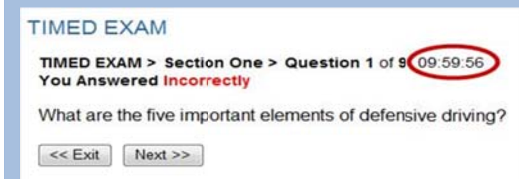
Field	Description	Input
Page Title	Enter the name of the evaluation. The page title will appear appears across the top of the page when this evaluation is open.	Required
Menu Title	Enter a name for the evaluation as it will appear in side menus, user transcripts, bread crumb trails, and reports. Menus have a limited display area, so long menu titles can make displays look cramped and untidy.	Required
Publishing Date	Select publish forever if you want the questionnaire to be always available or select a specific publish date if your questionnaire will be unavailable during or before a certain date. An evaluation that is published forever is available to all participants with access. An evaluation that is published for specific dates is also available to all participants with access, but only during the published dates. If the evaluation falls before or after the published dates, registered participants would no longer see the evaluation.	Required
Weight	Enter a percentage that the evaluation is worth towards the entire product's grade, if applicable.	Optional

8.1.2 Evaluation Settings



Below is a brief description of the fields:

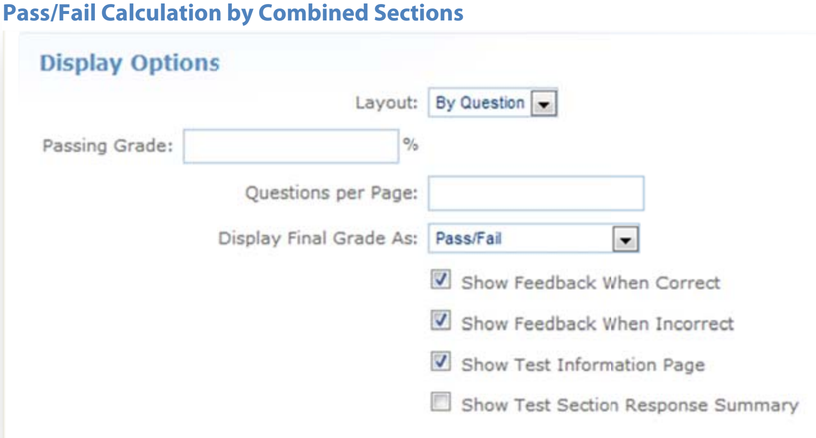
Field	Description	Input
Attempts per Participant	Select the number of times a participant is allowed to take this evaluation (1-5 attempts or unlimited).	Optional
Pass/Fail Calculation By	Use the drop down menu to select one: Combined Sections: Questions are scored and a percentage is determined against all questions in the test, regardless of how questions are grouped into sections. A single passing threshold is required for the evaluation. On retake, the participant must retake all questions. Individual Section: The questions within each section are graded and a percentage is determined for each section. A passing threshold is applied to each section within the evaluation and the participant has passed the evaluation once each section has been passed. On retakes, if the option to retake on pass is not enabled, the user will be only be presented with sections they have not passed.	Required
Retakes	When retakes is enabled in combination with a pass/fail calculation by individual sections, then a participant must answer the questions from all sections on a retake of the test, even if the sections were already passed. Exceptions created for evaluations that are set up by individual section and allow only 1 retake will allow participants to retake only failed sections. When retakes is enabled in combination with a pass/fail calculation by combined sections, then a participant may reattempt the test, assuming that the product itself allows retakes.	Optional

Field	Description	Input
Time Limit	You can restrict the length of time allowed to complete the evaluation. Set a time limit by selecting from the hours and minutes dropdown menus. The amount of time remaining will appear to the participant at the top of every question page in a countdown of numbers. 	Optional
Questions per Page	Enter the number of questions you want displayed on each page of the evaluation for the participant to see.	Optional

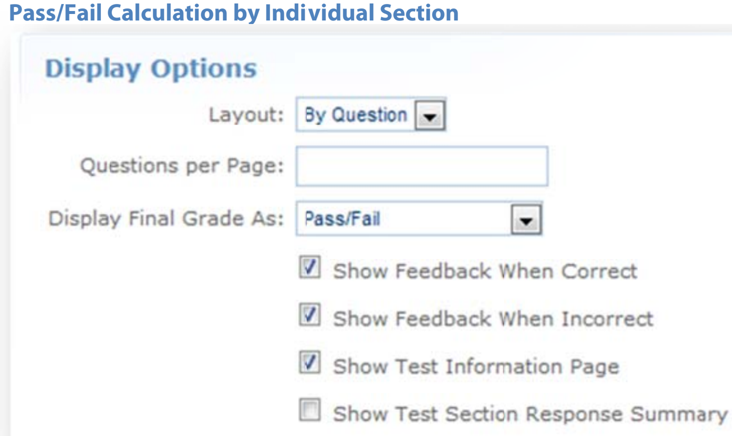
8.1.3 Display Options

The passing grade field will only appear if you have selected the pass/fail calculation by combined sections from the evaluations settings. Passing Grade for individual sections will be located in the section details.

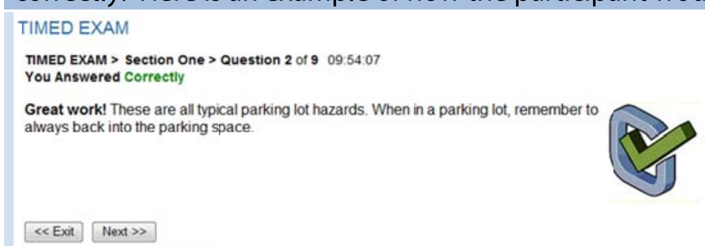
Pass/Fail Calculation by Combined Sections



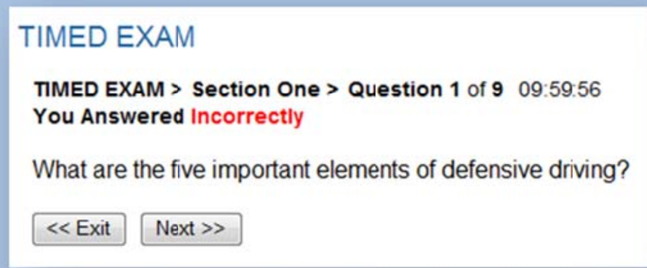
Pass/Fail Calculation by Individual Section



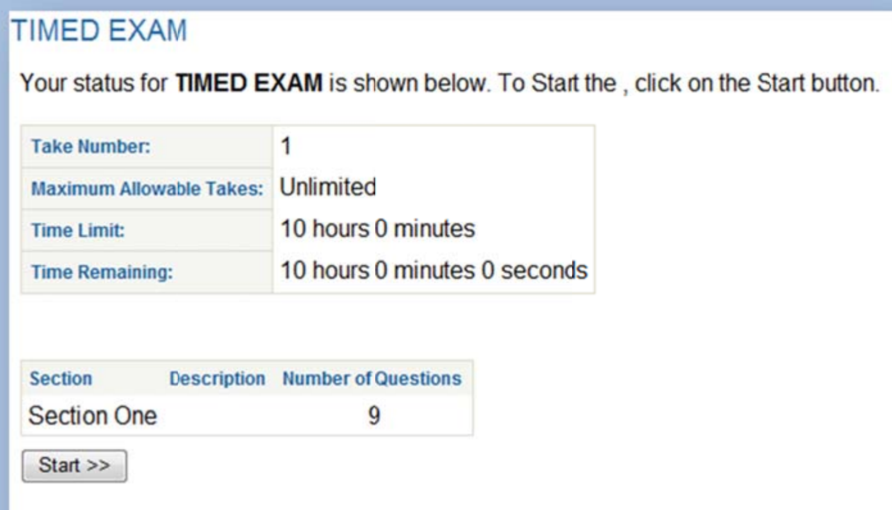
Below is a brief description of the fields:

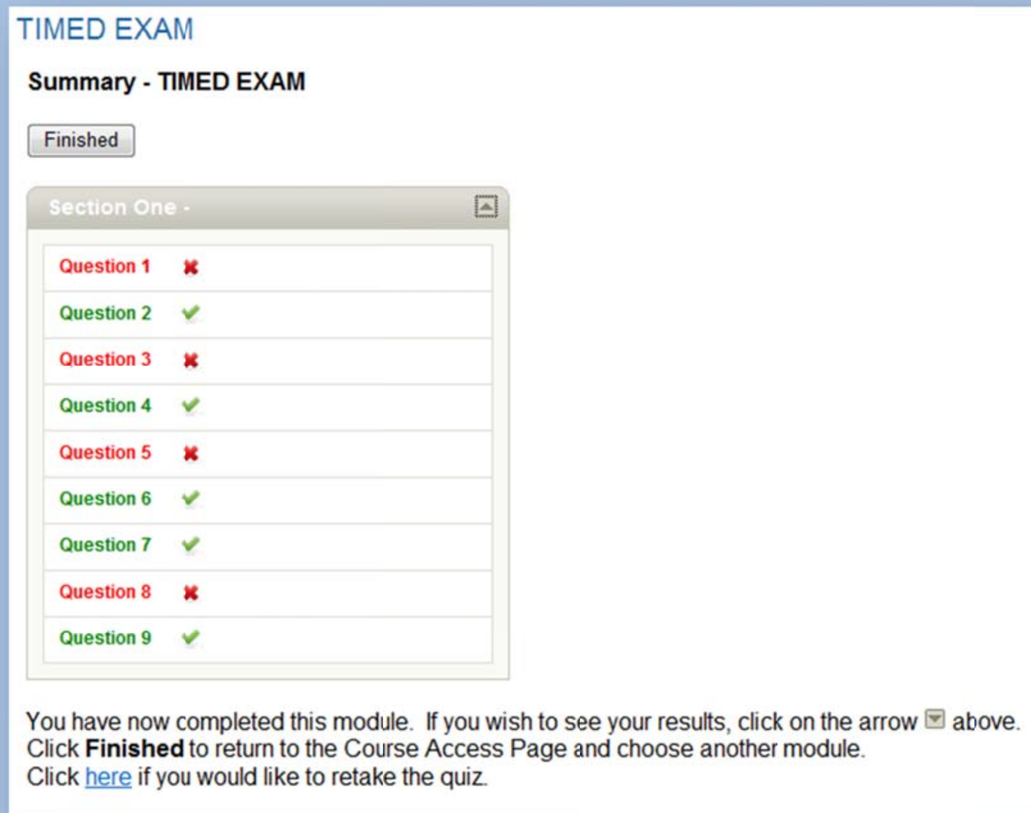
Field	Description	Input
Layout		Required
By Question:	Select this layout option if you would like the participant to see the evaluation only one question per page. If you select this layout, participants will see only one question at a time regardless of what is entered in the Questions per Page field. With the layout By Question option, only sequential question progression is possible during the evaluation.	
By Section:	Select this layout option if you would like the participant to see the evaluation questions in order, listed under section headings. With the layout By Section option, free navigation around the questions is possible during an evaluation.	
Passing Grade	Enter the grade required to pass this test. The passing grade field only shows if you have selected the pass/fail calculation by combined sections from the evaluations settings.	Required
Questions per Page	Enter the number of questions you want displayed on each page of the evaluation for the participant to see.	Required
Display Final Grade As	Use the drop down menu to choose how you would like the evaluation grade to be shown on participant transcripts upon completion as follows: • Complete/Incomplete: displays the evaluation's grade result as complete or not complete. • Grade Without Remarks: displays the evaluation's grade result numerical grade. This type of grade is also known as a score or mark. For example, an evaluation may have a maximum numerical value of 40 with a passing score of 30. If the participant earns 35 marks, 35 will appear on as a passing grade on the transcript. • Pass/Fail: displays the evaluation's grade result as an overall pass or fail result. • Percentage: displays the evaluation's grade result as a percentage. This is the default option.	Required
Show Feedback When Correct	Select this checkbox to display specific information to the participant when a question is answered correctly. Here is an example of how the participant would see this:	Optional
		

Field	Description	Input
Show Feedback When Incorrect	Select this checkbox to display specific information to the participant when a question is answered incorrectly. Here is an example of how the participant would see this:	Optional



Field	Description	Input
Show Test Information Page	Select this checkbox to show a summary of the evaluation to the participant after they begin evaluation but before the questions appear. Here is an example of how the participant would see this:	Optional



<table>
<tr><th>Field</th><th>Description</th><th>Input</th></tr>
<tr><td>Show Test Section Response Summary</td><td>Select this checkbox to show the participant a summary of their answer results after completion of the evaluation. Here is an example of how the participant would see this:

</td><td>Optional</td></tr>
<tr><td>Save</td><td>This button will save your changes and create the new evaluation. Once you have saved the evaluation, you are brought to the manage assets page.</td><td>Required</td></tr>
<tr><td>Cancel</td><td>This button will return you to the manage assets page without creating a new evaluation.</td><td>Optional</td></tr>
</table>

8.1.5 Create an Evaluation Section

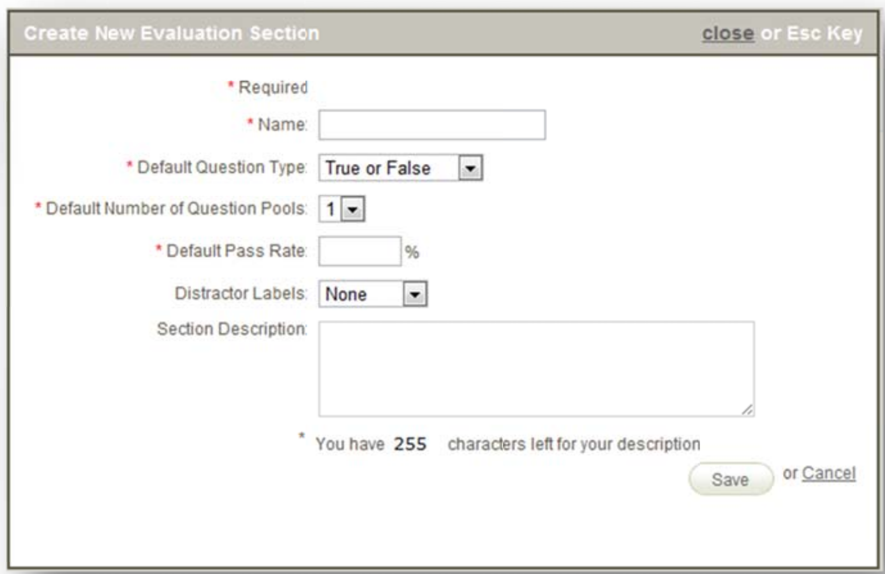
After you have created a new evaluation, you will need to create at least one section to hold your questions.

Open the evaluation. The sections that have been created are listed under the evaluation sections menu. Next to the name of each section is a number representing how many questions are within that section (9 in the example below).

Open the evaluation and click create next to the evaluation section, located on the left hand side to open the Create New Evaluation Section page.

Every field indicated with a red asterisk * is required to create the section. Additionally, once an evaluation is made available to participants, you will no longer be able to add or edit section. However, you can edit the questions within the sections.

You must make the Section active before Participants will be able to see it.



Below is a brief description of the fields:

Field	Description	Input
Name	Enter a name for the section.	Required
Default Question Type	Select a default type for the questions that you will be creating. The default does not limit you to the one question type; you can change individual question types later as you create them. For example, you may wish to have 10 questions and 6 of them will be multiple choice; multiple choice would be your best option for the default question type.	Required
Default Number of Question Pools	Select the number of question pools you want to use (1-5). A question pool is a collection of questions from which only one will appear in the evaluation. You can provide up to 5 alternate versions of each evaluation question. As participants take the evaluation, each question is randomly selected from the current question's available pool and presented to the participant. In this way, different participants taking the same evaluation will not necessarily be answering the same evaluation questions. If you have a single pool for all questions, all participants would answer the same set of questions.	Required
Default Pass Rate (%)	Enter the percentage that a participant must achieve in success answers to pass this section of the evaluation. This field will only appear if you have selected a pass/fail calculation by individual section in the evaluation settings.	Required
Section Description	Add an optional description of this Section Description.	Optional
Save	This button will save your changes and create the new section. Once you have saved the section, you are brought to the publishing window for the evaluation.	Required
Cancel	This button will return you to the publishing window for the evaluation without creating a new section.	Optional

8.1.6 Create a Custom Introduction

An evaluation has a default introduction page that shows the participant the name of the evaluation and a start button. From the manage assets page, open the evaluation in which you would like to create the custom introduction. This will bring you to a publishing window where you can customize an introduction to the evaluation.

8.2 Evaluation Questions

Informetica has a variety of questions types that can be used in any combination in evaluations. Every question type can be automatically graded by the system with one exception; essays must be graded manually.

8.2.1 Question Types

Essay questions require participants to write and submit a longer test answer. Essay questions cannot be automatically graded.

Fill in the Blank questions require the participant to type a short answer into a blank field within the question. There is only one correct answer to this type of question and all answers must be correctly spelled to be counted as correct.

Matching questions require the participant to correctly match the terms or statements on one list with the terms or statements on another list. There is only one correct answer to this type of question since all items must be correctly matched.

Multiple Answer questions allow participants to choose more than one answer. There is only one correct answer to this type of question since partially correct answers are considered incorrect.

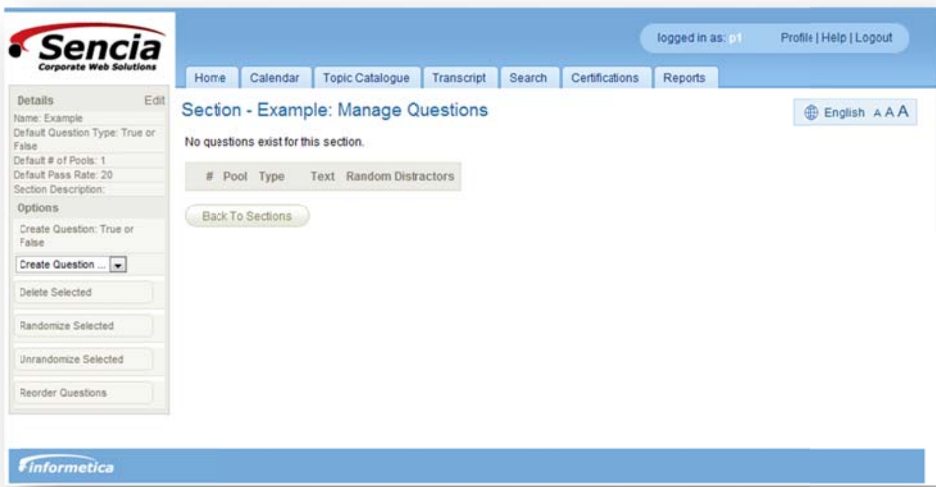
Multiple Choice questions requite the participant to select the correct answer from several offered choices. There is only one correct answer to this type of question since all items that are correct must be selected.

Ranking questions require participants to put all items in the correct rank. There is only one correct answer to this type of question since all items must be correctly ordered.

True or False questions force a participant to choose one of only two possible answers: true or false. There is only one correct answer to this type of question since only one statement is the correct answer.

8.2.2 Creating Questions

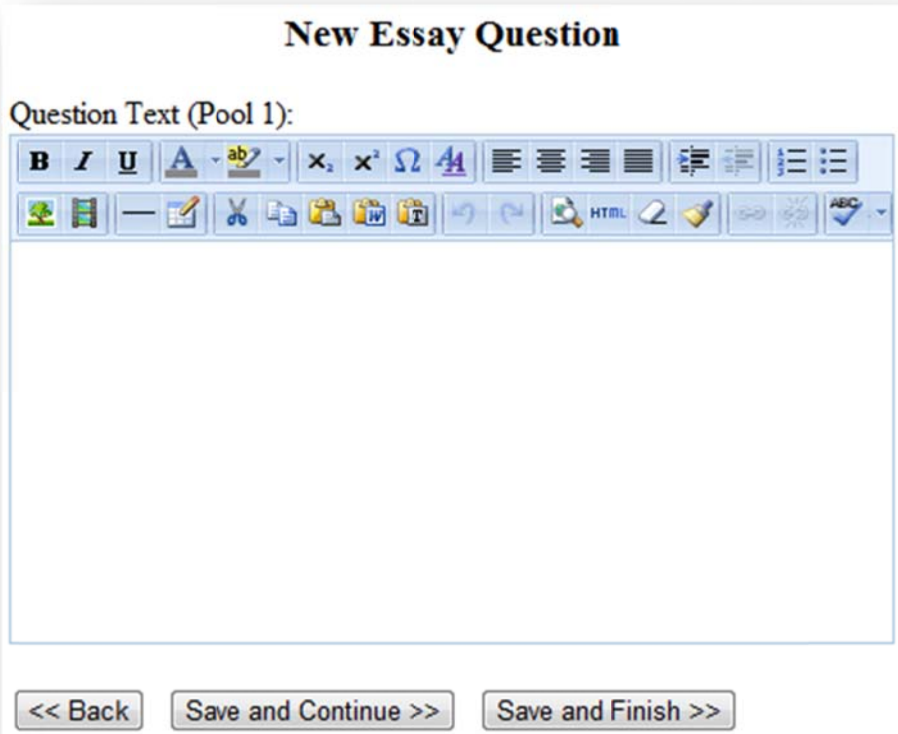
Questions are assigned an automatic number as you create them. This is the default order in which they are presented during an evaluation. In the evaluations section menu on the left, click the name of the section to open the manage questions page.



On the Options menu, click the **Create Question** dropdown menu to select a question type (essay, fill in the blank, matching, multiple answer, multiple choice, ranking or true or false). Next, find the type of question you want to create below and follow the instructions under that question type.

Create Essay Questions

Essay questions require participants to write and submit an answer in their own words. Essay questions cannot be automatically graded. First, follow the steps under Create Evaluation Questions.



Question Text: – Use the publishing window to design the question using whatever text and supporting files you want.

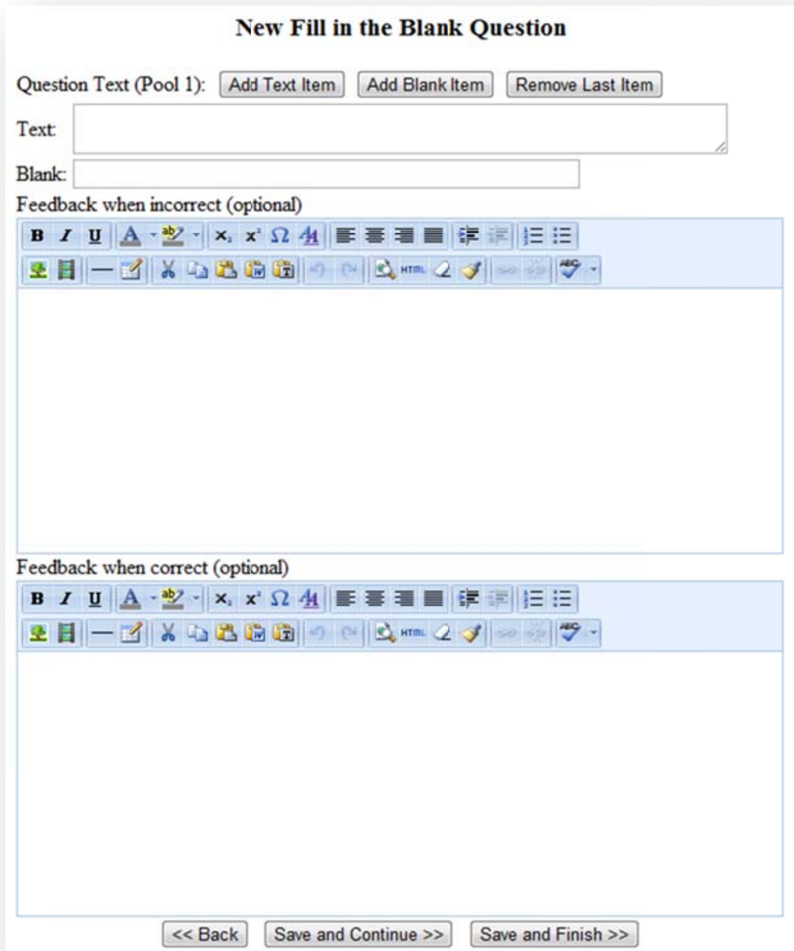
Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another essay question.

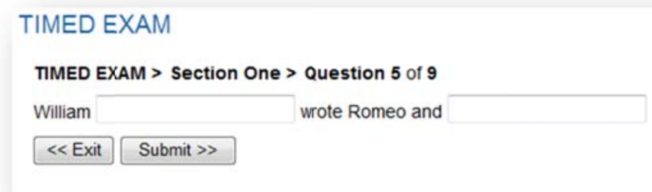
Save and Finish: This button will save the essay question and return you to the manage questions page.

Create Fill in the Blank Questions

Fill in the blank questions require the participant to type a short answer into a blank field within the question. There is only one correct answer to this type of question and all answers must be correctly spelled, although they do not need to be case sensitive, to be automatically graded as correct. However, if needed, a site manager can go into the participant's account and override the grade. First, follow the steps under Create Evaluation Questions.



Here is an example of how this question would look for the participant. The participant needs to enter text into the blank fields.



Text: Text is the portion of the question that the participant will see. Select "Add Text Item" to include more than one visible element to the question.

Blank: This is the portion of the question that the participant will fill in when taking the evaluation. Select "Add Blank Item" to have more than one blank in the question. Select "Remove Last Item" to remove the last Text or Blank added to the question.

Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

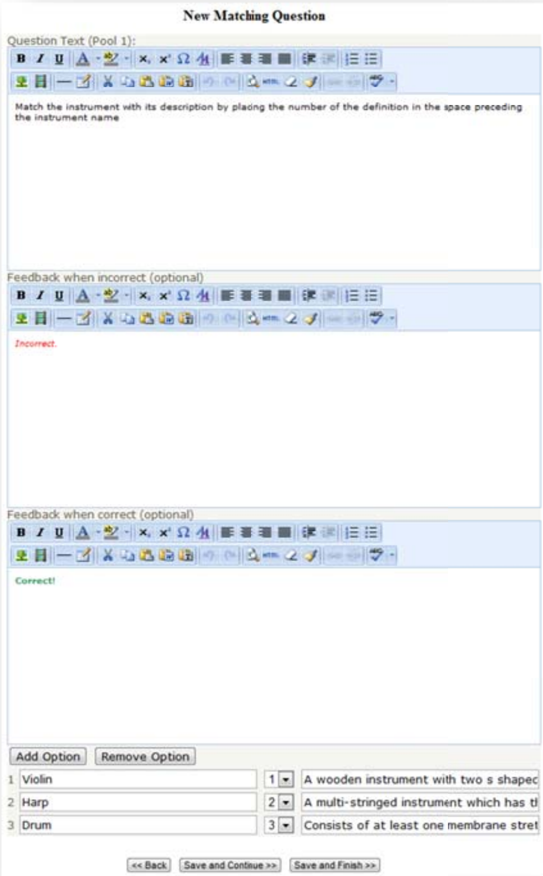
Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another fill in the blank question.

Save and Finish: This button will save the question and return you to the manage questions page.

Create Matching Questions

Matching questions require the participant to correctly match the terms or statements on one list with the terms or statements on another list. There is only one correct answer to this type of question since all items must be correctly matched. First, follow the steps under Create Evaluation Questions.



Question Text: Use the publishing window to design the question using whatever text and supporting files you want.

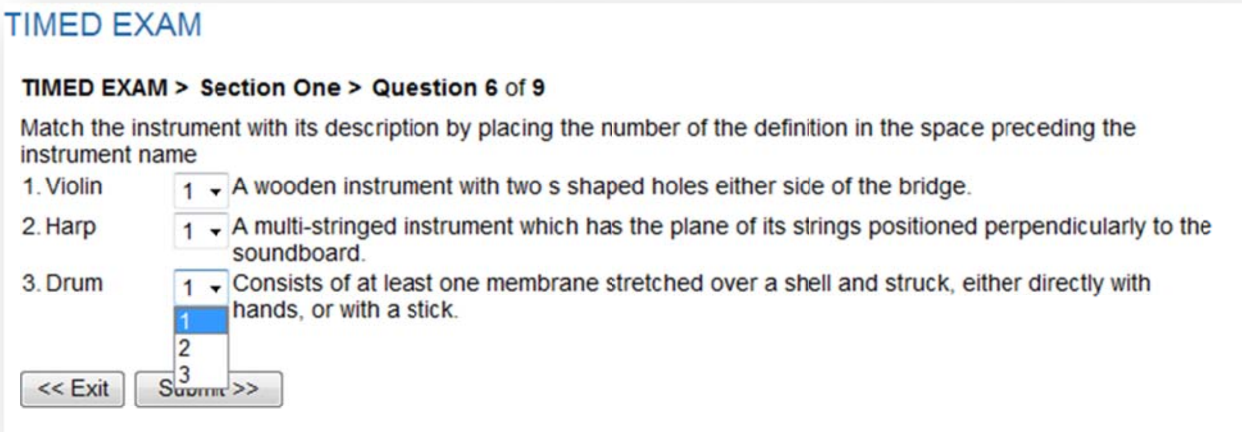
Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

Add Option: Click this button to create more matches.

Remove Option: To remove one of the matches, click the match you want to remove and then click the Remove Option button.

Create Matches:

- Next to each number at the bottom, type in the text for an item that will be matched.
- Select a number from the dropdown menu. This number will be what the participant selects for the correct match.
- To the right side of the number, type in the answer text for the correct match.
- Below is an example of how this question would look for the participant. The participant needs to select a number from the dropdown menu to match the answers on the right to the correct numbered questions on the left.

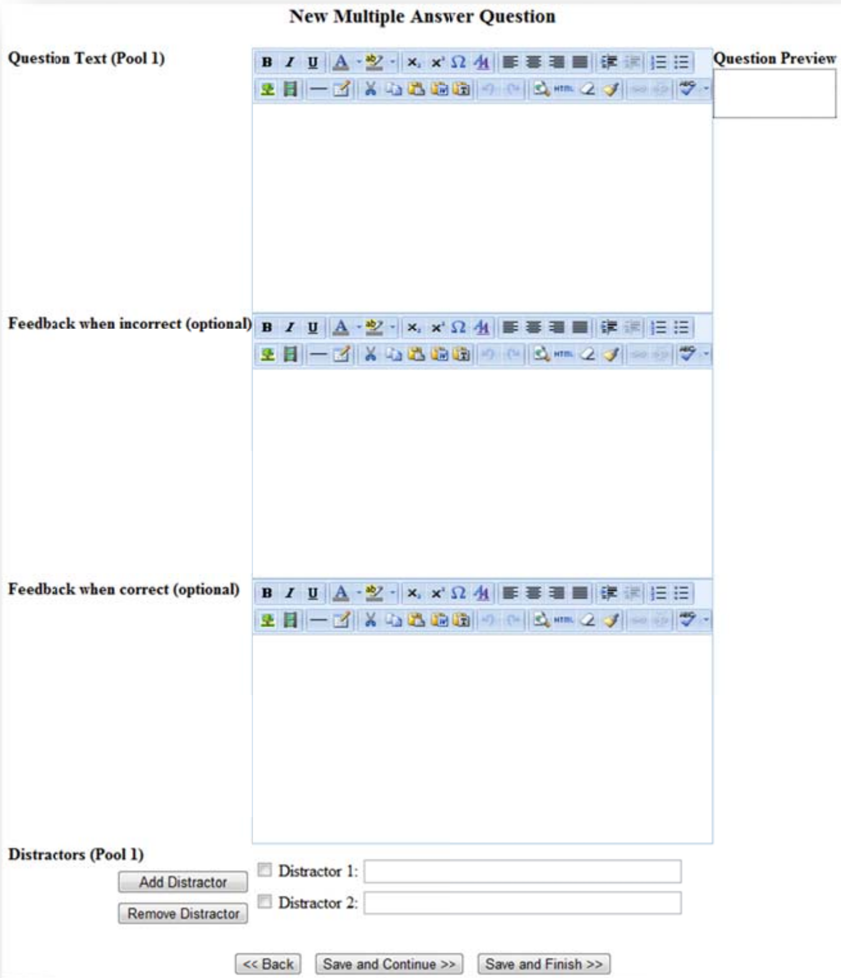


Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another matching question.

Save and Finish: This button will save the question and return you to the manage questions page.

Create Multiple Answer Questions



Multiple answer questions allow participants to choose more than one answer. There is only one correct answer to this type of question since partially correct answers are considered incorrect. First, follow the steps under Create Evaluation Questions.

Question Text: Use the publishing window to design the question using whatever text and supporting files you want.

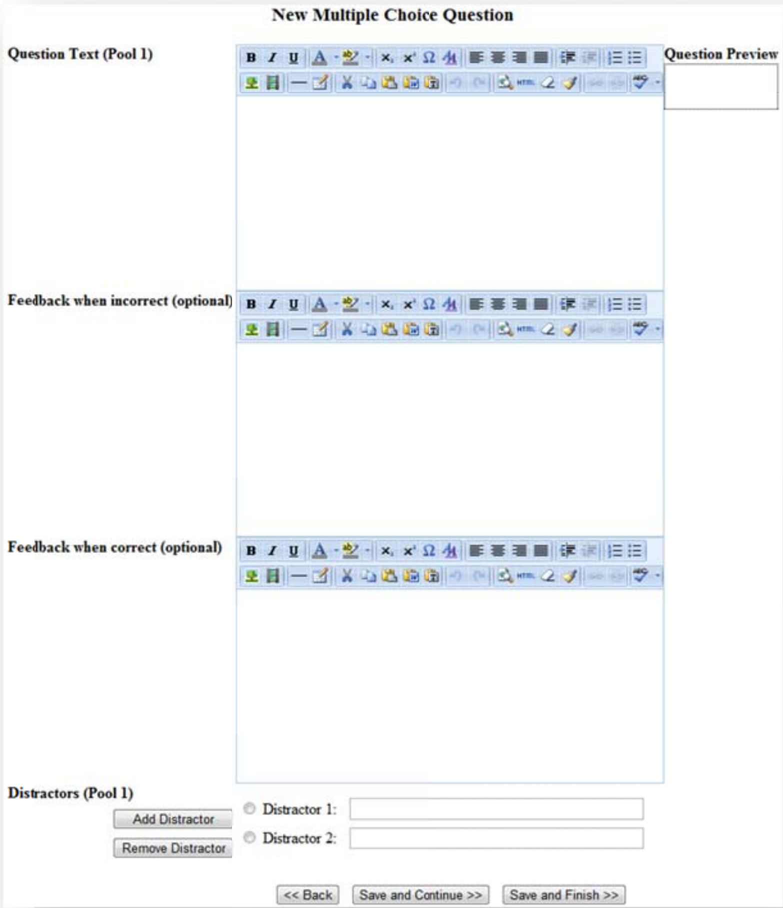
Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

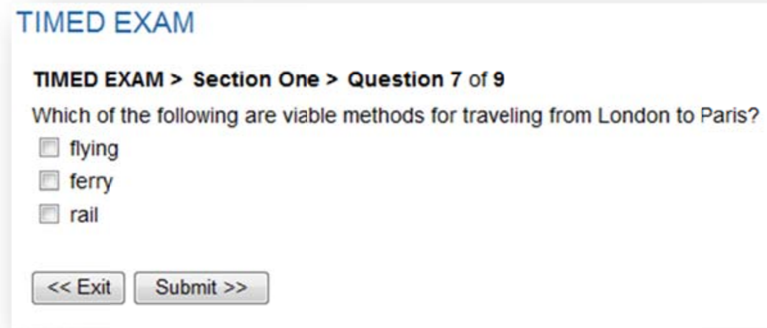
Distractors: Distractors are the list of answers offered as choices for the participant. For the answers that are correct selections, ensure that the box in front of the distractor is checked.

- Add Distractor: click this button to add another answer option.
- Remove Distractor: To remove an option, click the option you want to remove and then click the Remove Distractor button.

Question Preview: The box at the top right shows you how the question will look to the participant.

Here is an example of how this question would look for the participant. The participant needs to select each item that correctly answers the question.





Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another multiple answer question.

Save and Finish: This button will save the question and return you to the manage questions page.

Create Multiple Choice Questions

In Multiple choice questions, participants must select the correct answer from several offered choices. There is only one correct answer to this type of question since all items that are correct must be selected. First, follow the steps under Create Evaluation Questions.

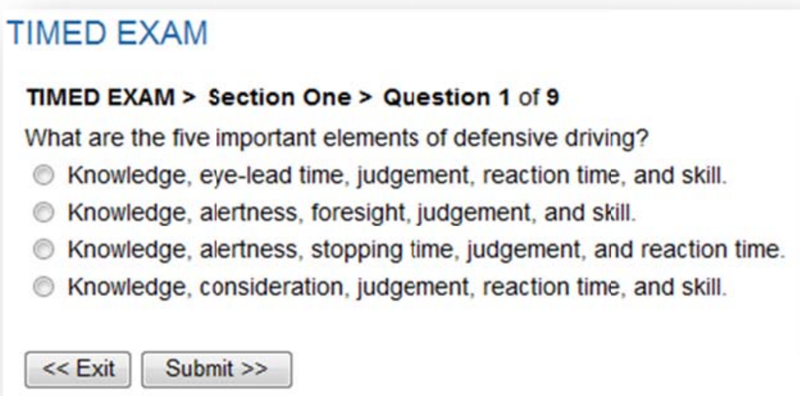
Question Text: Use the publishing window to design the question using whatever text and supporting files you want.

Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

Distractors: Distractors are the list of answers offered as choices for the participant. For the answers that are correct selections, ensure that the radial buttons in front of the distractors are selected.

- Add Distractor: click this button to add another answer option.
- Remove Distractor: To remove an option, click the option you want to remove and then click the Remove Distractor button.

Question Preview: The box at the top right shows you how the question will look to the participant. Here is an example of how this question would look for the participant. The participant needs to select the one correct answer.



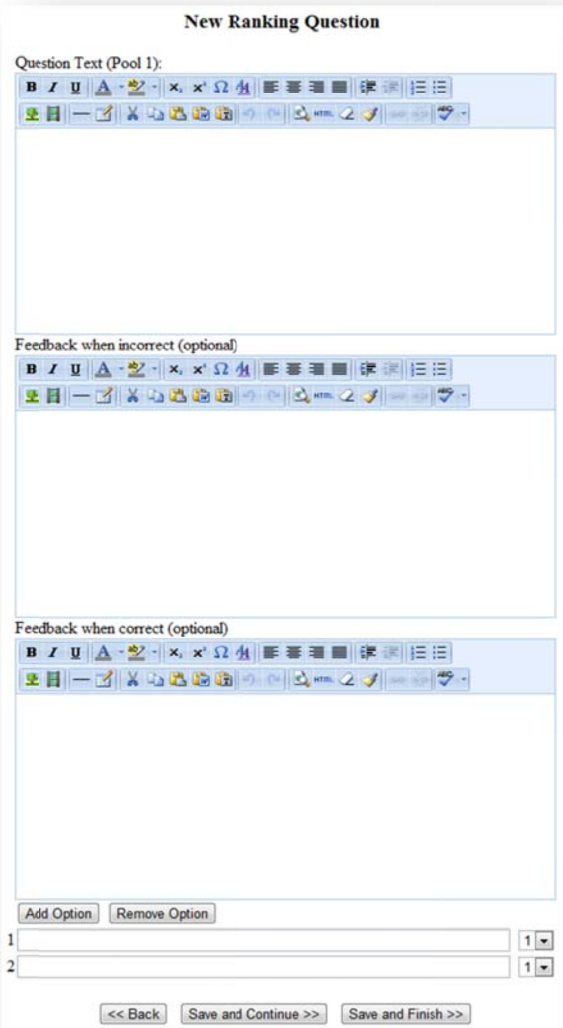
Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another multiple choice question.

Save and Finish: This button will save the question and return you to the manage questions page.

Create Ranking Questions

A ranking question requires participants to put all items in the correct rank. There is only one correct answer to this type of question since all items must be correctly ordered. First, follow the steps under Create Evaluation Questions.



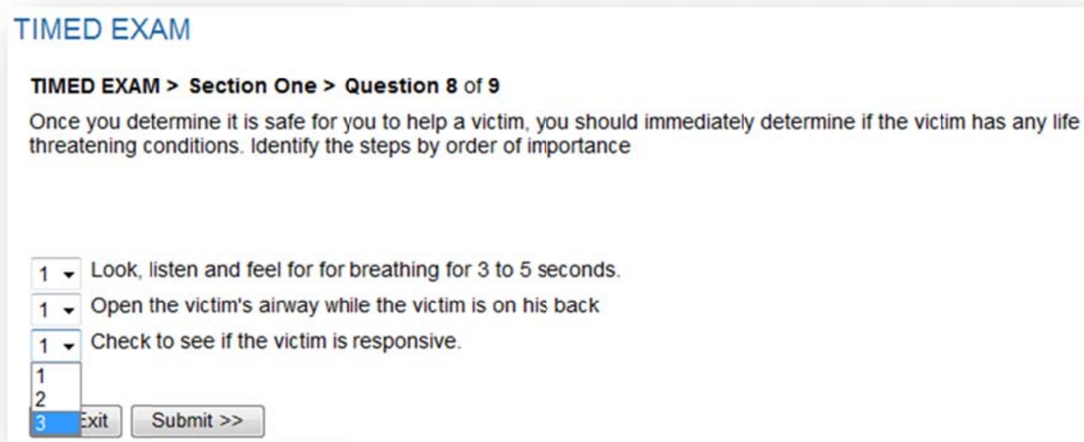
Question Text: Use the publishing window to design the question using whatever text and supporting files you want.

Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

Add Option: Click this button to create more items to rank.

Remove Option: To remove one of the items, click the item you want to remove and then click the Remove Option button.

Here is an example of how this question would look for the participant. The participant needs to select a number to represent the order in which these items should occur.



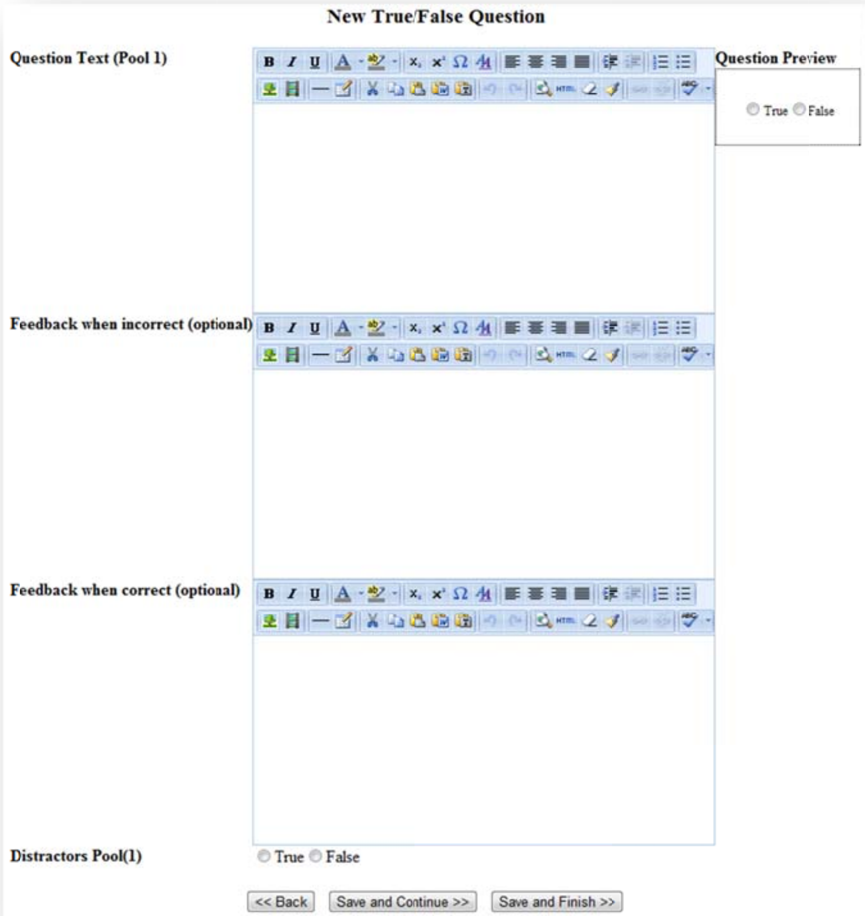
Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another ranking question.

Save and Finish: This button will save the question and return you to the manage questions page.

Create True or False Questions

True or false questions force a participant to choose one of only two possible answers: true or false. There is only one correct answer to this type of question since only one statement is the correct answer. First, follow the steps under Create Evaluation Questions.



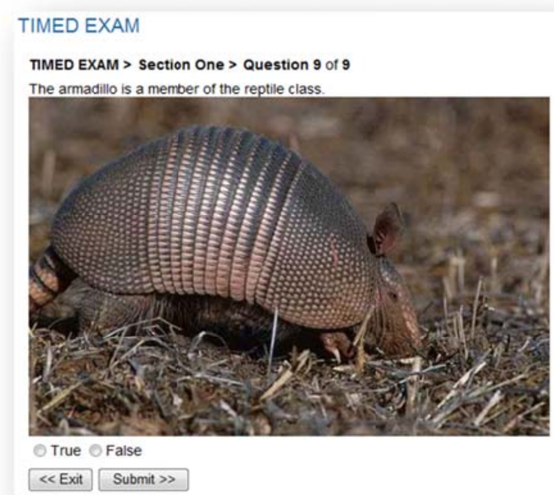
Question Text: Use the publishing window to design the question using whatever text and supporting files you want.

Feedback: - use the publishing windows to write optional feedback for correct and incorrect answers.

Distractors: Distractors are the list of answers offered as choices for the participant. For the answer that is the correct selection, ensure that radial button in front of the distractor is selected.

- Add Distractor: click this button to add another answer option.
- Remove Distractor: To remove an option, click the option you want to remove and then click the Remove Distractor button.

Question Preview: The box at the top right shows you how the question will look to the participant. Here is an example of how this question would look for the participant. The participant needs to select the one correct answer.



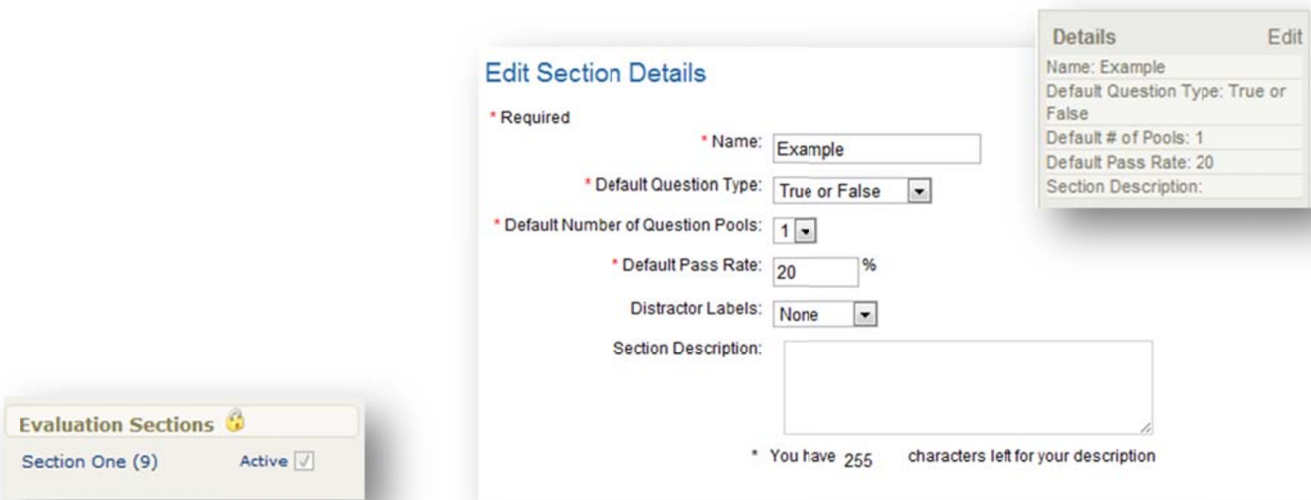
Back: This button will return you to the manage questions page without saving the question.

Save and Continue: This button will save the question and immediately let you create another true or false question.

Save and Finish: This button will save the question and return you to the manage questions page.

8.3 Edit Section Details

In the right hand side of the evaluation, click the name of the section that you wish to edit. Click **Edit i**n the details column on the right hand side of the section. This will open the edit section details page showing the initial settings that were selected when the section was created. See the Create an Evaluation Section for details about the fields on this screen.



8.4 Edit Evaluation Questions

Click on the name of the evaluation section that you want to edit questions for. This will open the manage questions window. Click the Edit link next to the question you want to edit. This will open the edit page for the question. Make your changes and then save them.

Save: Save your changes and return to the manage questions page.

Cancel: Returns you to the manage questions page without saving your changes.

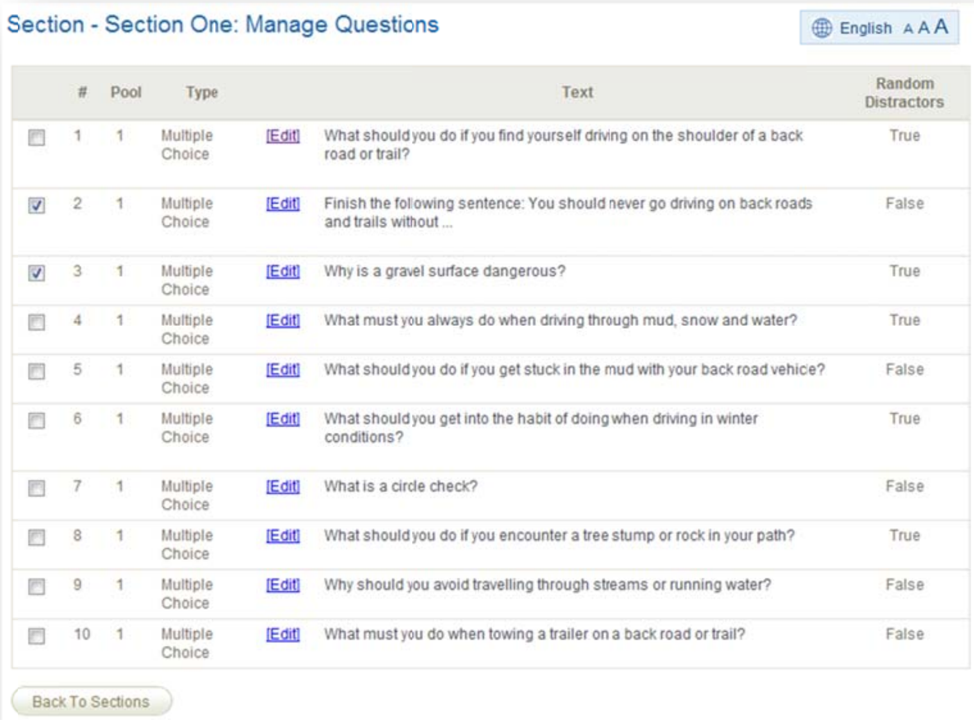
Manage Additional Information: Create a link to another relevant file within the product that participants will see linked at the bottom of the question.

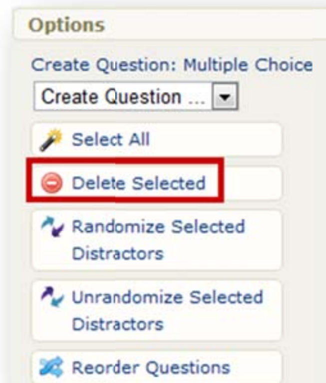
8.4.1 Manage Additional Information

When you edit an evaluation question, you also have the option of uploading additional materials, such as a video file to the question itself. Doing so will create a link to another relevant file within the product that participants will see linked at the bottom of the question. You can upload any file that is in your media library. Enter a title for the file, select if from the dropdown menu and then click the add link on the right. Make sure to click the active box so your Participants can see it – items that are not active will not be visible. To remove a file that has been uploaded, simply click the delete link that corresponds with the file. You do not have to click save to update the Manage Extra Content area.

8.4.2 Delete Evaluation Questions

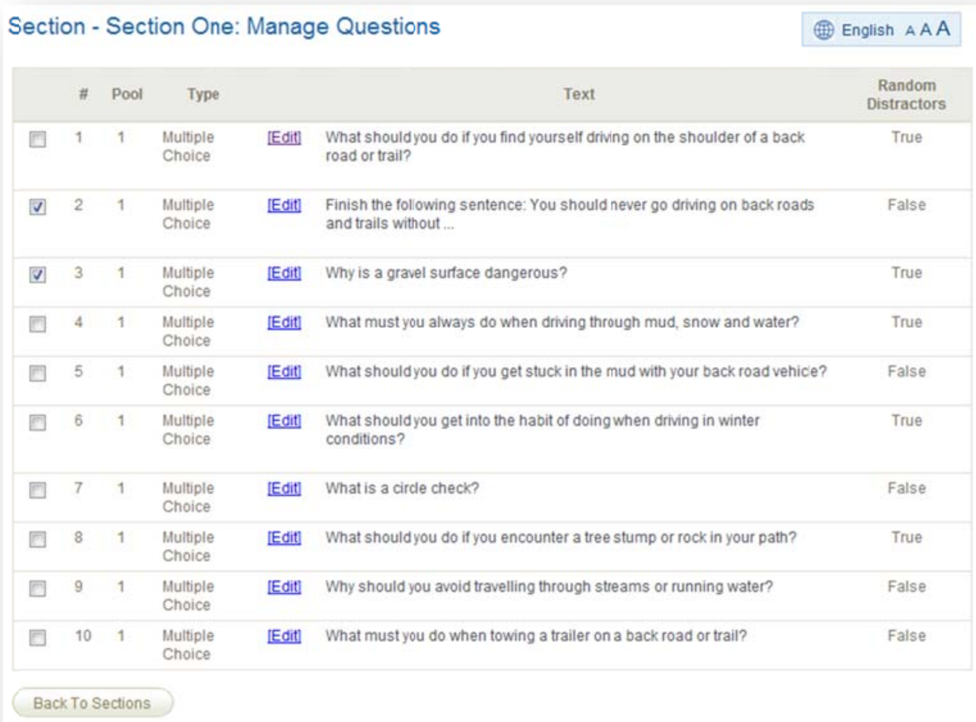
Click on the name of the evaluation section that you want to edit questions for. This will open the manage questions window. Select the questions you wish to delete using the checkboxes and then click **Delete Selected** from the options menu.





8.4.3 Randomize Evaluation Questions

If you have created multiple pools, every question variation in that pool will have the same order number, but only one of them will randomly present during the evaluation. Instructions to randomize the order in which the questions are presented are later in this chapter under Managing Evaluation Section Questions.

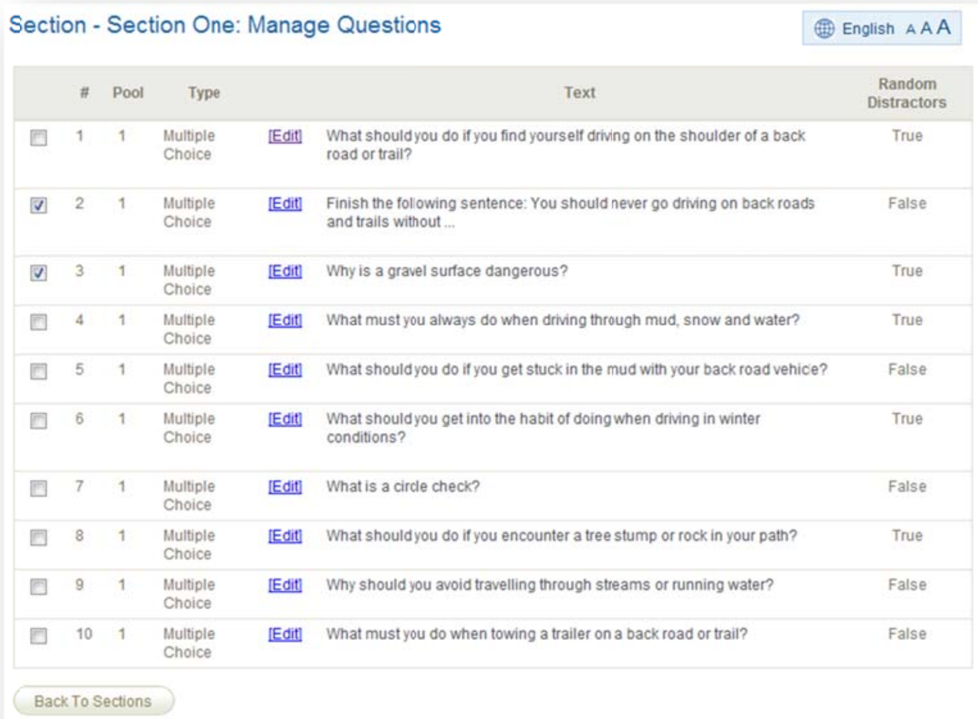

Section - Section One: Manage Questions

	#	Pool	Type		Text	Random Distractors
☐	1	1	Multiple Choice	[Edit]	What should you do if you find yourself driving on the shoulder of a back road or trail?	True
☑	2	1	Multiple Choice	[Edit]	Finish the following sentence: You should never go driving on back roads and trails without ...	False
☑	3	1	Multiple Choice	[Edit]	Why is a gravel surface dangerous?	True
☐	4	1	Multiple Choice	[Edit]	What must you always do when driving through mud, snow and water?	True
☐	5	1	Multiple Choice	[Edit]	What should you do if you get stuck in the mud with your back road vehice?	False
☐	6	1	Multiple Choice	[Edit]	What should you get into the habit of doing when driving in winter conditions?	True
☐	7	1	Multiple Choice	[Edit]	What is a circle check?	False
☐	8	1	Multiple Choice	[Edit]	What should you do if you encounter a tree stump or rock in your path?	True
☐	9	1	Multiple Choice	[Edit]	Why should you avoid travelling through streams or running water?	False
☐	10	1	Multiple Choice	[Edit]	What must you do when towing a trailer on a back road or trail?	False

Evaluation questions are assigned an automatic number as you create them. This is the default order in which they are presented during an evaluation. This is indicated by the # column as shown below. You can instead choose to have the questions presented in a random order. Click on the name of the evaluation section that you want to edit questions for. This will open the manage questions window. Select the questions you wish to randomize using the checkboxes and then click Randomize Selected from the Options menu.

8.4.4 Unrandomize Evaluation Questions

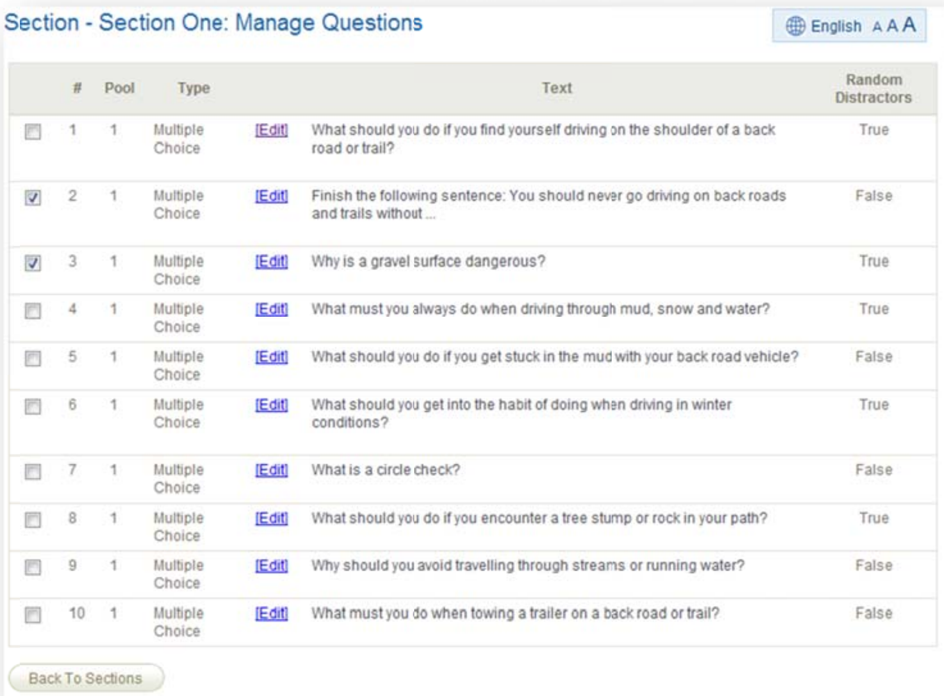
Click on the name of the evaluation section that you want to edit questions for. This will open the manage questions window. Select the questions you wish to unrandomize using the checkboxes and then click **Unrandomize Selected** from the options menu. This will present the question in the default order indicated by the # column as shown below.



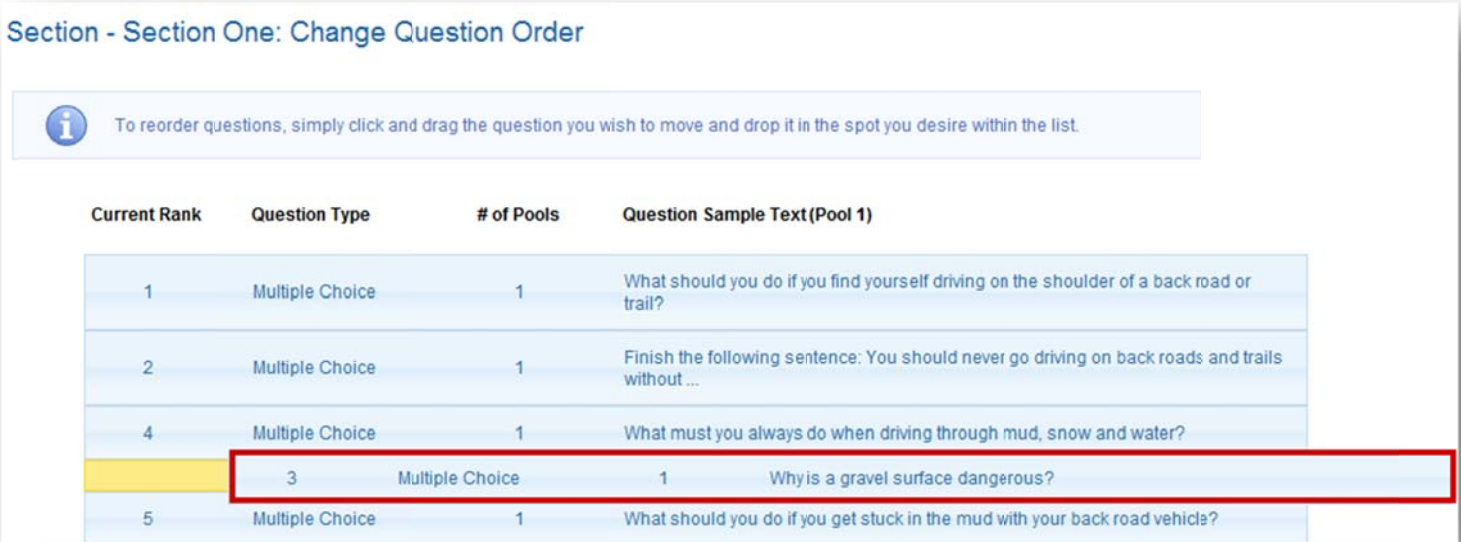
	#	Pool	Type		Text	Random Distractors
☐	1	1	Multiple Choice	[Edit]	What should you do if you find yourself driving on the shoulder of a back road or trail?	True
☑	2	1	Multiple Choice	[Edit]	Finish the following sentence: You should never go driving on back roads and trails without ...	False
☑	3	1	Multiple Choice	[Edit]	Why is a gravel surface dangerous?	True
☐	4	1	Multiple Choice	[Edit]	What must you always do when driving through mud, snow and water?	True
☐	5	1	Multiple Choice	[Edit]	What should you do if you get stuck in the mud with your back road vehice?	False
☐	6	1	Multiple Choice	[Edit]	What should you get into the habit of doing when driving in winter conditions?	True
☐	7	1	Multiple Choice	[Edit]	What is a circle check?	False
☐	8	1	Multiple Choice	[Edit]	What should you do if you encounter a tree stump or rock in your path?	True
☐	9	1	Multiple Choice	[Edit]	Why should you avoid travelling through streams or running water?	False
☐	10	1	Multiple Choice	[Edit]	What must you do when towing a trailer on a back road or trail?	False

8.4.5 Reorder Questions

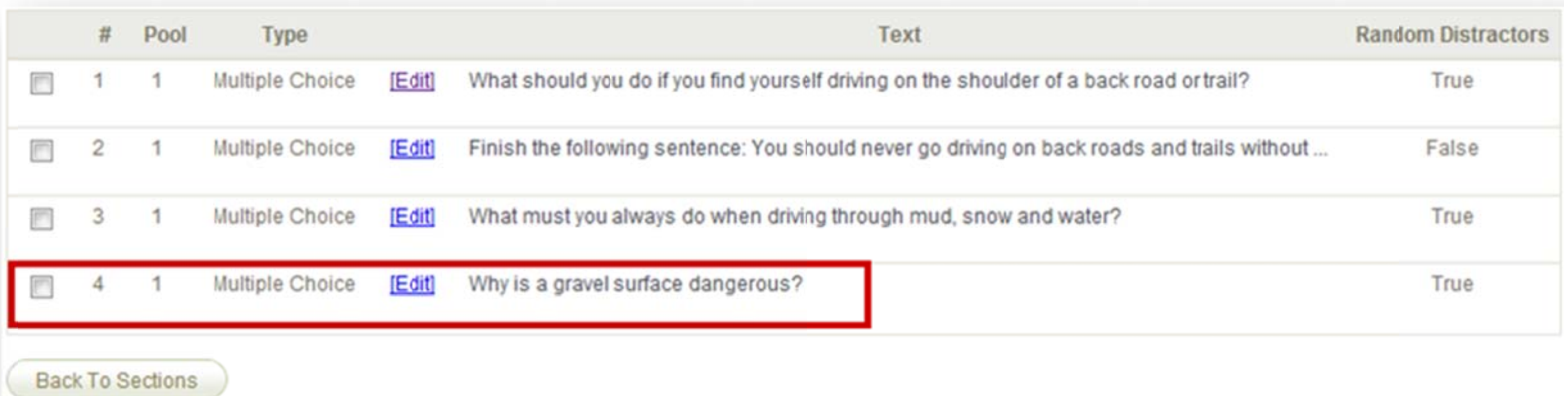
Click on the name of the evaluation section that you want to reorder questions in to open the manage questions page. Select the questions you wish to reorder by using the checkboxes and then click **Reorder Questions** from the options menu.



This will open a “Change Question Order” page where you can click and drag the question you wish to move and drop it into a new spot within the list.

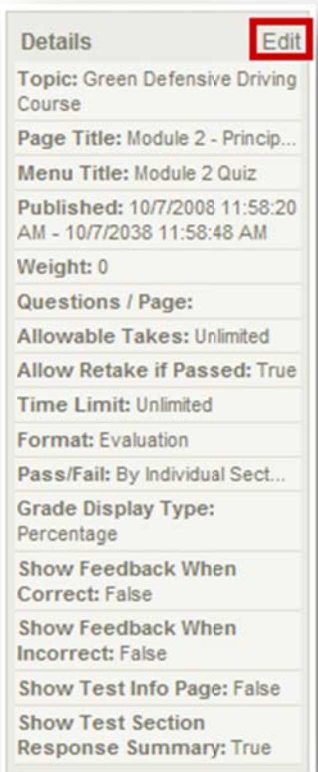


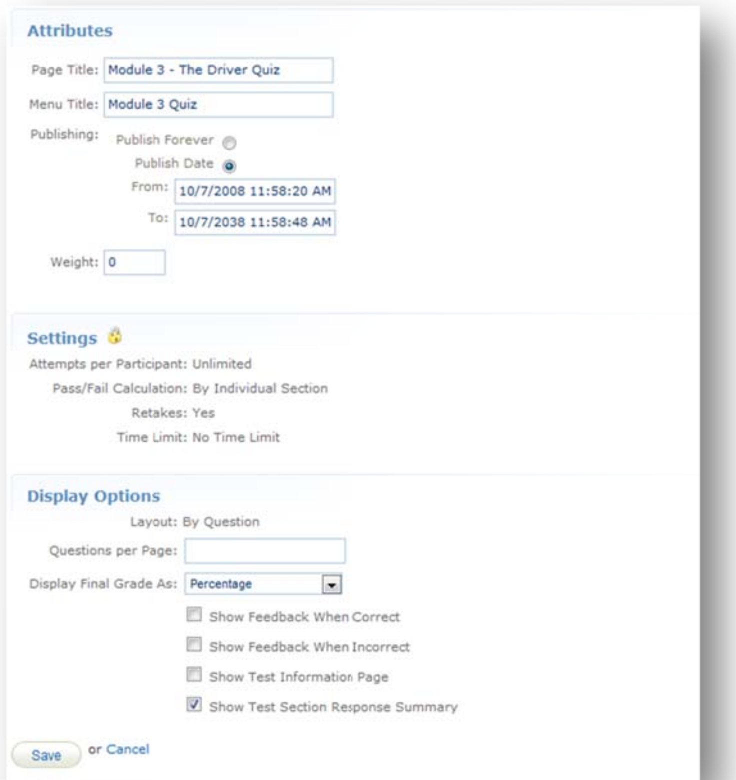
You can reset your changes before you save or press the back button to return to the manage questions page without making the changes. Once you click save, you will see from the manage questions page that the question is now moved to the new order.



8.5 Edit Evaluation Details

You can change the details of how an evaluation is set up by clicking the Edit link in the Details menu from any evaluation. This will open the Attributes page where you can make changes and then save them.

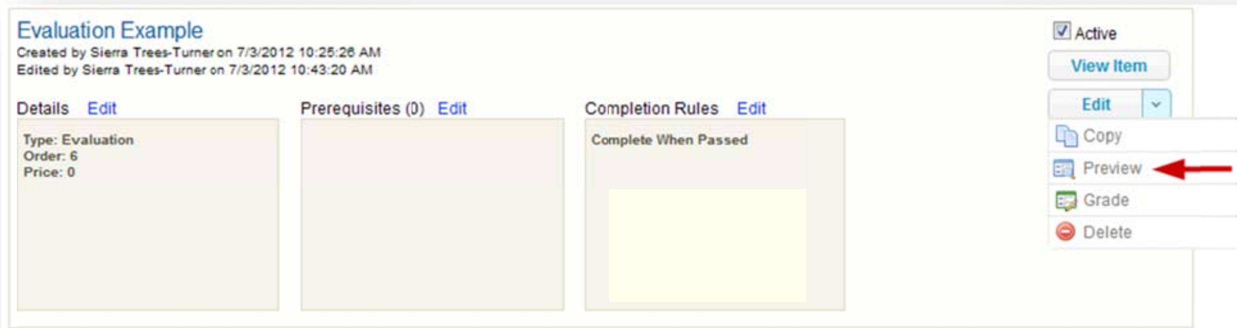




The layout option is not shown from Edit Details. This is because the layout cannot be edited after initial creation as it would affect anyone currently undergoing the evaluation.

8.6 Preview your Evaluation

Open the product in which you would like to preview an evaluation and navigate to the manage assets page. Click **Preview** for the evaluation.



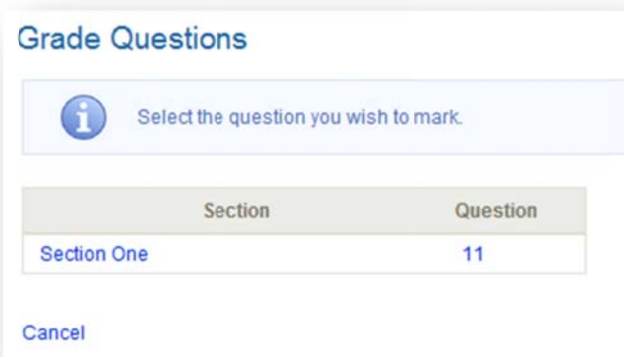
This will open a page that lists the questions in order, the answer options and an indication of the correct answer as well as correct and incorrect feedback.

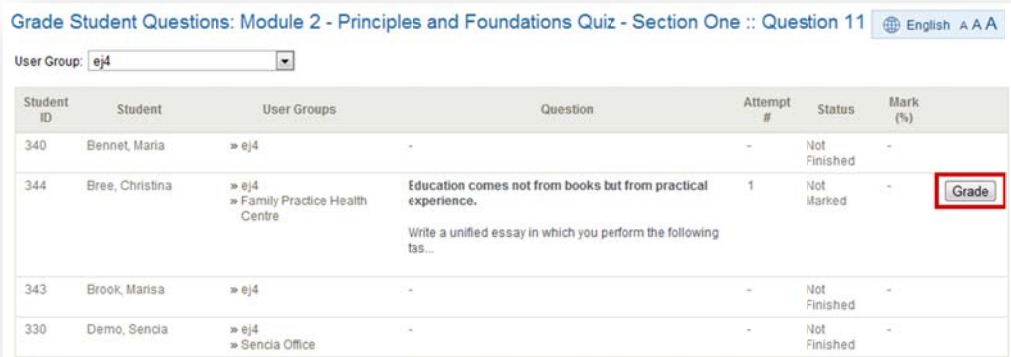
Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
1	1	Multiple Choice	What are the five important elements of defensive driving?	[x] Knowledge, alertness, foresight, judgement, and skill. [ ] Knowledge, alertness, stopping time, judgement, and reaction time. [ ] Knowledge, consideration, judgement, reaction time, and skill. [ ] Knowledge, eye-lead time, judgement, reaction time, and skill.	What are the five important elements of defensive driving?	**Great work!** Defensive driving consists of these five elements.
2	1	Multiple Choice	What is a typical parking lot hazard?	[ ] Scraping other parked vehicles while entering a tight parking spot. [ ] Hitting a moving vehicle while getting out of a parking spot. [ ] Collisions with pedestrians. [x] All answers are correct.	What is a typical parking lot hazard?	**Great work!** These are all typical parking lot hazards. When in a parking lot, remember to always back into the parking space.

8.7 Grade Questions

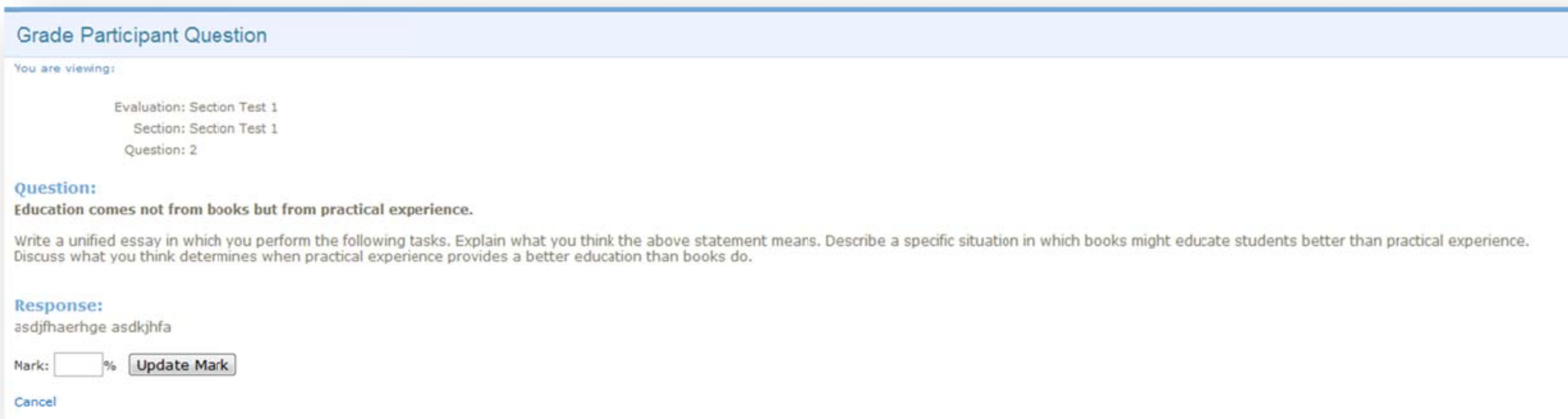
This option is used to grade essay questions (essay questions cannot be automatically graded by the system) or by site managers who need to override a participant's answer. Open the product in which you would like to grade an evaluation and navigate to the manage assets page. Click **Grade** for the evaluation that contains the questions you wish to grade.

Select the question you wish to grade to open the Grade Student Questions page. Here you can grade the same question for all of the participants. To the far right of the participant's name, press the Grade button.



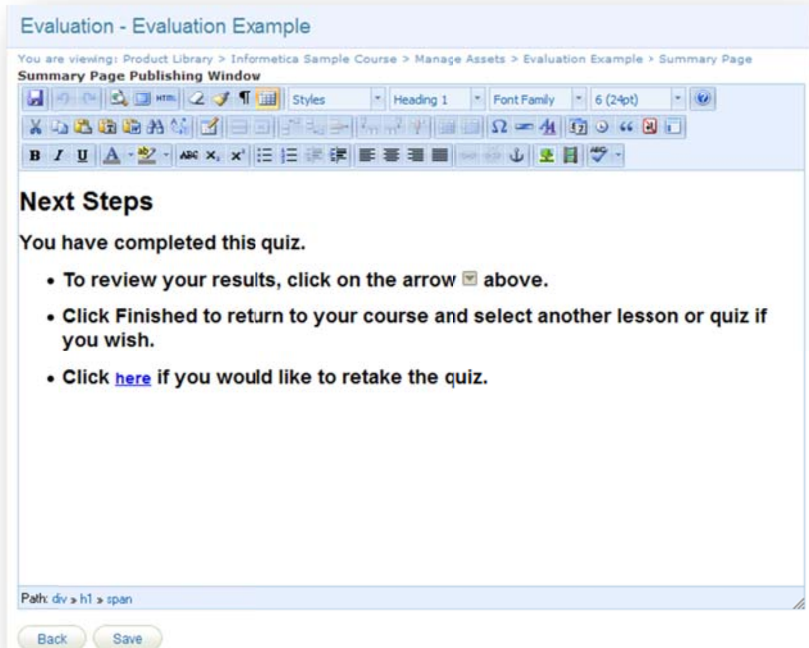


This will open the "Grade Participant Question" page. Enter a grade for the question in the Mark field and then click **Update Mark**. You can **Cancel** to go back to the list of participants for this question.

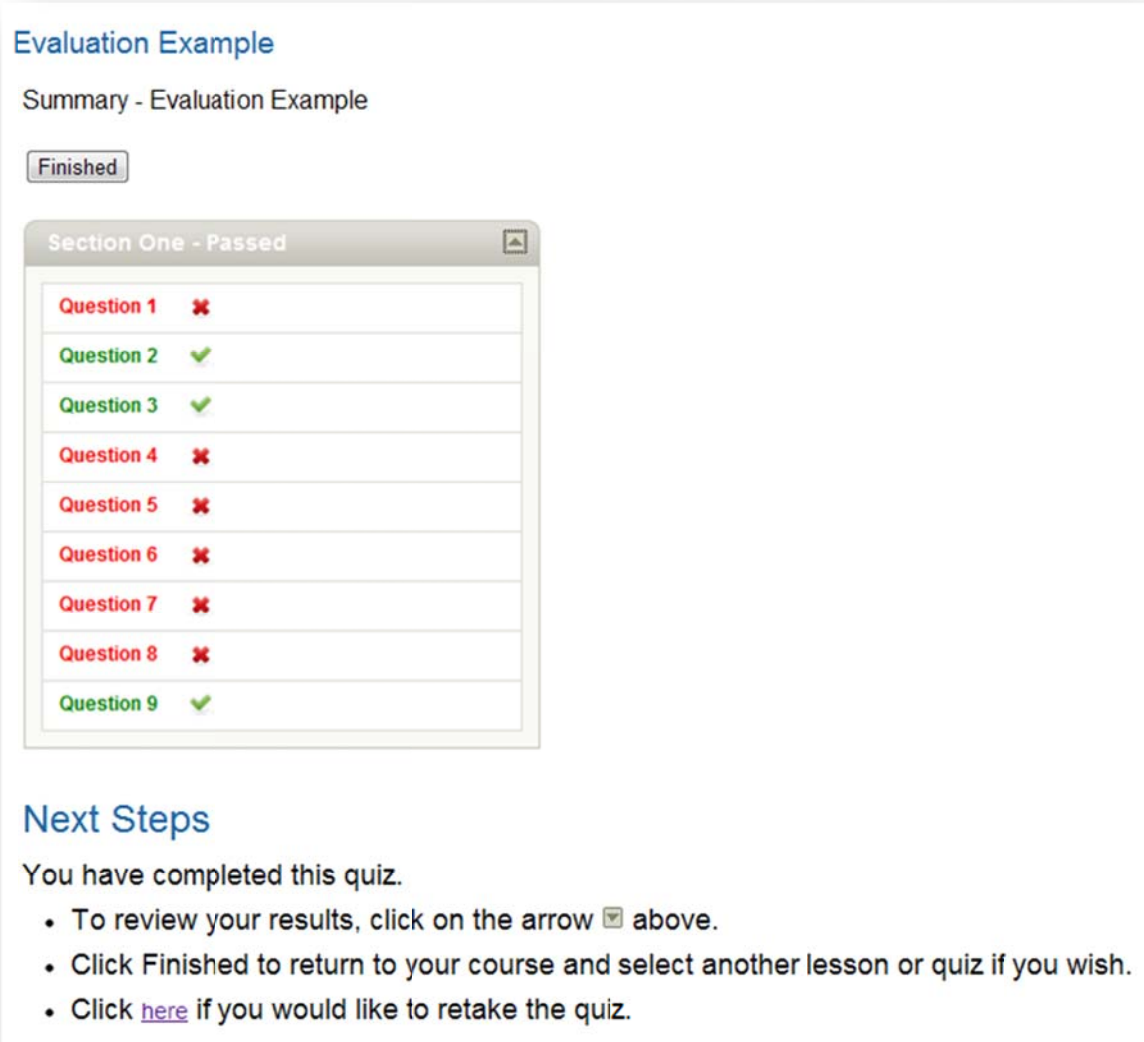


8.8 Create an Evaluation Summary

The optional evaluation summary page appears after the participant has completed all of the evaluation questions. Navigate to the manage assets page and open the evaluation you wish to create a summary for. Click **Summary Page** in the properties menu. This will open a publishing window where you can design the text and content you want the participants to see after they have completed the evaluation. Click save to save the summary and return to the manage assets page or click cancel to return to the manage assets page without saving the summary.



Below is an example of how a participant would see this. The text at the bottom is what was entered into the publishing window. The summary above shows when the option to Show Test Section Response Summary is selected when the evaluation was created.

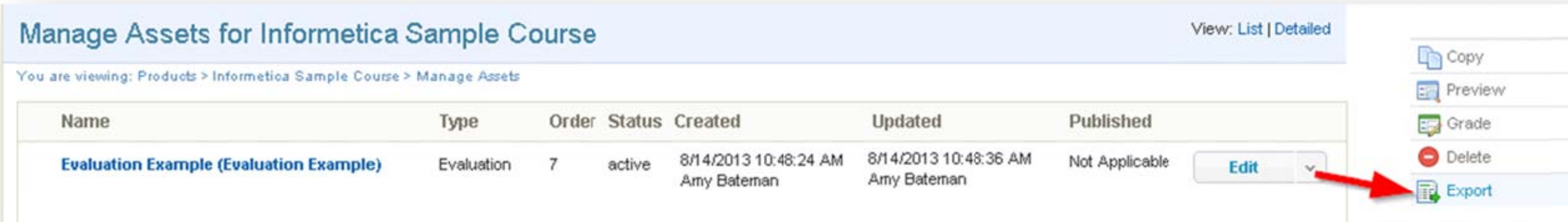


The customized summary area is a great place to let your participants know what their next steps should be after completing the evaluation.

8.9 Question Export

This option is available to Site Managers, Campus Admins, and Publishers

You can opt to export your multiple choice questions into QTI format so that they can be reused in other systems that support QTI.



1. From the manage assets page, select the down arrow on the **Edit** button for the evaluation you would like to export.
2. Select **Export.**
3. When the confirm window appears, **Save** the resulting XML file.

QTI is an industry standard that uses XML to store question and answer data in a format that can be imported into multiple applications such as learning management systems.

Some factors to consider when using the QTI Export tool:

- QTI Export only supports multiple choice questions. If you export a test with multiple question types, the QTI file will only contain the multiple choice questions.
- QTI Export does not consider pools. All questions are exported as a unique question whether they are in pools or not.
- An XML File is generated upon QTI Export and can be imported into Prova Tests.

9. Prova Tests

Topics Covered In This Chapter

Prova tests can be used to determine a participant's knowledge of the content that you have provided. There are 7 different types of questions that can be used to create a test: essay, fill in the blank, matching, multiple answer, multiple choice, ranking, and true or false. Informetica can automatically grade every type of question in a test except for essays. Informetica's testing engine lets you create and edit tests or quizzes, applying the rules you need for a successful training and/or certification environment. You are able to apply passing grades, prerequisites, weights, randomize answer options, create question pools, test by section or by question, give feedback for correct and incorrect answers, offer a variety of question types and you are able to incorporate audio, video, graphics, external and internal links and more.

Prova tests are created and edited in a **draft mode** that is not available until a test is published and appear as drafts on the manage assets page.

Name	Type	Order	Status	Created	Updated	Published	
Sencia Staff Trivia (Sencia Staff Trivia)	Prova Evaluation	1	draft	7/13/2012 8:49:13 AM Sierra Trees-Turner	2/1/2013 10:05:48 AM Amy Bateman	Unpublished Draft	Edit

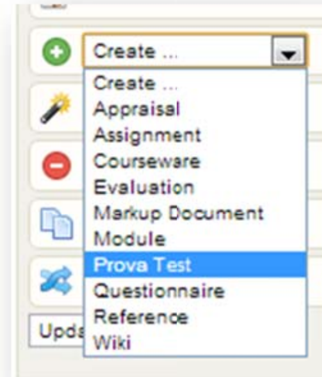
When participants submit a page of questions, the system will automatically detect if any questions were left blank and prompt the participant to enter an answer.

9.1 Create a New Test

To fully create a Prova test you will need to complete the following steps:

- Step 1 • Create a test
- Step 2 • Create questions
- Step 3 • Assign questions to sections
- Step 4 • Publish the test

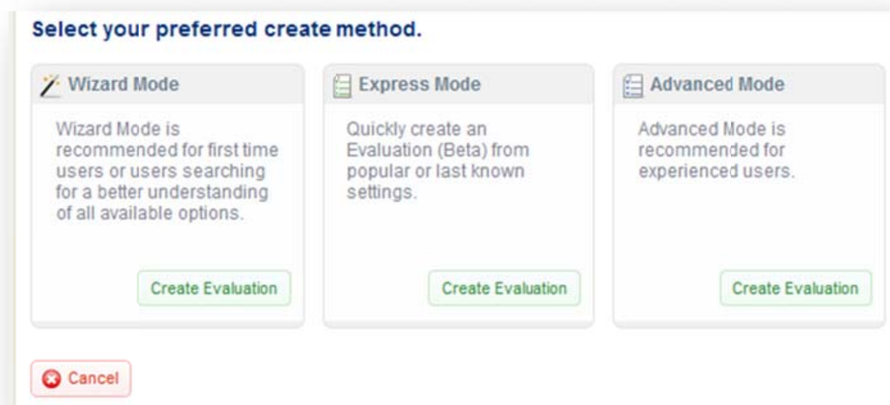
From the manage assets pages, click **create** from the options menu. Select **Prova Test** from the dropdown menu to open the create test page. You can proceed using the wizard mode, express mode, advanced mode.



Wizard Mode: Recommended for first time users or users searching for a better understanding of all available options.

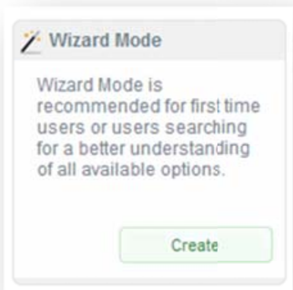
Express Mode: Let's you quickly create a test from popular or last known settings.

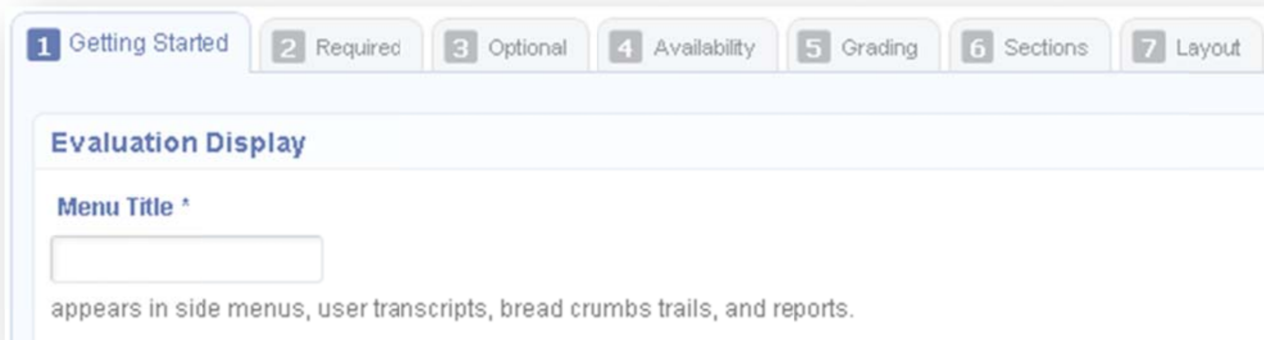
Advanced Mode: Recommended for experienced users, this mode will let you create the entire test manually



9.1.1 Wizard Mode

Wizard mode guides you through a seven step process for creating a test, including one optional step. Click **Create** at the bottom of the wizard mode box. One you have completed a step; click the button on the bottom right or the next numbered tab at the top. The test details you set up while in wizard mode can always be changed from the configuration menu later. Once you have completed the steps, click the **save & continue to questions** button at the bottom of the page in Step7.





See Configuration Options in this chapter for details on each of the configurations.

Step 1 Getting Starting: Give your evaluation a title and some other important display information.

Step 2 Required: Determine how many questions should appear on each test page.

Step 3 Optional: Changing any of these default configurations is completely optional; therefore this step can be skipped, if desired.

Step 4 Availability: Define thing such as number of test attempts and publication dates.

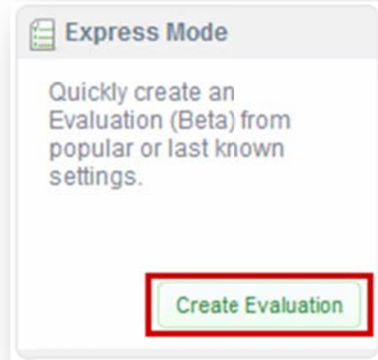
Step 5 Grading: Define the passing grade and how the grade should appear to participants.

Step 6 Sections: Set up more than one question or randomize question order.

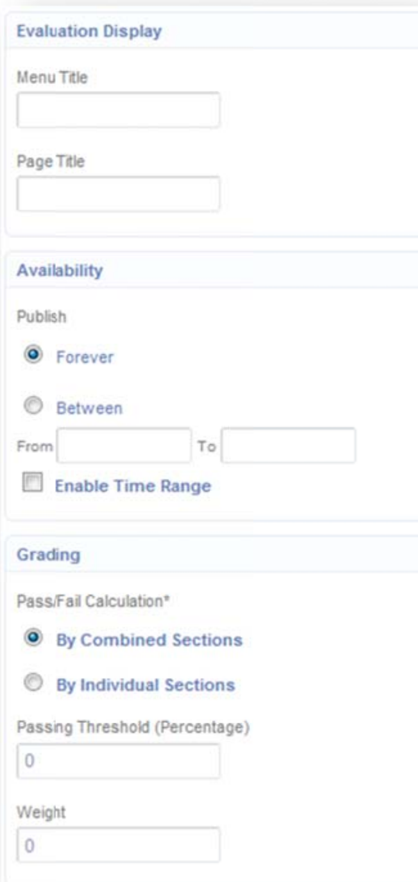
Step 7 Layout: Opt to use graphical design packages or headers and footers.

9.1.2 Express Mode

Express mode has only one simple page of required configurations to set up, and then makes assumptions for many of the details of your test, based on the type of test you select. Click the **create** button at the bottom of the express mode box. The test details you set up while in express mode can always be changed from the configuration menu later. More details about these configurations can be found later in this chapter under configuration descriptions.



Complete the Form



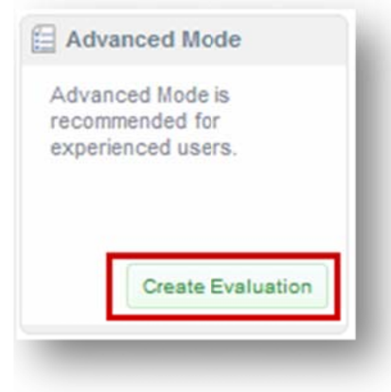
Select the Test Type:

Select the type of quiz you wish to create using the radial buttons at the bottom. Use the green configurations on the left side to help you decide which test type best suits your needs. Remember, the test details you set up while in express mode can always be changed from the configuration menu later. More details about these configurations can be found later in this chapter under configuration descriptions. Click the **save & continue to questions** button at the bottom.

		Practice Quiz	Relaxed	Strict
Display	Navigation	Free	Free	Sequential
	Questions per page	1	5	1
	Number of Sections	1	1	1
Feedback	Instant per question	Yes	No	No
	Section feedback	Yes	No	No
	Final Grade Display	Percentage	Percentage	Complete/Incomplete
Availability	Attempts	Unlimited	3	1
	Allow re-attempt if passed	Yes	Yes	No
	Time limit	None	None	1 Hour
		select	select	select

Test Type	Description
Practice Quiz	Often used so participants can test themselves on the material or to prepare for a final exam. This quiz lets participants know which questions they get correct or incorrect while they take the quiz. They can attempt the quiz again as many times as they desire, whether or not they have already passed it in order to test their preparedness and get better grade percentage.
Relaxed	Is set up so participants have as much time as they need to complete the test. Five questions are shown per page and participants will not know which questions they get correct or incorrect during the exam. The exam can be attempted three times, and can be taken again if it is passed.
Strict	Is set up like a final exam where participants have one hour to complete the questions. The participants will not know which questions they get correct or incorrect during the exam. They can only attempt the exam once and their grade will show as complete or incomplete.

9.1.3 Advanced Mode

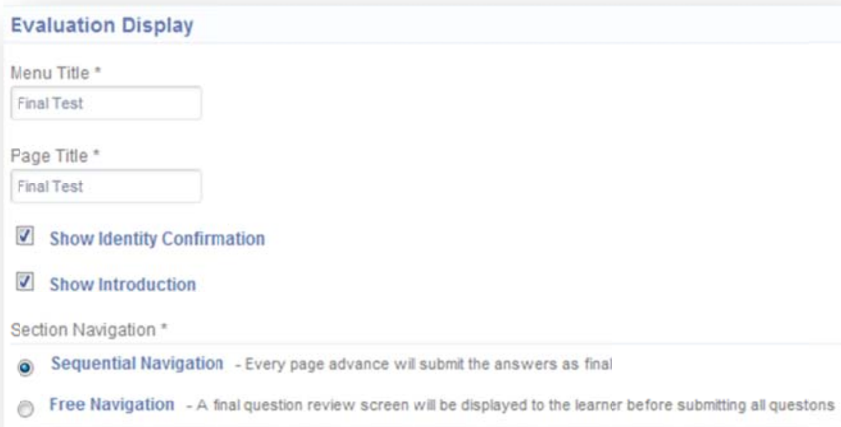


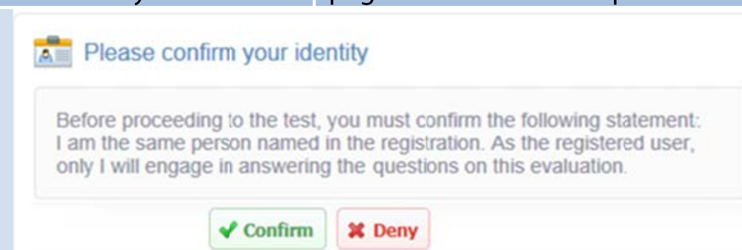
Advanced mode includes all of the test configurations on one page, but instead of using a wizard to help explain and guide you through them, the options are laid out in more of a line list format without additional description. Advanced mode is designed for users who are very familiar with creating tests in Informetica and already know the details of each configuration and how they interact with one another.

Click the **create** button at the bottom of the advanced mode box. More details about the configurations can be found later in this chapter under configuration descriptions. Once you have filled out the form, click the **save & continue to questions** button at the bottom. The test details you set up while in advanced mode can always be changed from the configuration menu later.

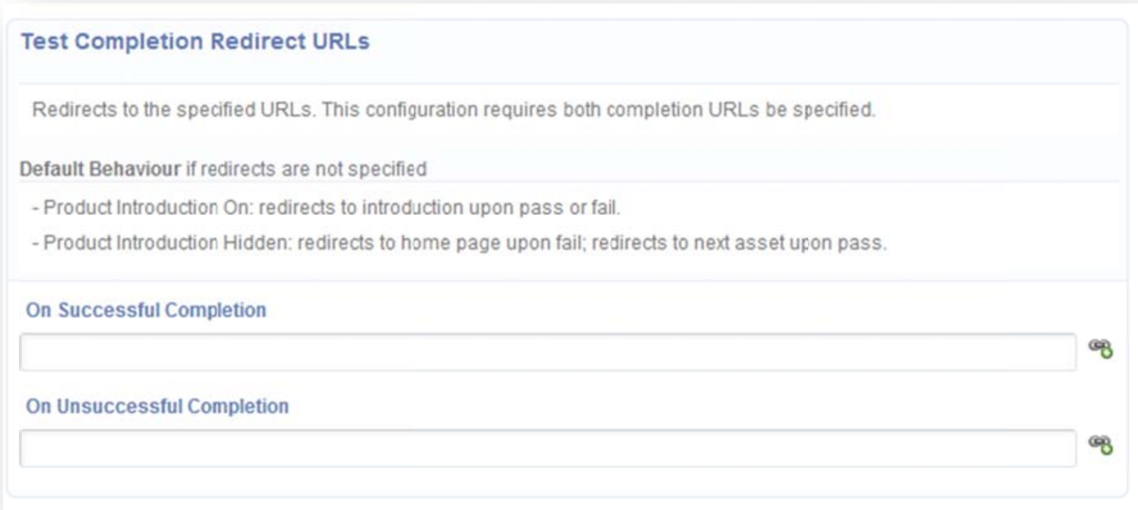
9.1.4 Description of Configuration Options:

Evaluation Display



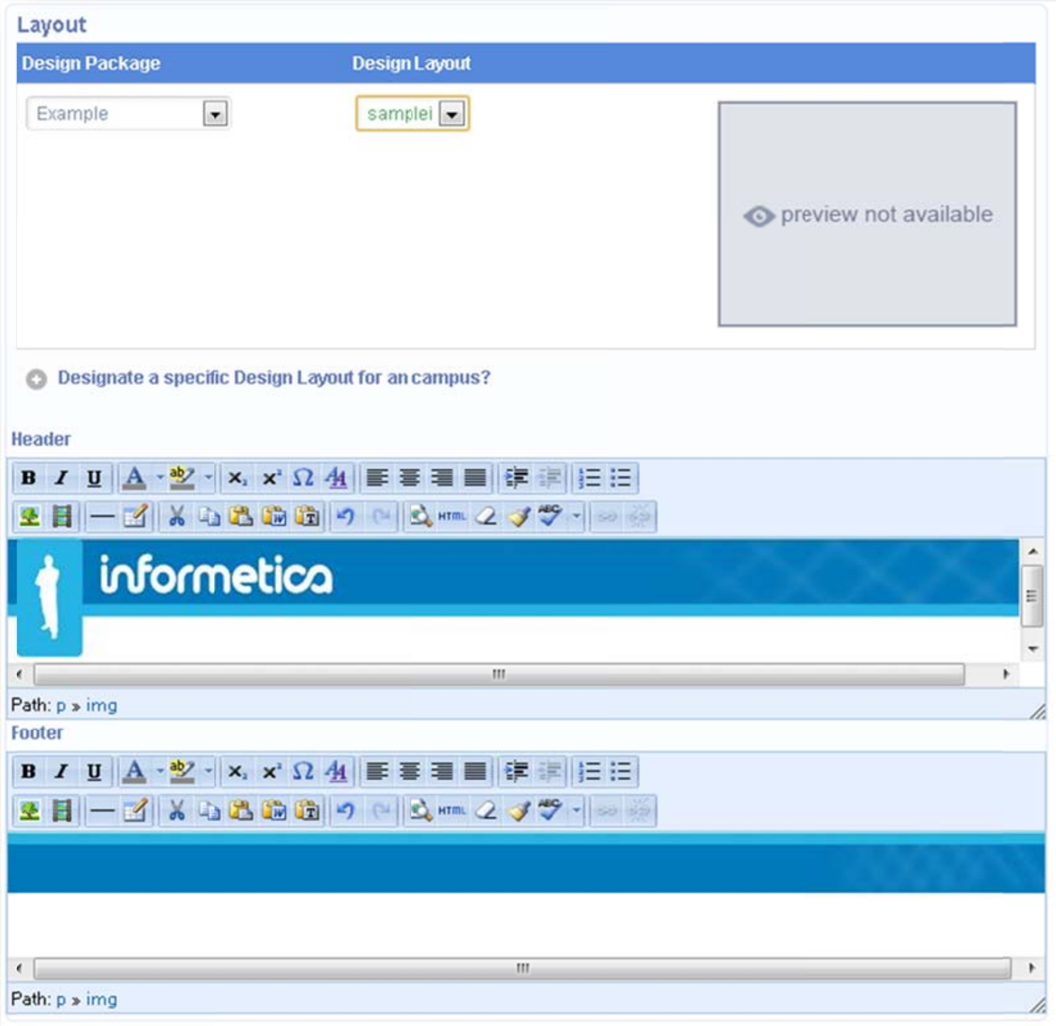
Configuration	Description
Titles	Enter a menu title for the test that will appear in side menus, user transcripts, bread crumb trails, and reports. Menus have limited display areas, so avoid long menu titles that can make displays look cramped and untidy. Enter a page title for the test as it will appear across the top of the page when the test is open.
Show Identity Confirmation	An identity confirmation screen requires participants to verify their identity against the currently logged account before beginning the test. **Deny** will log them out of the system. 
Show Introduction	An introduction page can be displayed to participants before the test questions and can include a custom message, a summary of the total sections and questions, and other feedback, such as the passing threshold.
Sequential Navigation	Select this option to prevent users from returning to a previous page of questions. All questions on the current page must be answered before advancing to the next page and all responses will be saved as a final answer.
Free Navigation	Allow users to return to previous questions within a section, review, and modify their responses before submitting their final answers.

Test Completion Redirect URLs

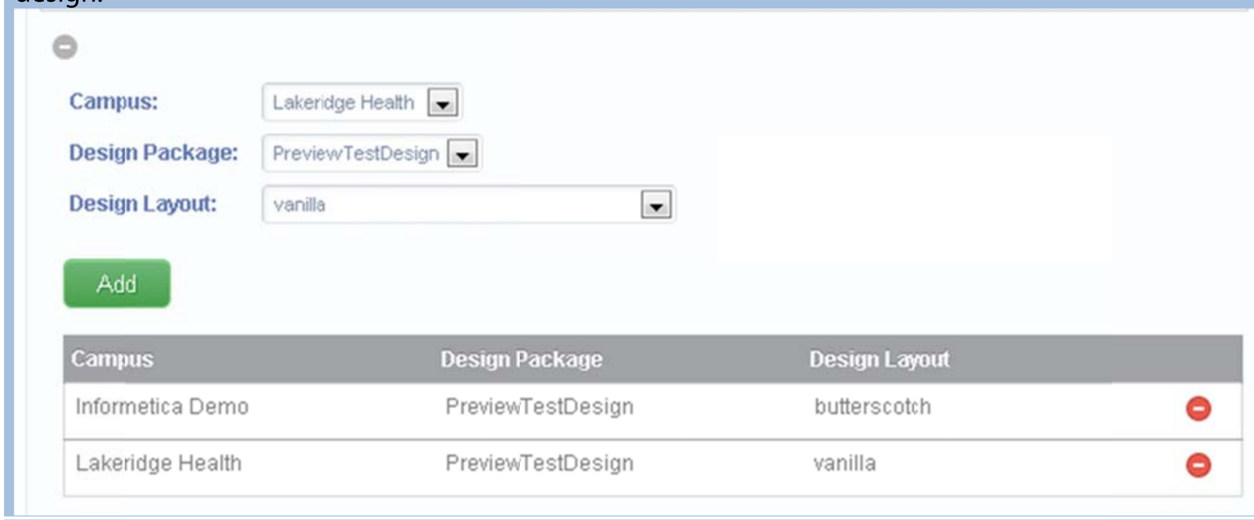


Configuration	Description
On Successful Completion	Enter the URL you would like Informetica to direct the user to upon successful completion of the test or use the link tool to direct the user to a selected page in the LMS.
On Unsuccessful Completion	Enter the URL you would like Informetica to direct the user to upon unsuccessful completion of the test or use the link tool to direct the user to a selected page in the LMS.

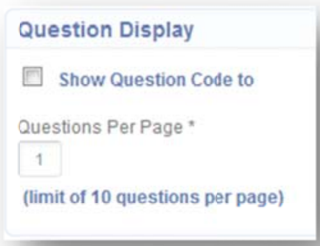
Layout



Layout
Design Package
Design Layout
Example
samplei
preview not available
Designate a specific Design Layout for an campus?
Header
informetica
Path: p » img
Footer
Path: p » img

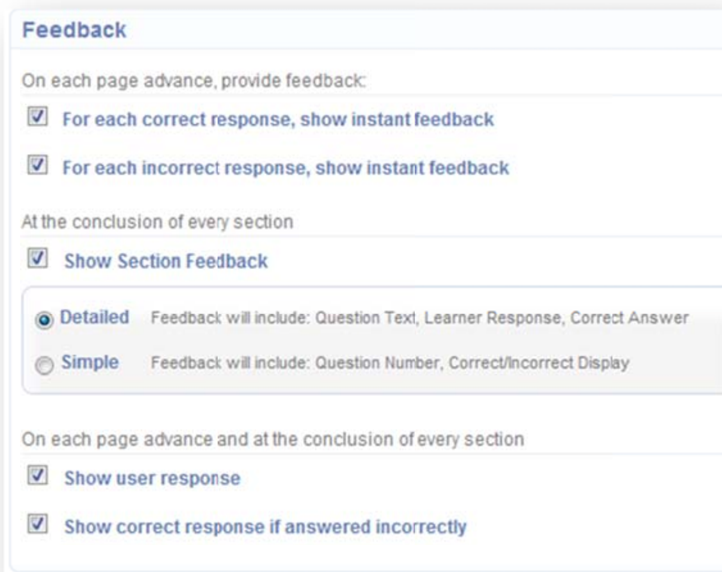
Configuration	Description
Design Package	Select the design package that you would like to apply to this test. For details on creating design packages, visit the Design Packages chapter of this manual.
Design Layout	Select the layout from the design package that you would like to apply to this test. For details on creating design layouts within a design package, visit the Design Packages chapter of this manual.
Designate a Specific Design Layout for a Campus	You can apply separate designs to a specific campus that will override the selection applied in previous steps. • Click the plus symbol to expand the page • Select a campus • Select a design package • Select a design layout • **Add** to save the design to a campus Repeat the process for as many campuses as you like. To remove a campus design, use the **delete** button next to the design. 
Header	This is an optional banner that you can design and then insert onto the top of each test page.
Footer	This is an optional banner that you can design and then insert onto the bottom of each test page.

Question Display



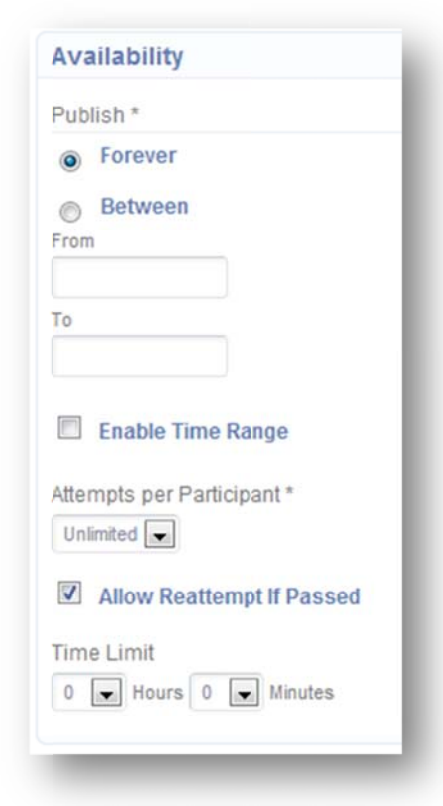
Configuration	Description
Show Question Code	Select to display an identification code for each question to learners. The question author is responsible for providing the identification code for each question. This code is typically used to uniquely reference the question, as question and response randomization options may otherwise obscure question identification.
Questions Per Page	Enter the number of questions you want displayed on each page of the test, up to a maximum of 10 questions per page.

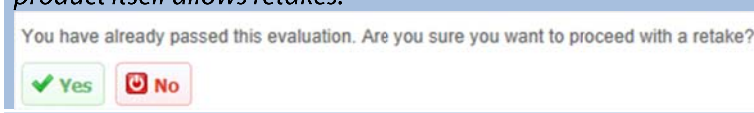
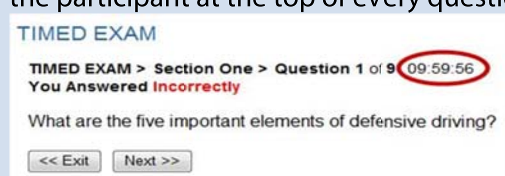
Feedback



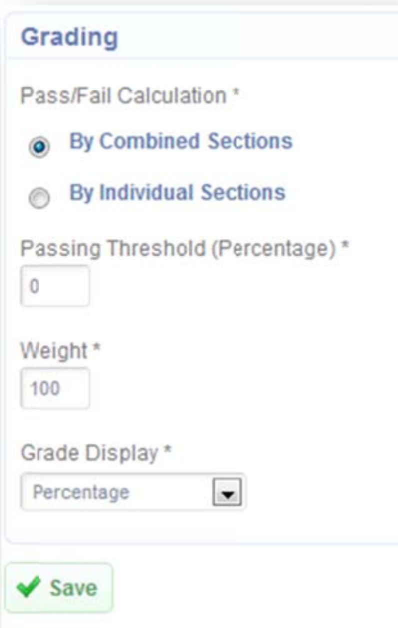
Configuration	Description
Correct Response	Select to show instant feedback for each correct response, per submitted question page. Includes any provided question-specific feedback.
Incorrect Response	Select to show instant feedback for each incorrect response, per submitted question page. Feedback will reveal the correct response and also include any provided question-specific feedback. *Note that in tests set up using free navigation, instant feedback will not be shown.*
Show Section Feedback	Select to show feedback at the end of the section. • Simple View: Shows only a summary of incorrect and correct responses • Detailed View: Reveals the correct answers and shows custom feedback.
Show User Response	Select to show the user's own responses for each question both after submitting a page of questions and at the end of the section.
Show Correct Response	Select to show the user the correct answers for each question both after submitting a page of questions and at the end of the section.

Availability



Configuration	Description
Publish Forever	A test that is published forever is always available to enrolled participants.
Publish Between	Tests published between specific dates are available to enrolled participants only during the published dates. Tests that fall outside the published dates are no longer seen by enrolled participants.
Enable Time Range	Access to tests published between dates can be narrowed to a time range.
Attempts per Participant	Select the number of times a participant is allowed to attempt this test (1-5 attempts or unlimited).
Allow Reattempt if Passed	Select to allow participants to exhaust all available attempts even if they have already passed the test. If not enabled, the participant's first passing score will be recorded as final and they will be prevented from re-entering the test. ——— *When retakes are enabled in combination with a pass/fail calculation by **individual sections**, then a participant must answer the questions from all sections on a retake of the test, even if the sections were already passed. Exceptions created for tests that are set up by individual section and allow only 1 retake will allow participants to retake only failed sections.* ——— *When retakes are enabled in combination with a pass/fail calculation by **combined sections,** then a participant may reattempt the test, assuming that the product itself allows retakes.* 
Time Limit	You can restrict the length of time a participant has to complete the test by selecting the hours and minutes. The amount of time remaining will appear to the participant at the top of every question page in a countdown of numbers. 

Grading

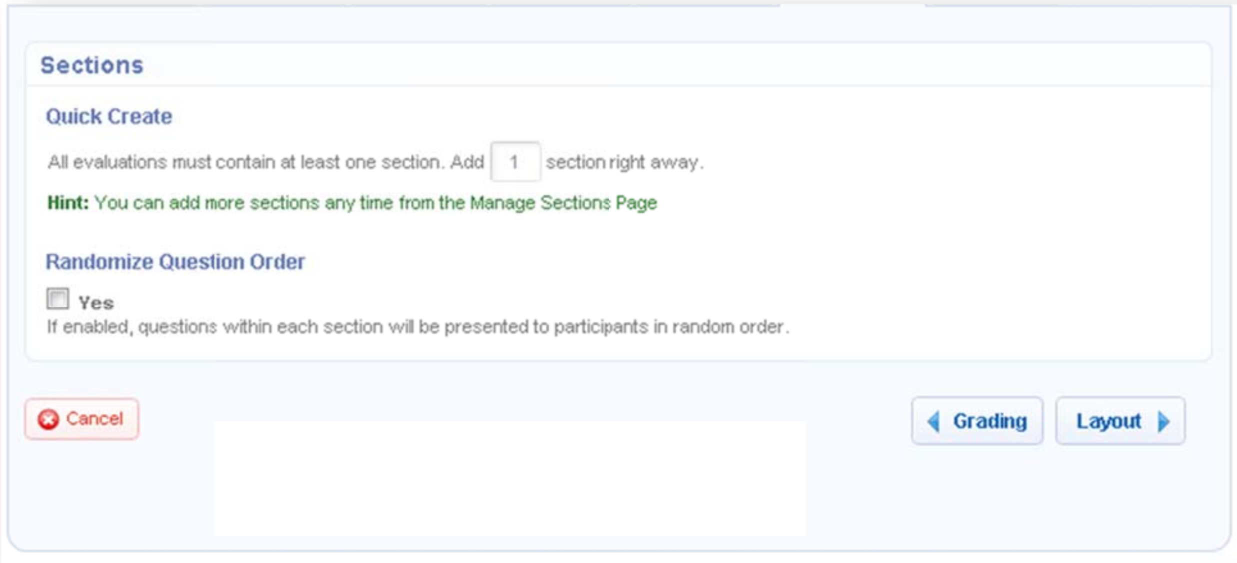


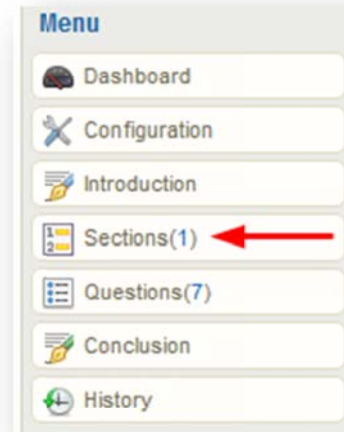
Use a 0 in passing threshold to create a test with no passing grade, such as a practice test.

Configuration	Description
Pass/Fail Calculation by Combined Sections	Questions are scored and a percentage is determined against all questions in the test, regardless of how questions are grouped into sections. A single passing threshold is required for the test. On retake, the participant must retake all questions.
Pass/Fail Calculation by Individual Section	The questions within each section are graded and a percentage is determined for each section. A passing threshold is applied to each section within the test and the participant has passed the test once each section has been passed. On retakes, if the option to retake on pass is not enabled, the user will only be presented with the sections that they have not passed.
Passing Threshold	Enter the percentage of correct questions required to pass this test. The passing threshold is needed to determine if the user passed or failed. The system will use this information to show the result as Complete/Incomplete, Pass/Fail, Grade Without Remarks, or Percentage as set up for the test. For example, for Grade Without Remarks, if you want participants to get at least 35 out of 40 questions right in order to pass, then you must enter the pass rate as 87.5 (%). For Pass/Fail, if you need the participant to get half of the questions correct in order to pass, you must enter the pass rate as 50 (%). Enter a 0 if the test required needs no passing grade, such as a practise test.
Weight	Enter a percentage that the test is worth towards the entire product's grade, if applicable. The weight of each asset is used to calculate the participant's final score within the product.
Grade Display	Use the drop down menu to choose how you would like the test grade to be shown on participant transcripts upon completion as follows: • Complete/Incomplete: displays grade results as complete or not complete. • Grade Without Remarks: displays grade results as a numerical grade (also known as a score or mark). For example, a test may have a maximum numerical value of 40 with a passing score of 30. If the participant earns 35 marks, 35 will appear on as a passing grade on the transcript. • Pass/Fail: displays grade results as an overall pass or fail result. • Percentage: displays grade results as a percentage (default option).

Sections

If not using the wizard, these configurations can be managed in Sections. Most details can be found in the Test Section portion of this chapter.





Configuration	Description
Randomize Question Order	Select this to have questions within each section presented to participants in random order.
Sections Quick Create	Enter the number of sections you want to have in this test. All tests must contain at least one section. If you only add one now, you can always add more sections from the Manage Sections Page later.

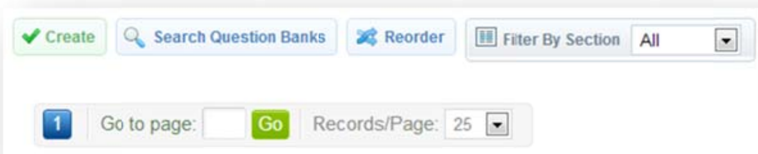
9.2 Test Questions

Immediately after creating a new test, you will be prompted to create questions. There are three methods for populating questions for a test. Both methods can be used in the same test.

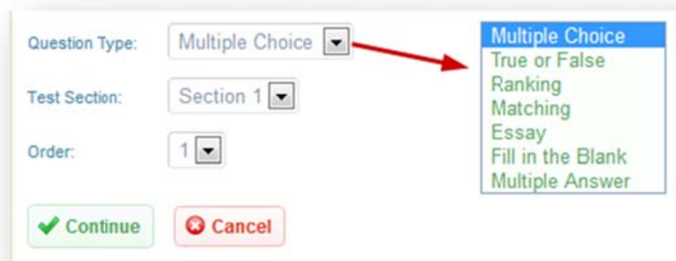
- Create questions directly within your test
- Import questions
- Select pre-created questions from question banks to use in the test

9.2.1 Create Questions

1. Select **Create** to start creating a new question. Return to questions at any time by selecting **Questions** from the Prova test menu.



2. Select a **Question Type** from the drop down menu.
3. Select the **Section** that will house the question.
4. Questions are automatically assigned a default order number as you create them. You can override the default by using the **Order** drop down menu to select a new number and add a question before or after one you have already created. You can also reorder the questions from the Questions Menu later.
5. Select **Continue** to start creating content for the question.

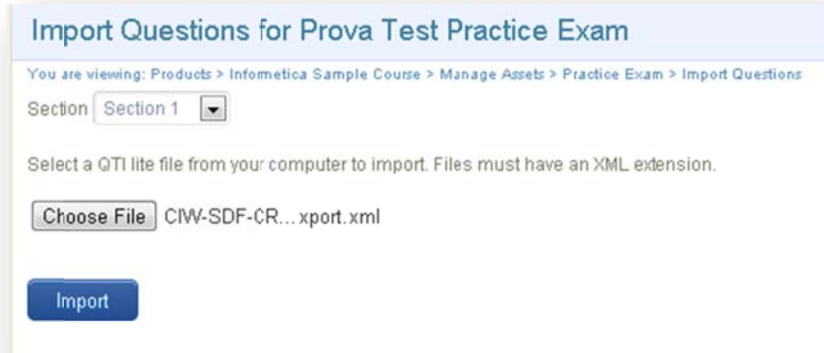


9.2.2 Import Questions

This option is available to Site Managers, Campus Admins, and Publishers

You can opt to import questions directly to your test from a QTI file format. Informetica's original testing engine lets you export multiple choice questions into QTI format and there are many course authoring and test building systems that allow for export to QTI as well. . Informetica does not currently have QTI export for Prova tests or Question banks, but this will be available in future development.

1. Within any Prova test, select **Import** from the Tools menu.



2. Select **Choose File** to specify the QTI file to import.
3. Select **Import**.

This can take a few minutes to upload, depending on the number of questions. We recommend that you use a wired connection during the upload to reduce any connection issues. Modern browsers should display the upload progress.

QTI is an industry standard that uses XML to store question and answer data in a format that can be imported into multiple applications such as learning management systems.

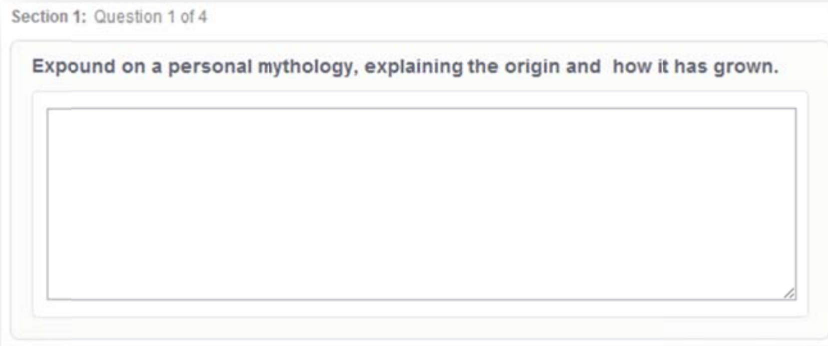
9.2.3 Question Types

Here is a brief explanation of each question type:

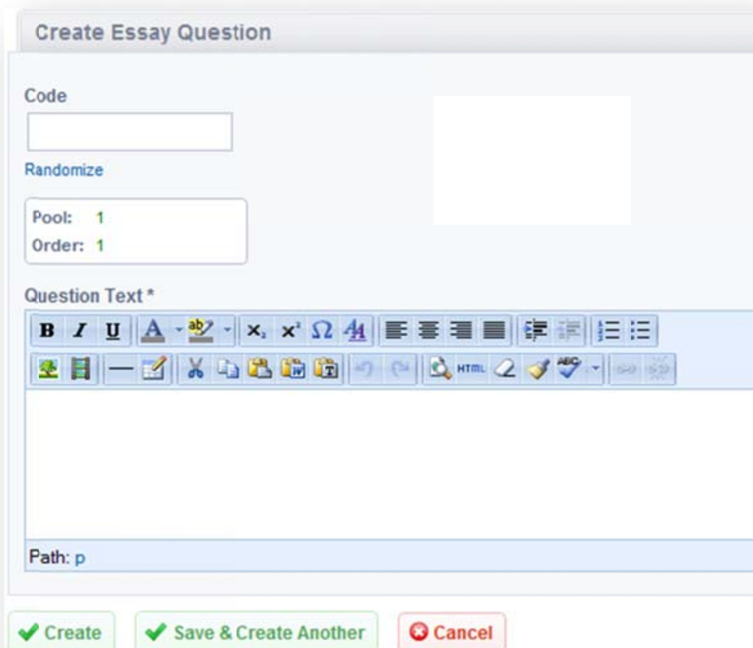
Question Type	Description
Essay	Essays require participants to write and submit a longer test answer. Essay questions cannot be automatically graded.
Fill in the Blank	Participants are required to type a short answer into a blank field within the question. There is only one correct answer to this type of question and all answers must be correctly spelled to be counted as correct.
Matching	Matching requires participants to correctly match the terms or statements on one list with the terms or statements on another list. There is only one correct answer to this type of question since all items must be correctly matched.
Multiple Answer	These questions allow participants to choose more than one answer. There is only one correct answer to this type of question since partially correct answers are considered incorrect.
Multiple Choice	These questions require participants to select the correct answer from several offered choices. There is only one correct answer to this type of question since all items that are correct must be selected.
Ranking	These questions require participants to put all items in the correct rank. There is only one correct answer to this type of question since all items must be correctly ordered.
True or False	These questions force participants to choose one of only two possible answers: True or False. There is only one correct answer to this type of question since only one statement is the correct answer.

Essay Questions

Essay questions require participants to write and submit an answer in their own words. Essay questions cannot be automatically graded. So participants will need to wait until the essay is graded to see their final grade. Here is how an essay question would appear to participants:



Fill out the form to create a matching question.

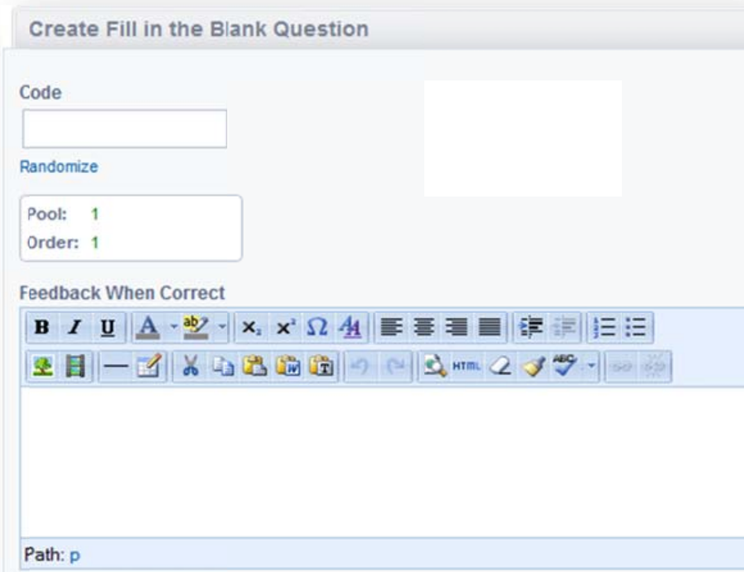


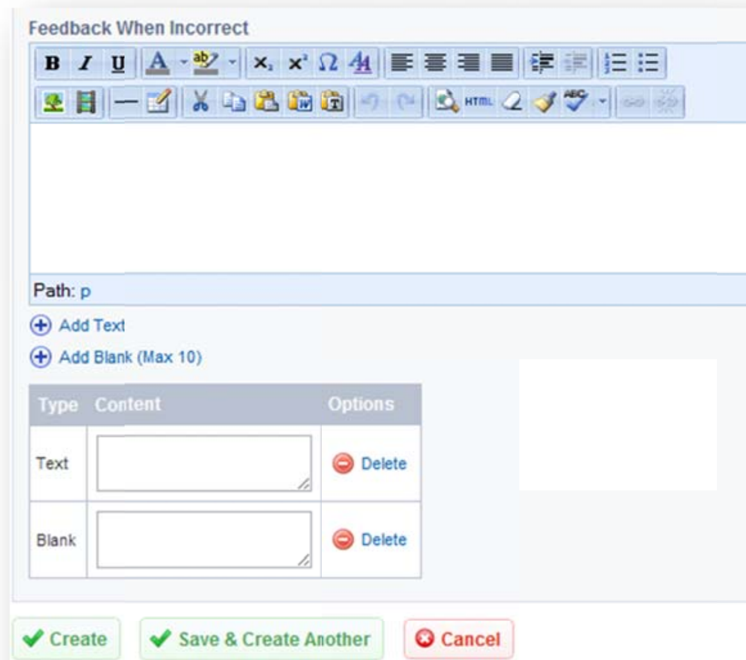
Field	Description
Code	This optional code uniquely identifies question to users if enabled in the configuration. It is especially useful with question or answer randomization.
Pool	If you have set up more than one pool for the section, enter the question text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the content editor to design the question using whatever text and supporting files you want.
Create	Saves the question and returns you to the questions page.
Save & Create Another	Saves the question and immediately starts another new essay question.
Cancel	Returns you to the questions page without saving the question.

Fill in the Blank Questions

Fill in the blank questions require the participant to type a short answer into a blank field within the question. There is only one correct answer to this type of question and all answers must be correctly spelled, but not case sensitive, to be automatically graded as correct. Here is how a fill in the blank question would appear to participants:

Fill out the form to create a true or false question.



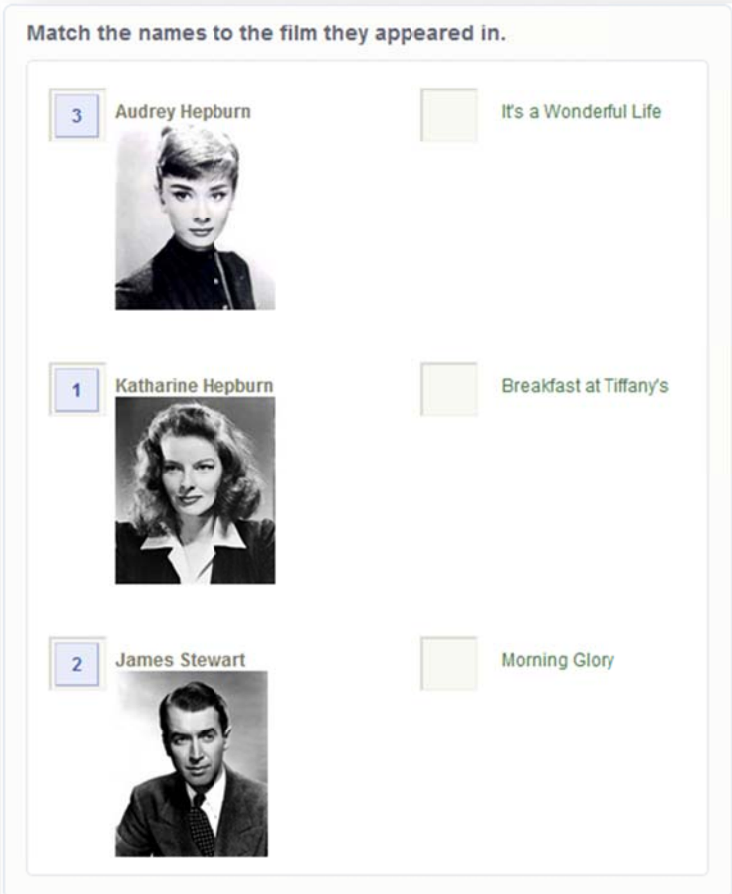


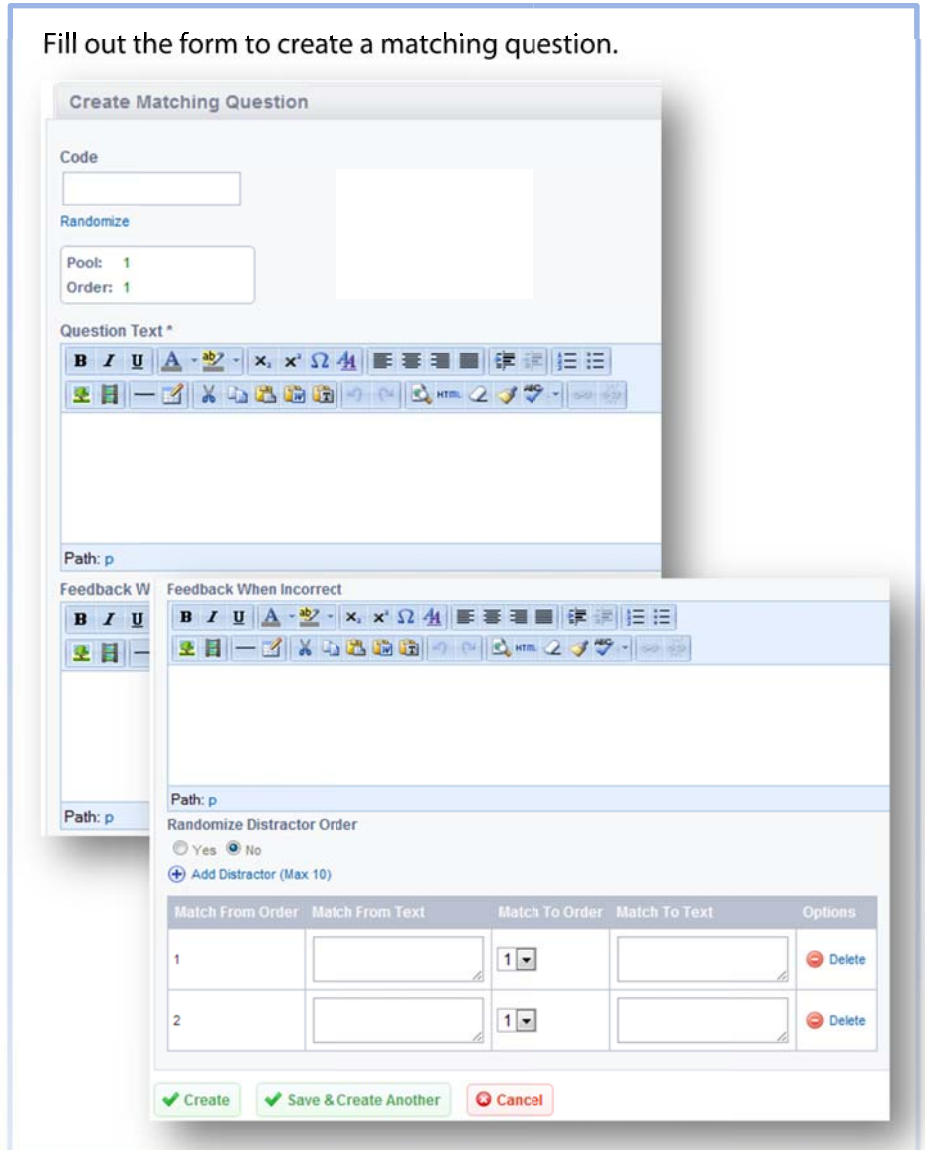
Below is a brief description of each field:

Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Text Content	This is the portion of the question that the participant will see. Select "Add Text" to include more than one visible element to the question. Use the delete button to remove a text field.
Blank Content	This is the portion of the question that the participant will fill in when taking the test. Select "Add Blank" to have more than one blank in the question. Use the delete button to remove a blank field.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new fill in the blank question.
Cancel	This button will return you to the questions page without saving the question.

Matching Questions

Matching questions require the participant to use a drag and drop technique to correctly match the items on one list with the items on another list. There is only one correct answer to this type of question since all items must be correctly matched. Here is how a matching question would appear to participants; the number on the left must be dragged over to the correct match on the right:



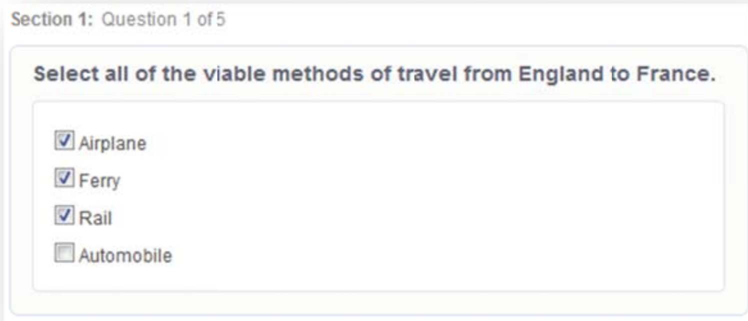


Below is a brief description of each field:

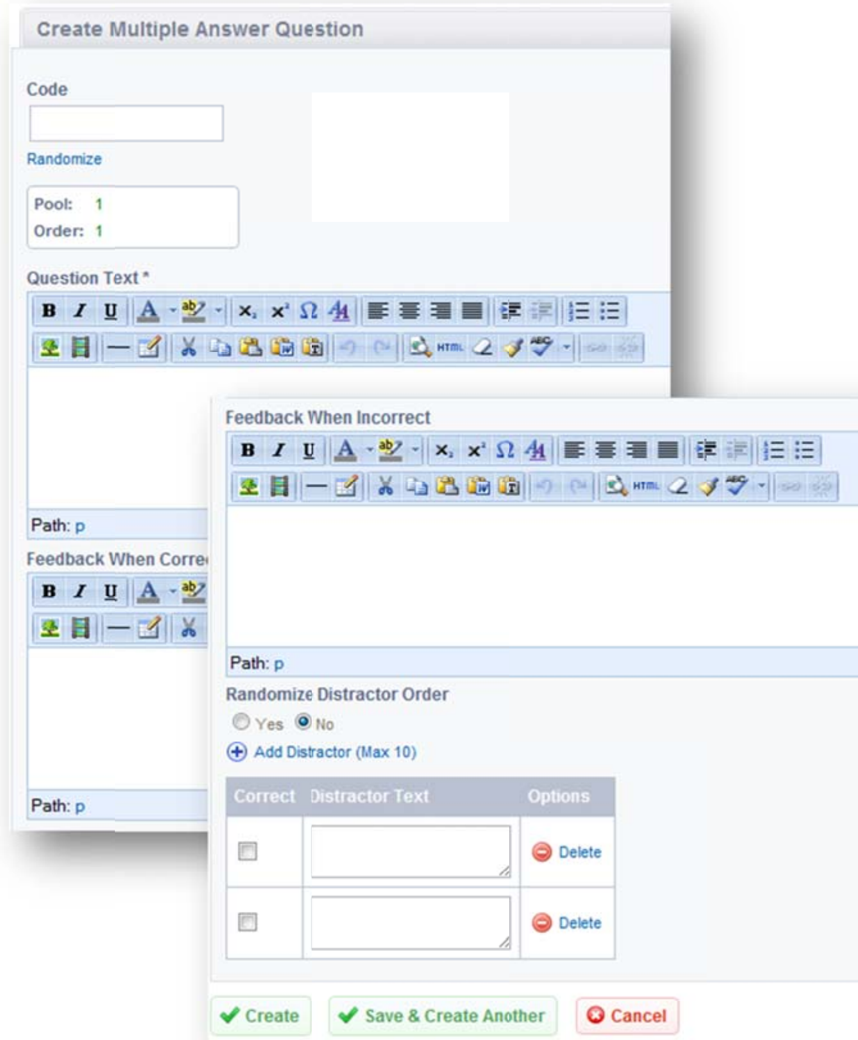
Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the publishing window to design the question using whatever text and supporting files you want.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Randomize Distractor Order	Select "yes" if you want to randomize the order in which participants will see the answers. For matching questions, both the match from and match to text are randomized.
Add Distractor	Click "Add Distractor" to increase the number of choices for participants to select as answers. You can have a maximum of 10 distractors.
Match From Order	Informetica will automatically assign a number for this field in numerical order. This number will correlate directly to the match from text you enter into the next field.
Match From Text	The text you enter here will be a choice offered to participants in the left column. This choice will be matched to an item on the right side. You can even add a bit of simple HTML code into this field, e.g. to add an image. Use the delete button to remove a distractor.
Match To Order	Use the drop down menu to select the number that correctly matches the item from the match from text to create a correctly matched pair.
Match To Text	The text you enter here will be a match offered to participants in the right column. An item on the left will be matched to this item. You can even add a bit of simple HTML code into this field, e.g. to add an image. Use the delete button to remove a distractor.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new matching question.
Cancel	This button will return you to the questions page without saving the question.

Multiple Answer Questions

Multiple answer questions allow participants to choose more than one answer. There is only one correct answer to this type of question since partially correct answers are considered incorrect. Here is how a multiple answer question would appear to participants:



Fill out the form to create a multiple answer question.



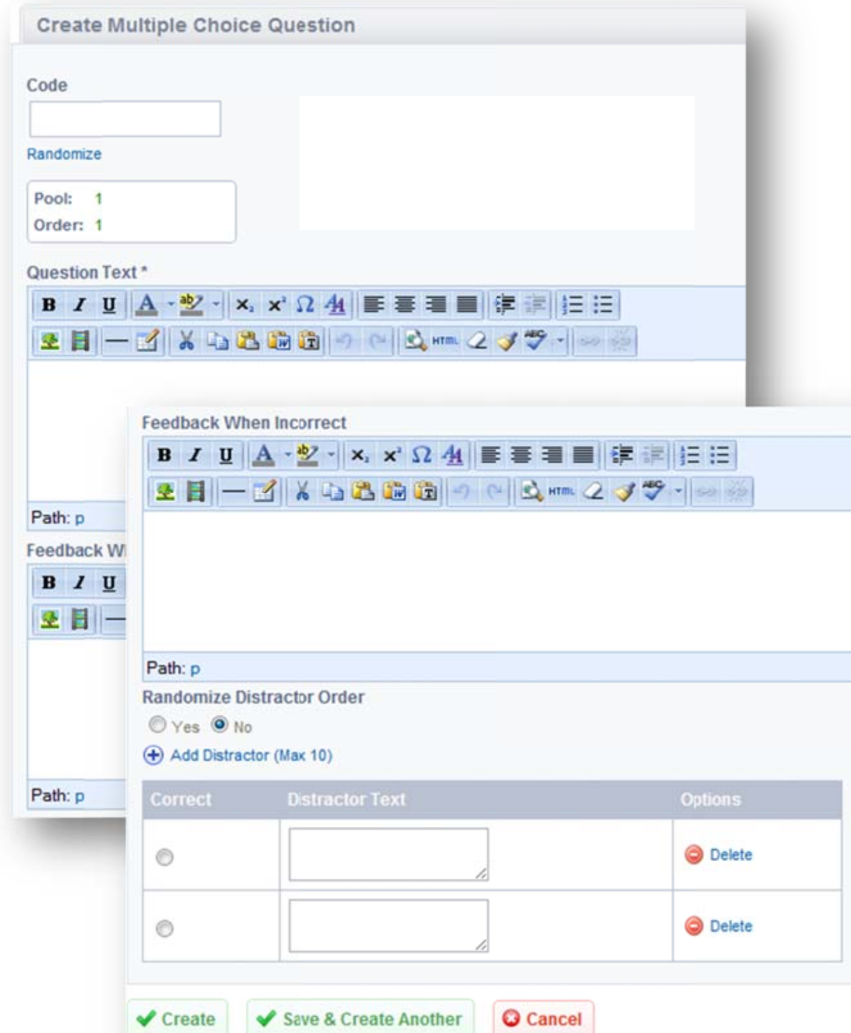
Below is a brief description of each field:

Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the publishing window to design the question using whatever text and supporting files you want.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Randomize Distractor Order	Select "yes" if you want to randomize the order in which participants will see the answers.
Add Distractor	Click "Add Distractor" to increase the number of choices for participants to select as answers. You can have a maximum of 10 distractors.
Correct	Place a check before every distractor that is a correct answer.
Distractor Text	For each distractor, enter the text that will be offered as a choice for the participant to select as an answer. Use the delete button to remove a distractor.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new multiple answer question.
Cancel	This button will return you to the questions page without saving the question.

Multiple Choice Questions

In multiple choice questions, participants must select the correct answer from several offered choices. There is only one correct answer to this type of question. Here is how a multiple choice question would appear to participants:

Fill out the form to create a multiple choice question.

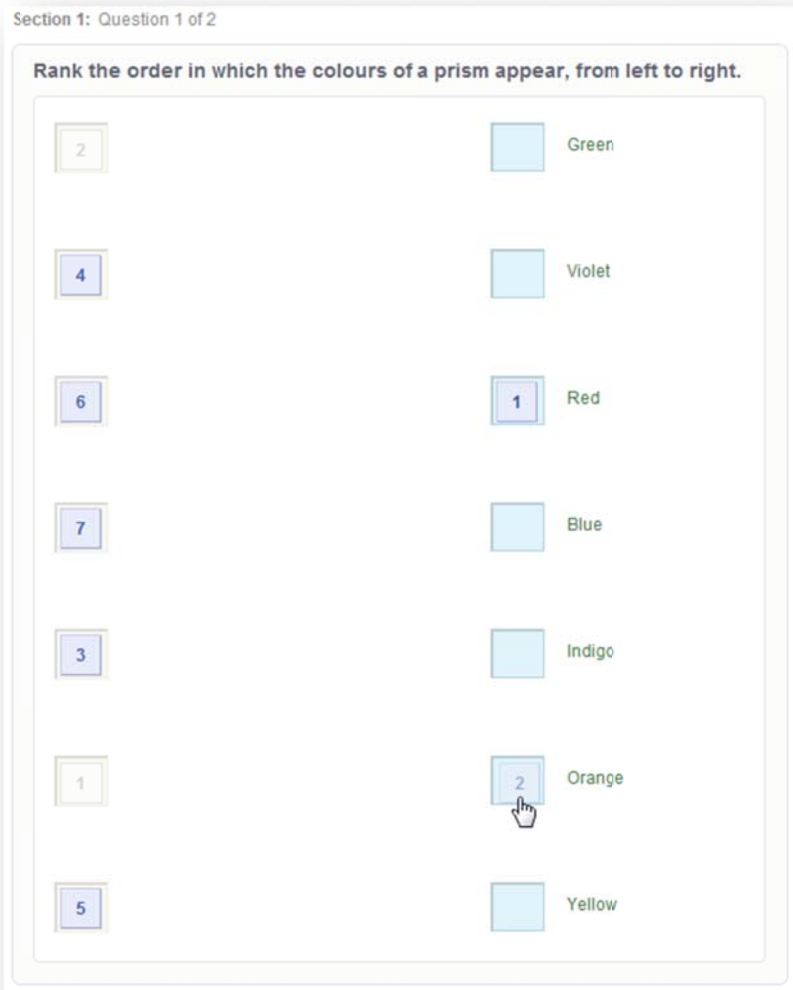


Below is a brief description of each field:

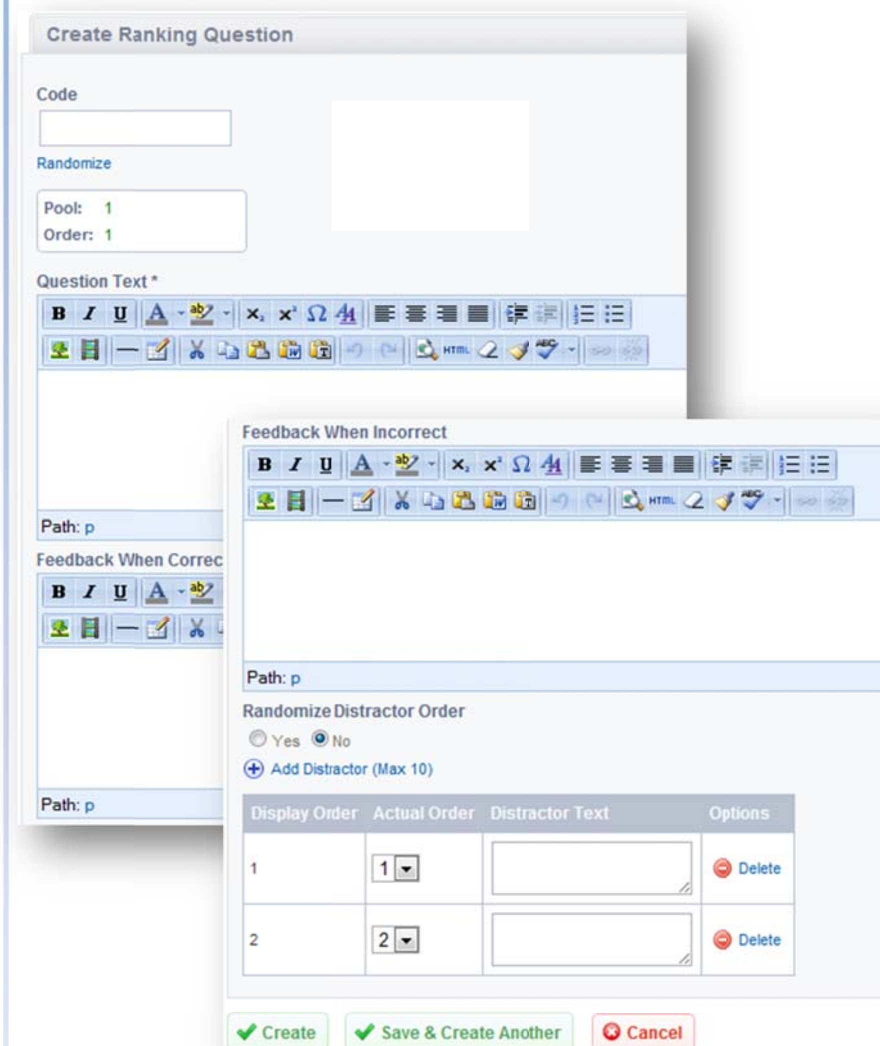
Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the publishing window to design the question using whatever text and supporting files you want.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Randomize Distractor Order	Select "yes" if you want to randomize the order in which participants will see the answers.
Add Distractor	Click "Add Distractor" to increase the number of choices for participants to select as answers. You can have a maximum of 10 distractors.
Correct	Select the one distractor that is the correct answer.
Distractor Text	For each distractor, enter the text that will be offered as a choice for the participant to select as an answer. Use the delete button to remove a distractor.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new multiple choice question.
Cancel	This button will return you to the questions page without saving the question.

Ranking Questions

A ranking question requires participants to number items in the correct order. There is only one correct answer to this type of question since all items must be correctly ordered.   Numbers are dragged from the left column to their appropriate match in the right column. Here is how a ranking question would appear to participants:



Fill out the form to create a ranking question.



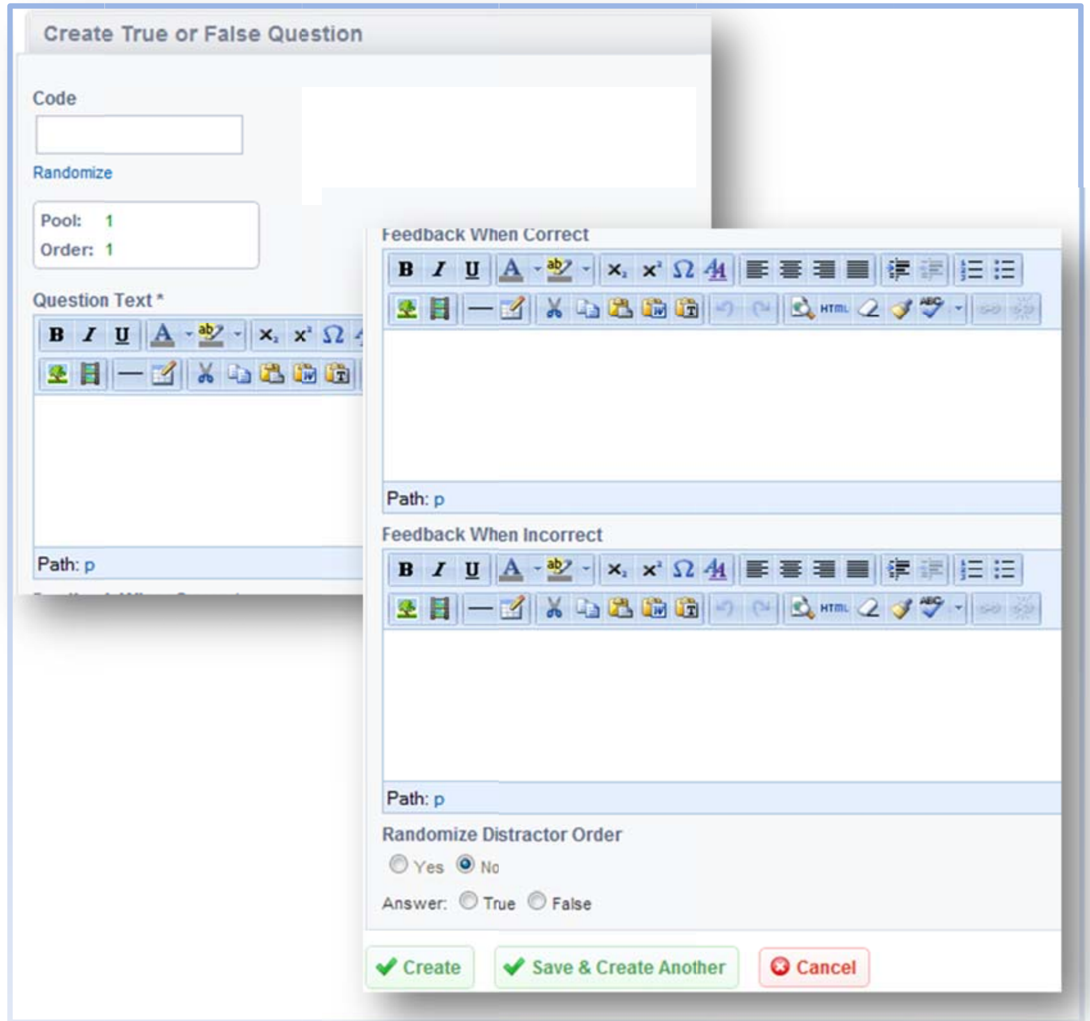
Below is a brief description of items on the create question form:

Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the publishing window to design the question using whatever text and supporting files you want.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Randomize Distractor Order	Select "yes" if you want to randomize the order in which participants will see the answers.
Add Distractor	Click "Add Distractor" to increase the number of choices for participants to select as answers. You can have a maximum of 10 distractors.
Display Order	These are the numbers on the right that will be dragged over to rank items on the left.
Actual Order	Use the drop down menu to select the number that is the correct rank for the associated distractor text.
Distractor Text	For each distractor, enter the text that will be offered as an item for the participant to rank. Use the delete button to remove a distractor. Use the delete button to remove a distractor.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new matching question.
Cancel	This button will return you to the questions page without saving the question.

True or False Questions

True or false questions force a participant to choose one of only two possible answers: true or false. There is only one correct answer to this type of question since only one statement is the correct answer. Here is how a true or false question would appear to participants:

Fill out the form to create a true or false question.

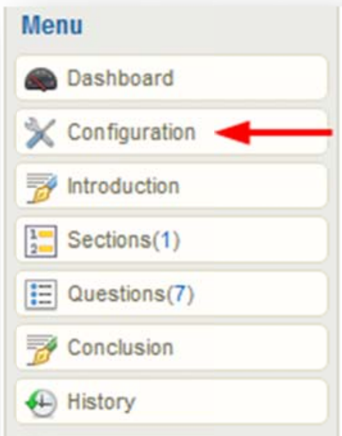


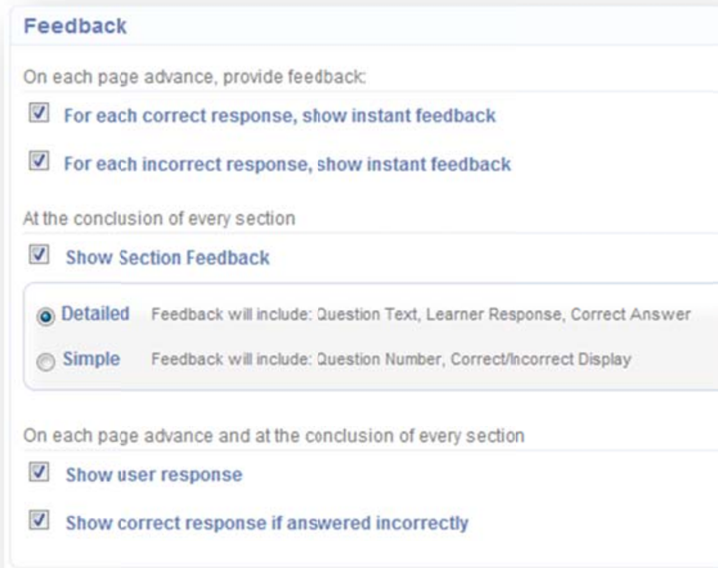
Below is a brief description of items on the create question form:

Field	Description
Code	If you enabled this option during set up, then this optional code can be used to uniquely identify the question to users, as question and response randomization options may otherwise obscure question identification. If left blank, then participants will see the empty question code.
Pool	If you have set up more than one pool for the section, enter the Question Text for each.
Order	The current order number of the question. You can use the drop down menu to change the order.
Question Text	Use the publishing window to design the question using whatever text and supporting files you want.
Feedback Correct/Incorrect	Use the publishing window to design optional feedback for the participant using whatever text and supporting files you want.
Randomize Distractor Order	Select “yes” if you want to randomize the order in which participants will see the answers.
Answer	Select the correct answer for this question: true or false.
Correct	Place a check before the correct answer correct answer.
Create	This button will save the question and return you to the questions page.
Save & Create Another	This button will save the question and immediately start another new multiple choice question.
Cancel	This button will return you to the questions page without saving the question.

9.2.4 Feedback

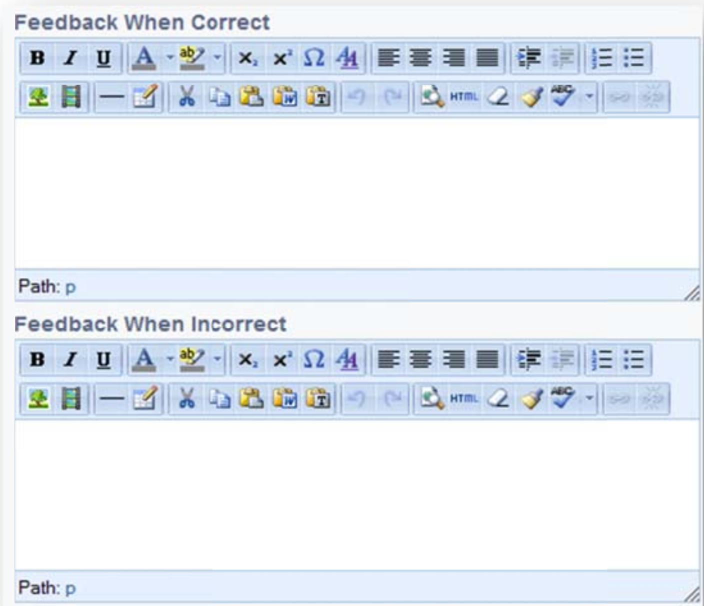
Feedback is an option that allows you to give simple or customized feedback to your users as they answer questions in the test. Feedback can be set up for each question or page of questions that they answer, at the end of the section, or both. You must ensure that feedback is enabled for your test: open the test and then click the **configuration** option from the menu. Scroll down to **feedback**. For more details on feedback configuration, see the Configuration Options section of this chapter.



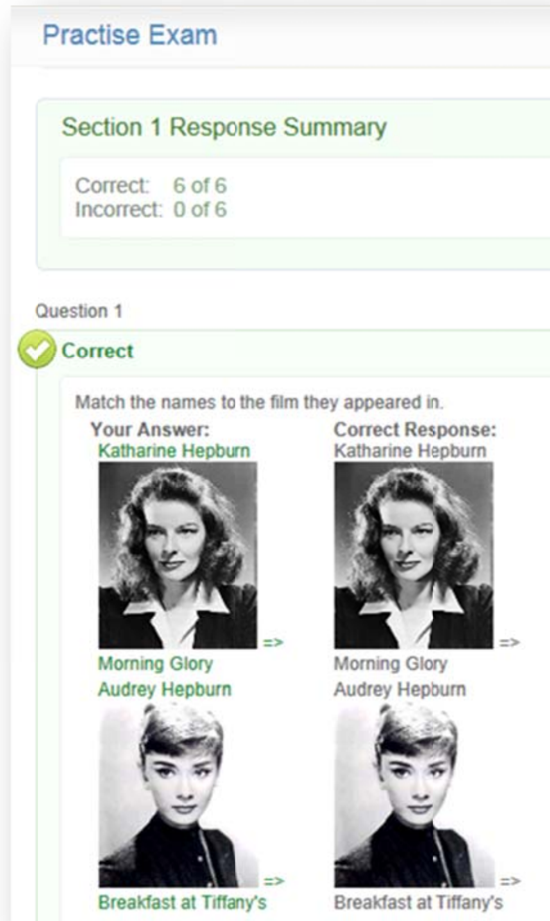


Ensure that feedback is enabled from the configuration page.

When creating the question, use the feedback publishing windows to design optional feedback for the participant using whatever text and supporting files you want.

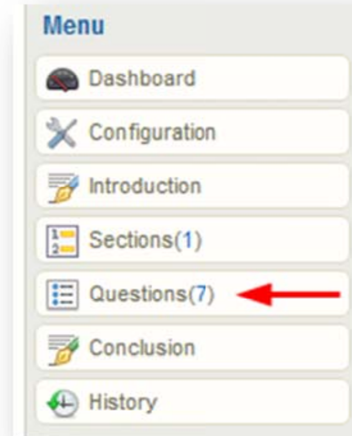


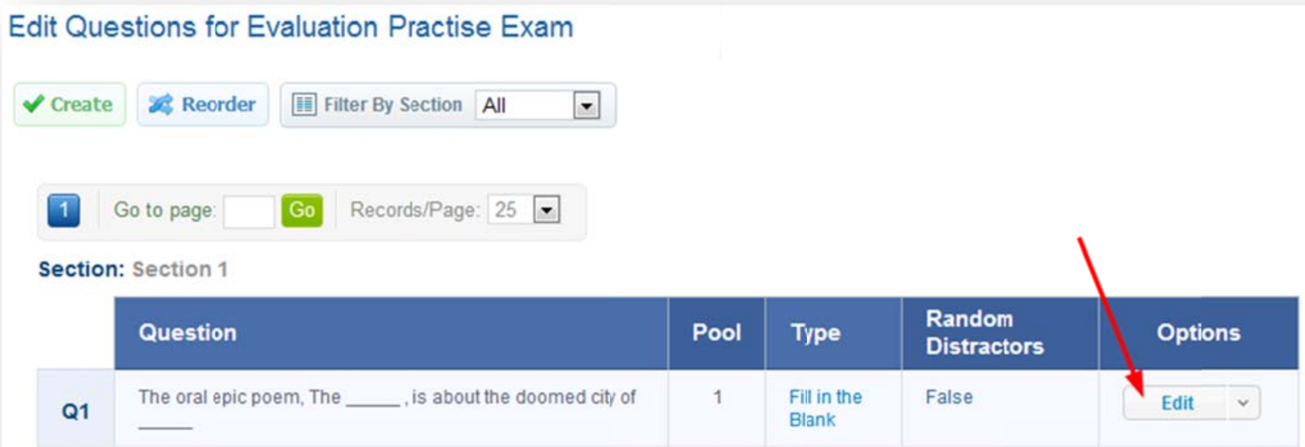
Here is an example of a participant receiving simple feedback at the end of a section. The example shows only the first question.



9.2.5 Edit Questions

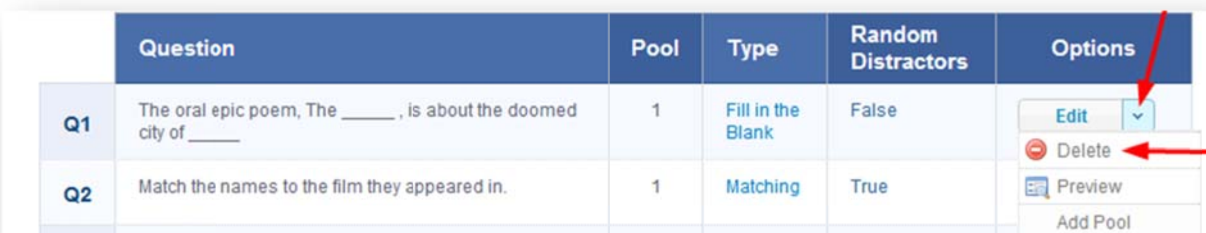
Open the test that contains the question you wish to edit, and then click the **questions** option from the menu to open the edit questions page. Click the **edit** button next to the appropriate question, make your changes, and then click the **update** button.

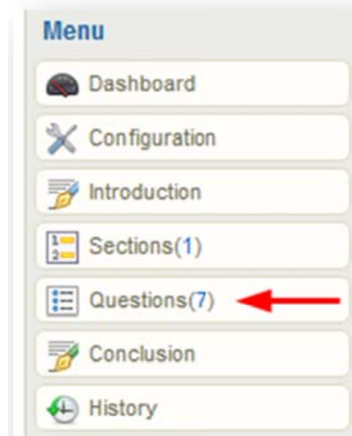




9.2.6 Delete Questions

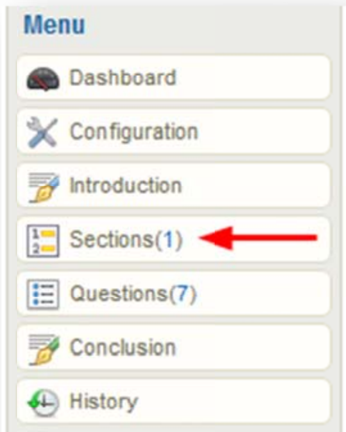
Open the test that contains the question you wish to delete, and then click the **questions** option from the menu to open the edit questions page. Click the **down arrow** on the edit button next to the appropriate question to reveal more options, and then click the **delete** button.





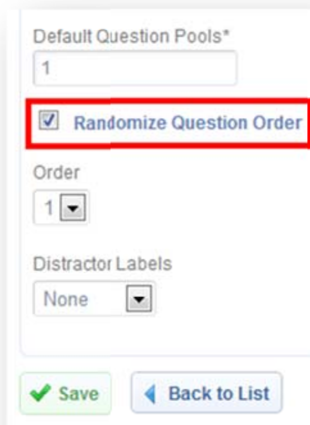
9.2.7 Randomize Question Order

Test questions are assigned an automatic number as you create them. This is the default order in which they are presented during a test. You can instead choose to have the questions presented in a random order. Open the test that contains the question you wish to delete, click the **sections** option from the menu, and then click the **edit** button to open the edit section page.



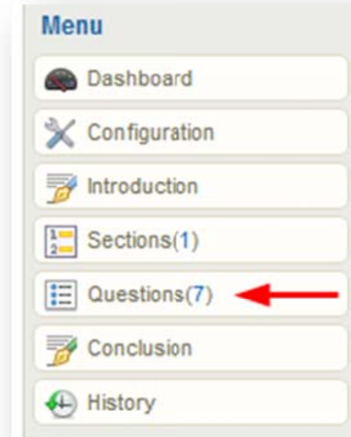
Opting to randomize questions will affect all questions within that section.

Click the box to insert a check mark in front of **randomize question order**. To unrandomize question, click the box to remove the check mark. If you have created multiple pools, every question variation in that pool will stay with the appropriate question number, even when randomized and only one of the pools will be presented during the test.

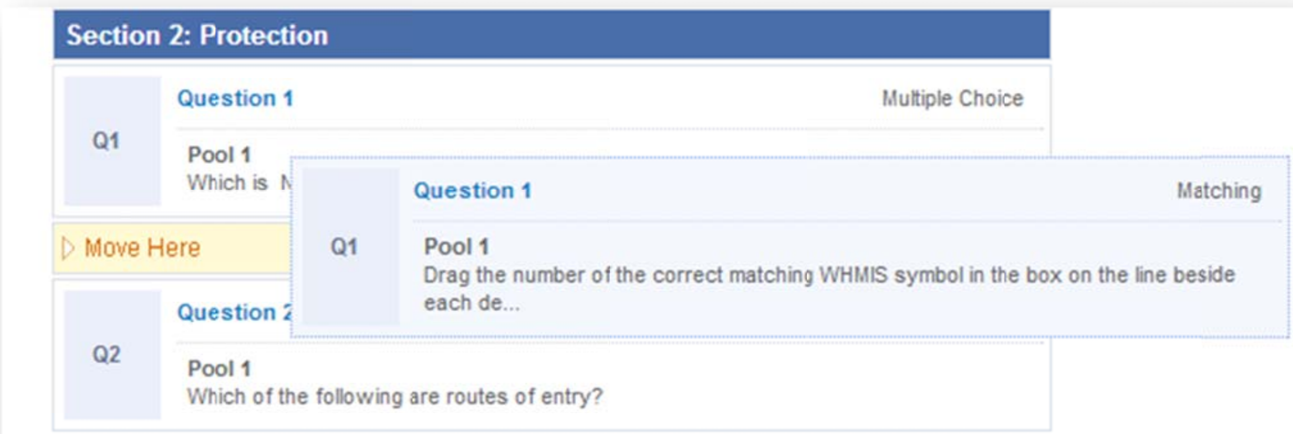


9.2.8 Reorder Questions

Open the test that contains the questions you wish to reorder, click the **questions** option from the menu to open the edit questions page, and then select the **reorder** button.



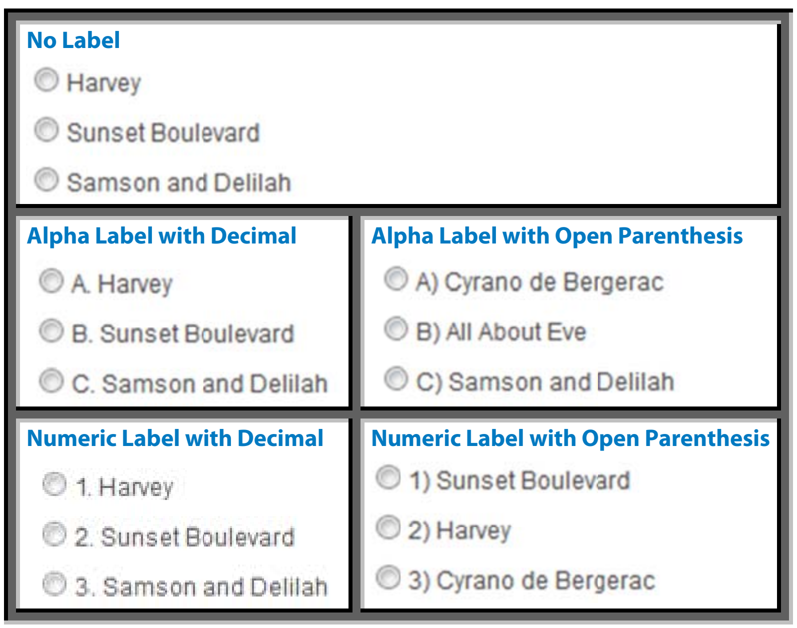
Drag the question to where you wish to move it and drop it into a new spot within the list. You can even move the question to a different section. Click **save order** when done.



9.2.9 Distractor Labels

Open the test that contains the questions you wish to add distractor labels to, select **sections** from the menu, and then select **Edit** to open the edit section page. Use the drop down menu to add or remove alpha or numeric distractor labels to the answer options.

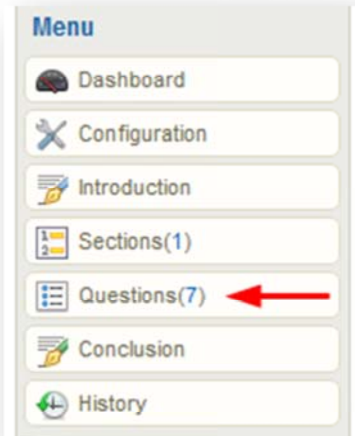
Below is an example of the same multiple choice question set up using each different distractor label:



Adding distractor labels will add them to all eligible questions within that section. Essay and fill in the blank questions do not have

9.2.10 Randomize Answer Order

You can choose to randomize the order in which participants will see the answers (distractors). Open the test that contains the question you wish to randomize answers for, and then click the **questions** option from the menu to open the edit questions page. Click the **edit** button next to the appropriate question, move down the page to **Randomize distractor order**, select **yes** next to randomize distractor order, and then click the **update** button. To unrandomize distractors, click no next to randomize distractor order.



Note that answer order cannot be randomized for fill in the blank or essay questions.

9.2.11 Question Pools

A question pool lets you provide up to five alternate versions of a question, only one of which is randomly presented during the test. Using pools, you can ask participants the same question, but asked in different ways. When using more than one pool:

- Participants taking the same test will not necessarily be answering the same version of a question.
- Participants retaking the same test may get a different version of the question during new attempts.

For example, imagine that you want to ask participants about the chemical composition of water:

Question #1		
Pool 1	The chemical composition of pure water it H_2O.	True or False
Pool 2	Pure water contains two hydrogen atoms.	True or False
Pool 3	There is one oxygen atom in a pure water molecule.	True of False

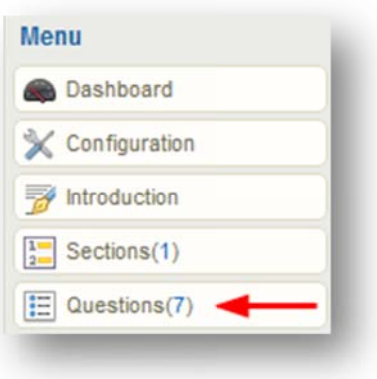
Each pool is still question #1 and only one will be presented during the test.

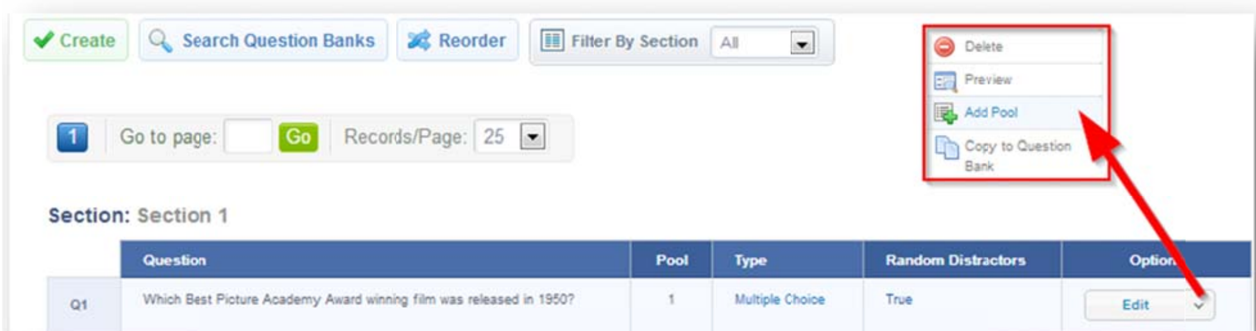
Questions automatically have one pool. If you have only the one question pool, then all participants will see the same question.

Add a Pool to an Existing Question

To add pools to an existing question:

- Navigate to **Questions**
- Select the **down arrow** on the edit button for the relevant question
- Select **Add Pool**



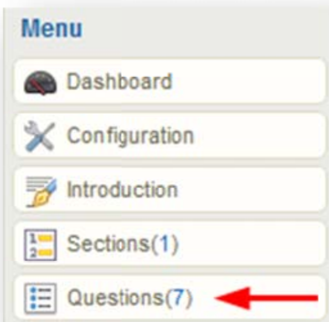


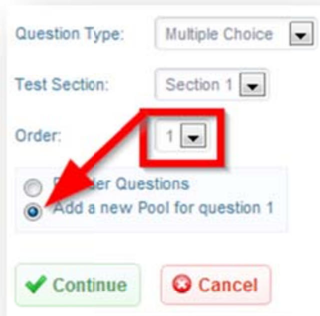
Add a New Question as a Pool to an Existing Question

While creating a new question, you can opt to add it as a pool to an existing question.

- Navigate to **Questions** and then **create** a new question
- Select the **Question Type**
- Change the **order** number to match the destination question
- Select **add a new pool for question #**

This option also lets you create a different question within the pool.

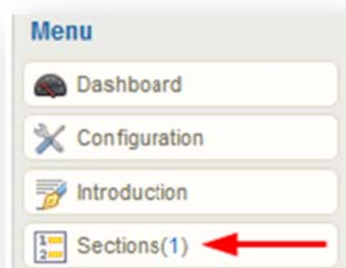


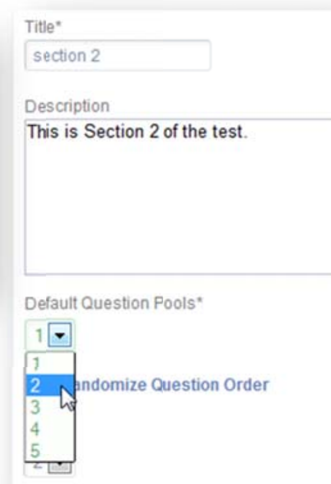


Create a Number of Default Pools

Default pools let you define how many pools will be available for every question within a section. New questions created within that section will automatically have the pools available. To specify a number of default question pools:

- Navigate to **Sections**
- **Create** or **edit** a section
- Select a number of pools (1-5) under **Default Question Pools**.





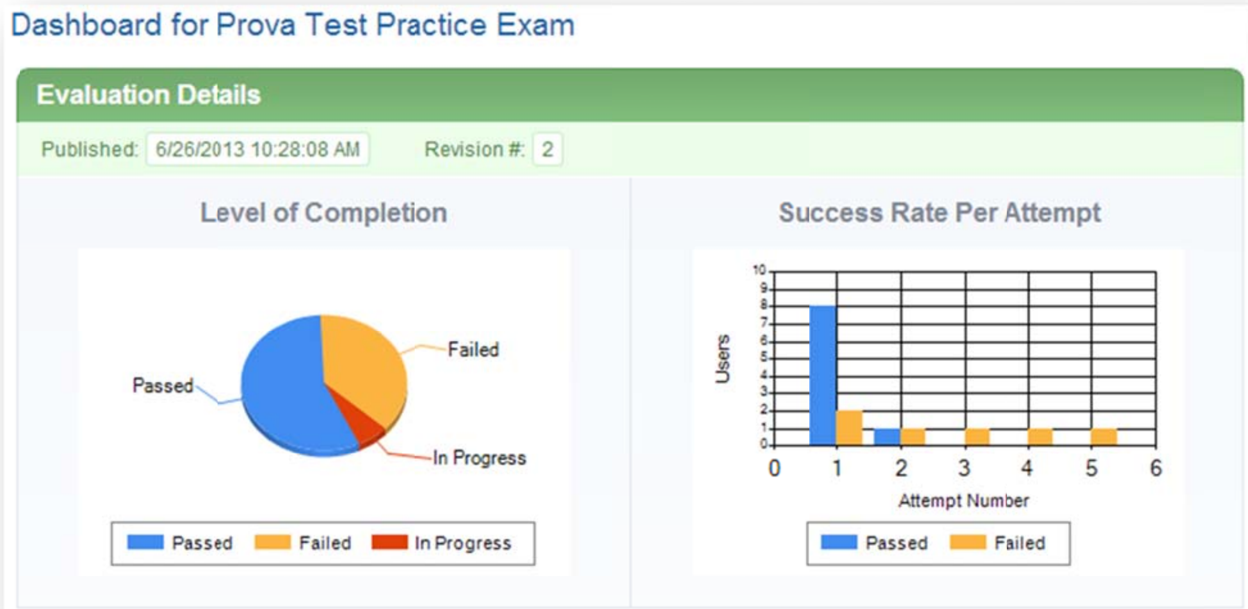
Default pools are all the same question type.

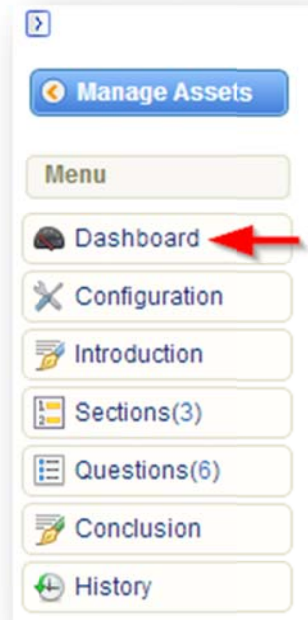
To create another question type, see *Add a New Question as a Pool to an Existing Question*.

9.3 Dashboard

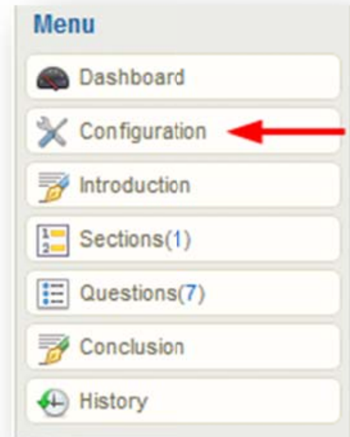
The dashboard shows you some basic at-a-glance analytics for the test. The **Level of Completion** graph shows passed, failed and in progress information for participants who have launched the test. The **Success Rate per Attempt** bar chart shows how many times participants attempted the test and the number of participants who passed and failed.

The dashboard is the landing page for any test that has been published and you can always navigate back by selecting **Dashboard** from the Menu.





9.4 Configuration: Modifying the Test Setup

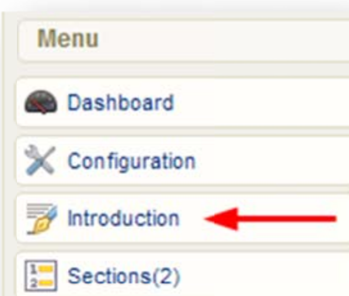


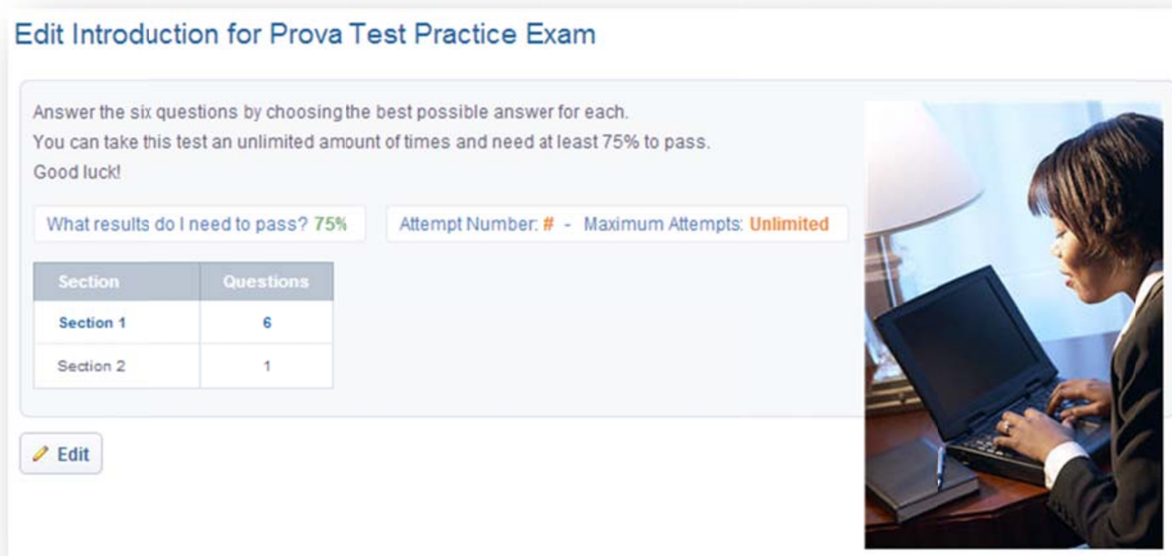
You can change the details of how a test is set up by clicking the Edit link in the Details menu from any test. This will open the Attributes page where you can make changes and then save them.

Open the test that you wish to make changes to, and then click the **configuration** option from the menu. Make any changes you need on the form, and then click the **save** button at the bottom of the page. For a more details about each configuration, please see earlier in this chapter under Configuration Descriptions.

9.5 Introduction Page

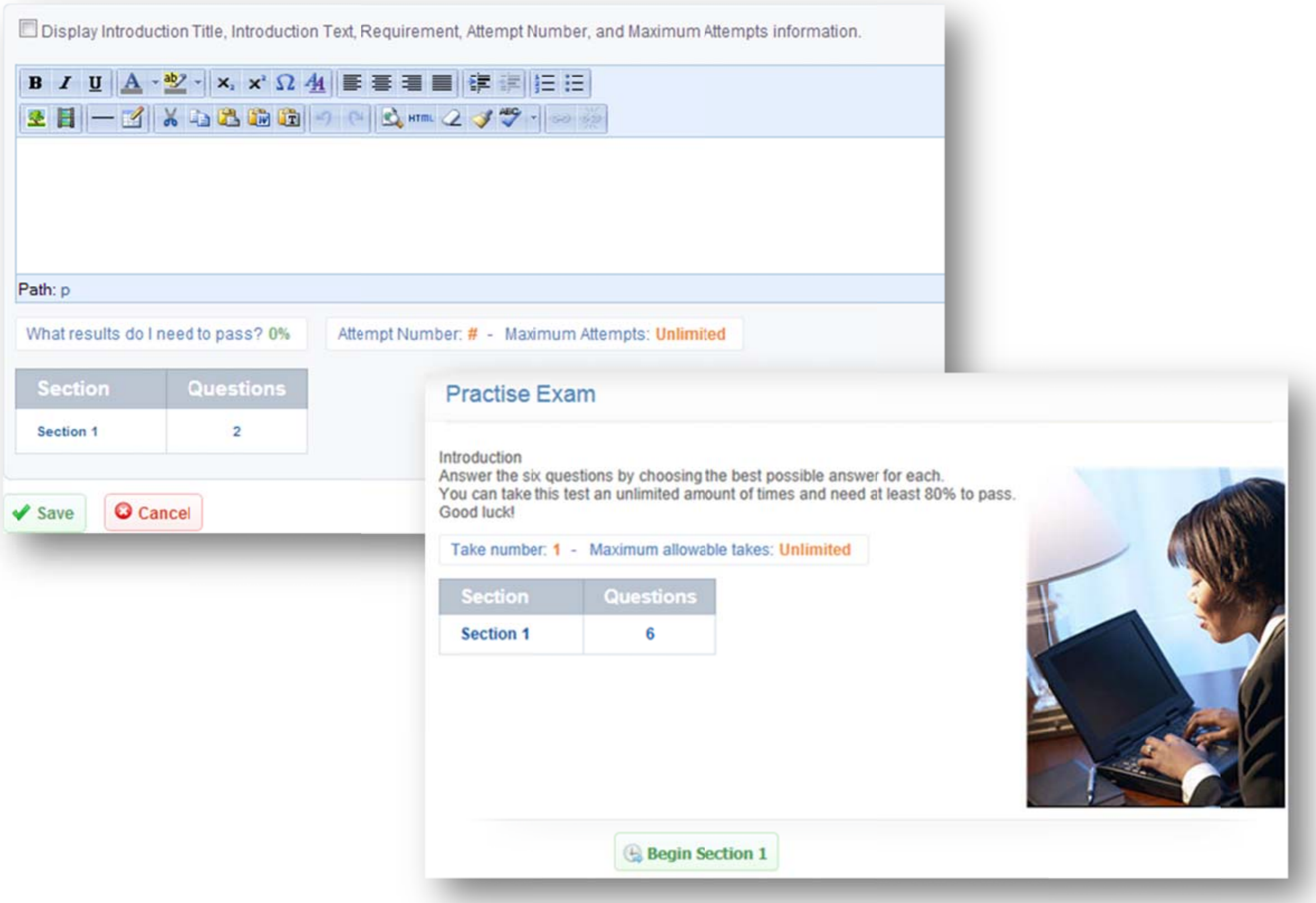
If the test is configured to show an introduction, then an introduction page will be displayed to participants after the identity confirmation screen (if enabled) and before the test questions. The default introduction screen will show which take number the participant is on, how many attempts they are allowed, number of sections, and the number of questions in each section. You can also include a custom introduction message to appear above the default introduction: open the test , click the **introduction** button from the menu, and then click the **edit** button.





This will open a publishing window where you can design your custom introduction. You can also choose to turn the introduction off completely, by using the check box at the top. Click the **save** button when you are happy with the design.

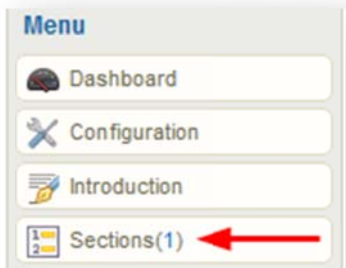
Add a custom introduction by entering content into the publishing window.

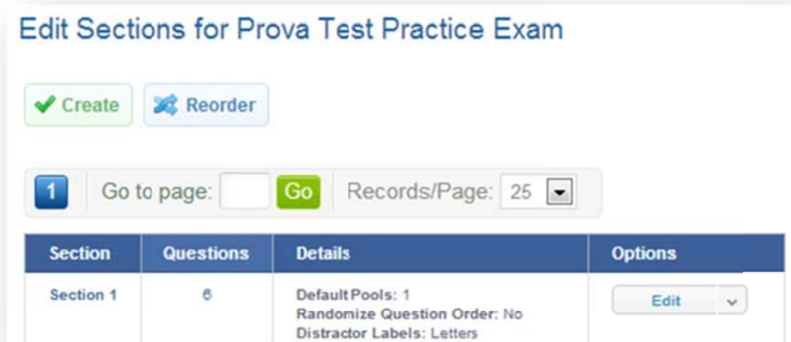


Here is an example of a custom introduction as it appears to participants.

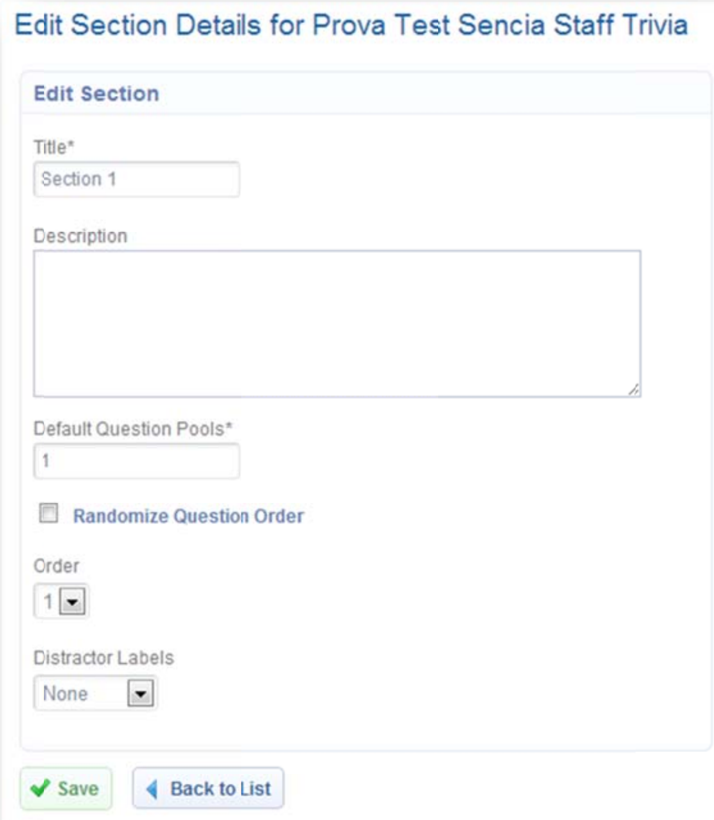
9.6 Test Sections

Open the Prova test and then select **Sections** from the menu to view all of the sections set up for this test, along with a summary of details about each section. From here you can add, rename, or reorder sections. The table below explains each component of the edit section page.



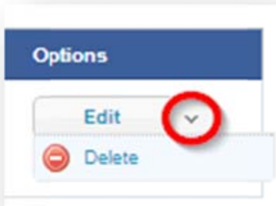


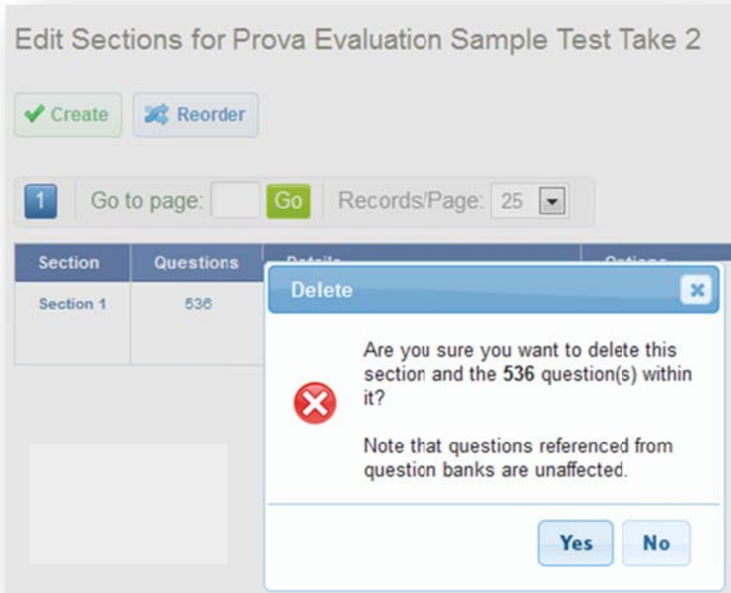
Field	Description
Create	Click **Create** to add new sections. One section is created automatically by default. Fill out the form: • Title & Description: Enter the name of the section and an optional description that is visible to participants • Default Question Pools: choose the number of question pools questions in this section • Randomize Question Order: Check the box to randomize the question order, uncheck to unrandomize • Order: use the drop down reorder the section (refer to reorder below) • Distractor Label: add or remove alpha or numeric distractor labels to the answer options
Reorder	For tests that test by individual section, you can select reorder to change the order sections are presented to participants.
Section	This is the name of the section. Many of the test setup modes give the section a default name during creation. Click the name to open an edit page where you can change the name.
Questions	Indicates how many questions are in the section. Click the number to view the questions themselves.
Details	Status: list if the section is active or inactive Default Pools: shows how many pools were set up for this section Randomize Question Order: Indicates whether or not the questions are randomized Distractor Labels: Indicates whether or not alpha or numeric labels are used in front of the answer options.
Options	Click the edit button to open an edit page where you can edit title, description, pools, status, randomization, order and labels. Click the arrow to the right of the edit button to reveal the delete button.


Edit Section Details for Prova Test Sencia Staff Trivia
Edit Section
Title*
Section 1
Description
Default Question Pools*
1
Randomize Question Order
Order
1
Distractor Labels
None
Save
Back to List

Delete a Section

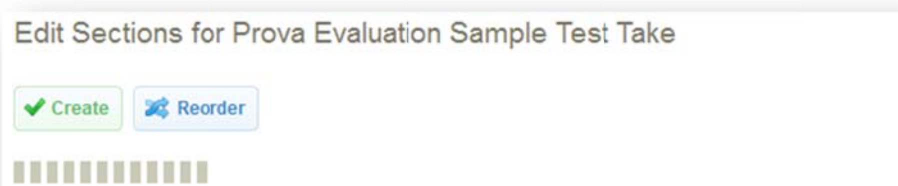
To delete a section, select the **arrow** next to the edit button and then select **delete**. When deleting a section you will be asked to confirm. The confirmation summarizes what is selected for deletion including the section name and how many questions are within it.





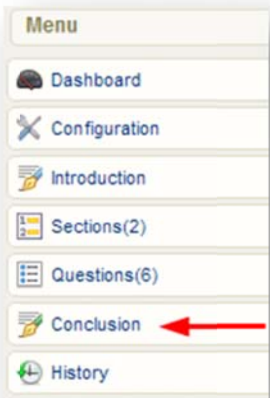
Deleting a section will also permanently delete questions within the section, unless the questions are populated from question banks or added to a bank before deleting the section.

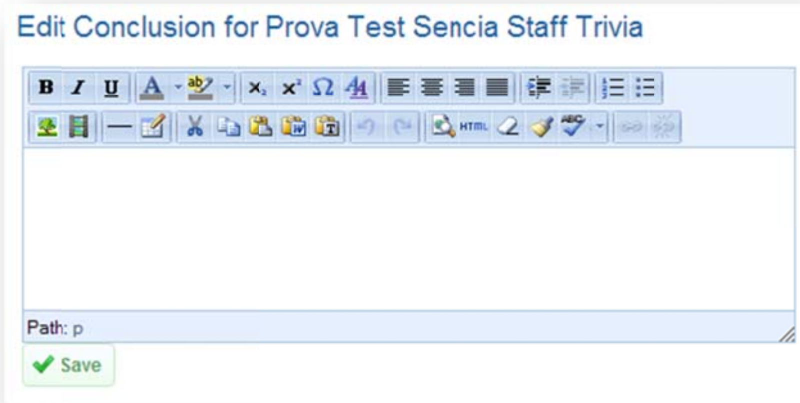
When deleting sections with a large amount of questions, a progress bar displays below the create and reorder buttons.



9.7 Conclusion Page

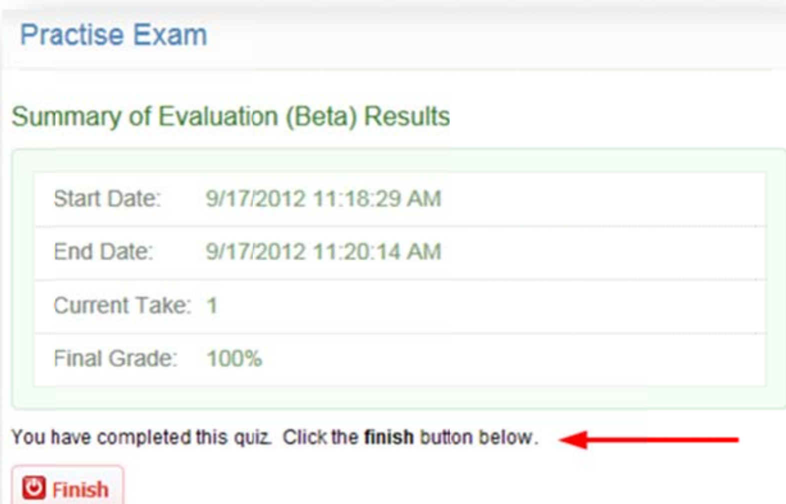
The optional test conclusion page appears after the participant has completed all of the test questions. To add a custom conclusion after the test summary, open the test, click the **conclusion** button from the menu, and then use the publishing window to design the text and content you want the participants to see after they have completed the test. Click **save** when you are happy with your content.





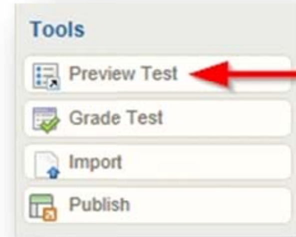
The conclusion is a great place to let your participants know what their next steps should be after completing the evaluation.

This example shows how a participant sees the conclusion. The summary is default content and the indicated text at the bottom is custom content.



9.8 Preview Test

This is available to campus admins and publishers.

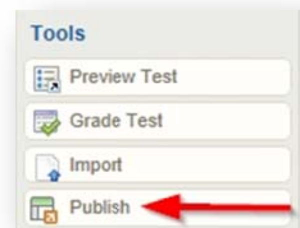


We recommend that you preview a new test so that you can view how participants will see it and ensure that it looks and functions as you intend it to. Open the test that you wish to preview and then click **Launch Test** from the tools menu. This will let you attempt the test without worrying about the system retaining any records for the attempt.

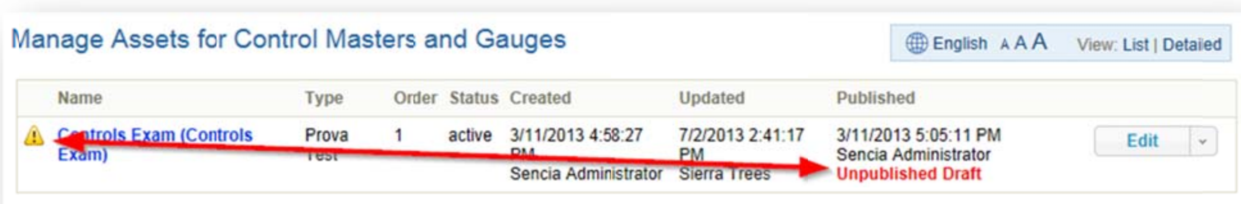
The launch button is currently available only for campus admin and publisher user types. We expect to add this functionality for Site Managers in future development.

9.9 Publish

This is available to site managers, campus admins, and publishers.



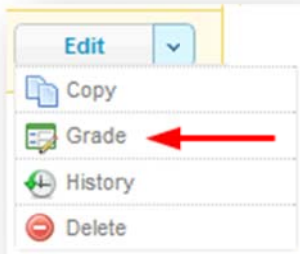
To make a new test available to participants, it must be published. Any revisions that are made will also need to be published before participants can see them. To publish a test, open the test and then select **Publish** from the tools menu. The Publish option will be greyed out and unavailable if there are no pending revisions. Each publish retains its own version so you can determine which version participants took, if necessary. Tests with unpublished drafts are indicated on the manage assets page of the product with an exclamation mark and text.



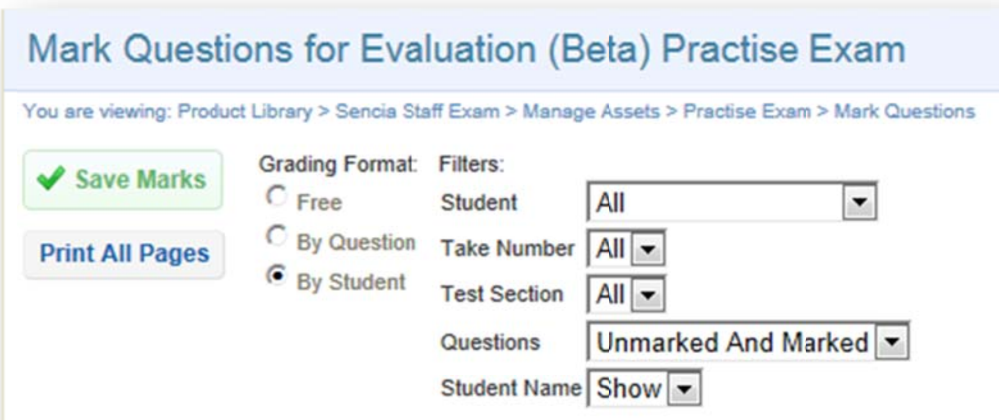
9.10 Manual Grading

This is available to site managers, campus admins, publishers, and instructors.

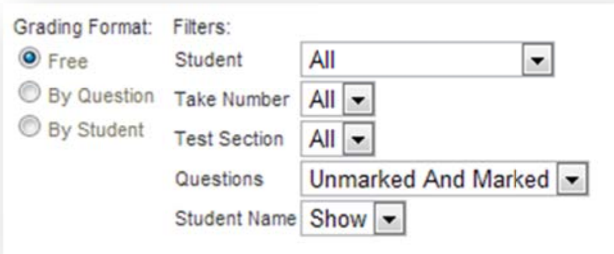
This option is used to grade essay questions (essay questions cannot be automatically graded by the system) or by site managers who need to override a participant's answer. Open the Prova Test, and then click the **grade test** button from the tools menu. Alternatively, you can click the arrow next to a question's edit button to reveal the **grade** button.



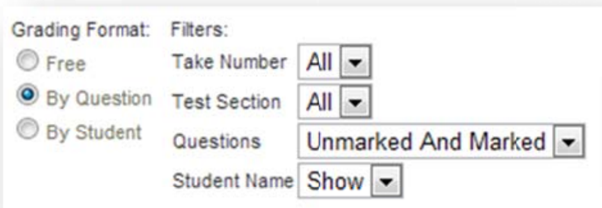
This will open the "Mark Questions" page for the selected test. You have three grading formats to choose from: Free, By Question, and By Student.



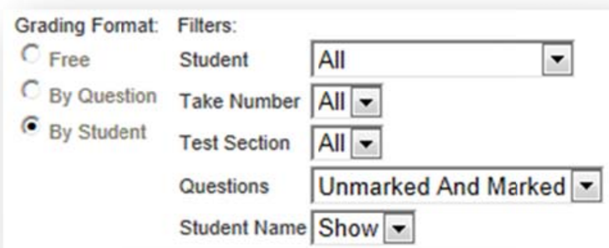
1. Free is solely based on the filters and has no navigation once those items are filtered. This method is best used when you have very specific criteria to filter and expect only that specific result. Enter a grade in the **mark** field and then click **update mark**.



2. By Question lets you use the drop down menu to select one question to mark at a time. You will see the list of students for one question, and buttons for the next and previous question. Enter a grade in the **mark** field and then click **update mark**.



3. By Student lets you use the drop down menu to grade one student at a time. You will see the list questions for one student, and buttons for the next and previous student. Enter a grade in the **mark** field and then click **update mark**.



10. Questionnaires

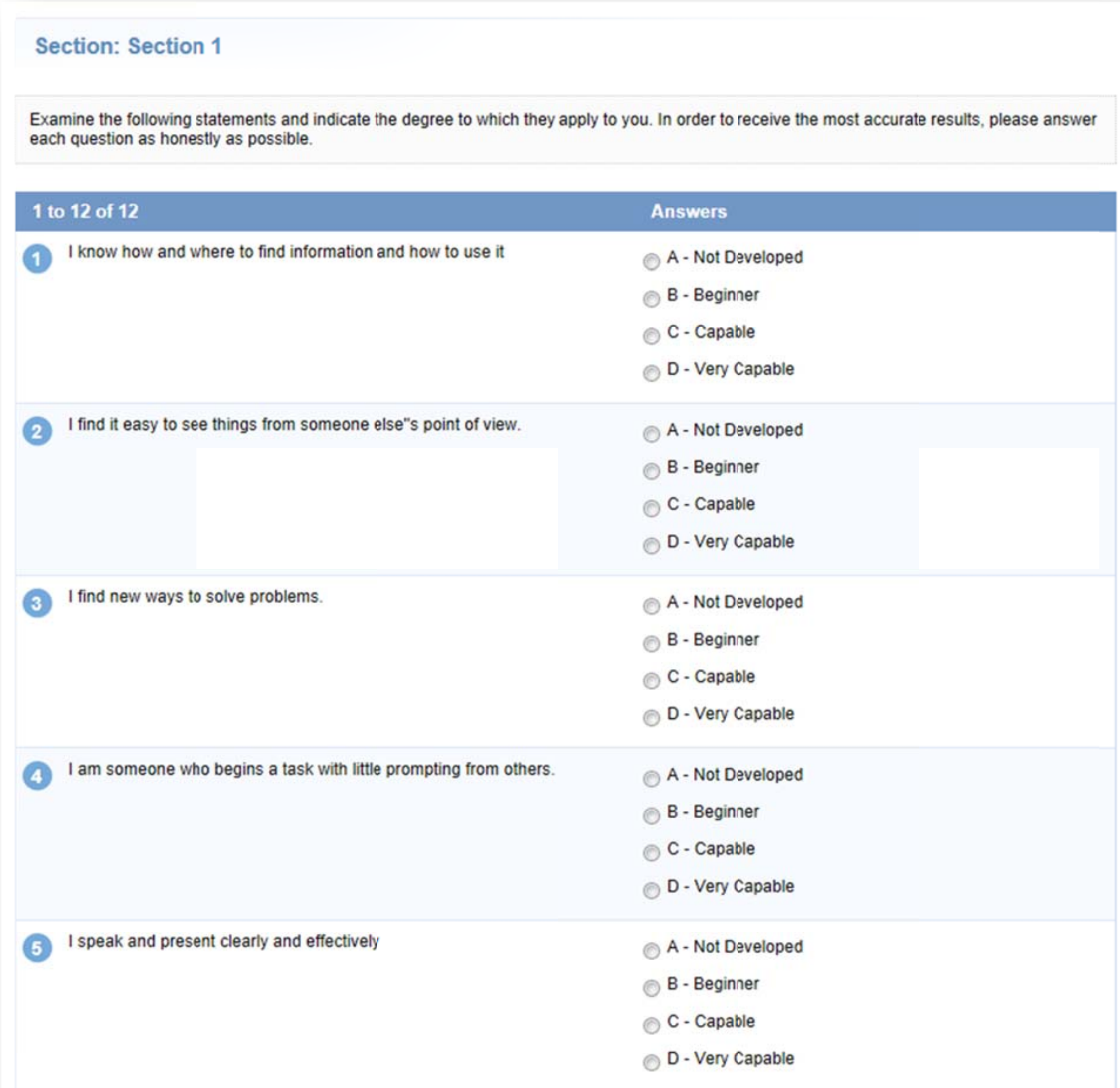
Questionnaires are an informal way to measure something about your participant by posing content where there is no right or wrong answer. Questionnaires are often an objective way to measure things like professional strengths and weaknesses, time management abilities, goals or aptitudes. Questionnaires can also be used as a survey tool to measure something, like online course satisfaction.

Topics Covered In This Chapter

Within Informetica, a questionnaire is created using bucketed questions. This bucketed style allows you to apply categories to each question that are not immediately known to the person taking the questionnaire. If desired, you can assign points to the predetermined responses (distractors) and then see the total score a user has received for any specific bucket, otherwise you can leave these values at 0. The values can be used to do more in depth assessment of an individual. For example, say you are pre-screening candidates for a job interview. You can assign values to each distractor to determine how strongly the candidate scored in specific categories. That way if you are hiring for someone strong in Communications skills, you can select the individuals who scored highly in Communications.

A report run on a questionnaire provides scores for each questionnaire bucket for each user's section and take of the questionnaire. The report quickly summarizes:

- Which of their employees are taking the questionnaire and how many times they attempted the it,
- The date of employees' last completion,
- Each employee's response "score" (i.e. level of competency within a given skill set).


Section: Section 1

Examine the following statements and indicate the degree to which they apply to you. In order to receive the most accurate results, please answer each question as honestly as possible.

1 to 12 of 12	Answers
1 I know how and where to find information and how to use it	A - Not Developed B - Beginner C - Capable D - Very Capable
2 I find it easy to see things from someone else"s point of view.	A - Not Developed B - Beginner C - Capable D - Very Capable
3 I find new ways to solve problems.	A - Not Developed B - Beginner C - Capable D - Very Capable
4 I am someone who begins a task with little prompting from others.	A - Not Developed B - Beginner C - Capable D - Very Capable
5 I speak and present clearly and effectively	A - Not Developed B - Beginner C - Capable D - Very Capable

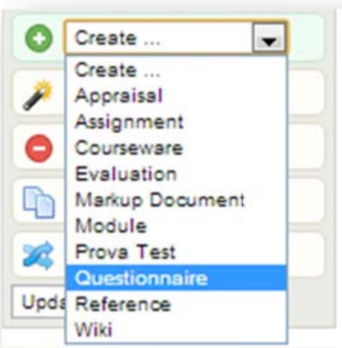
An example of a Likert style questionnaire set up in Informetica.

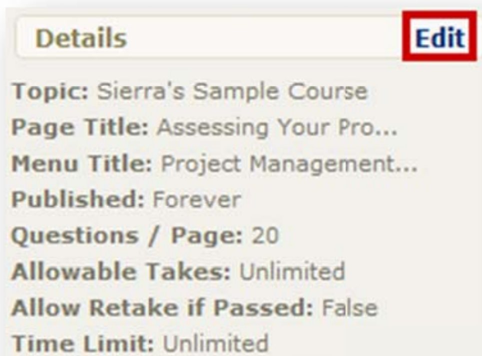
10.1 Create a Questionnaire or Edit Details

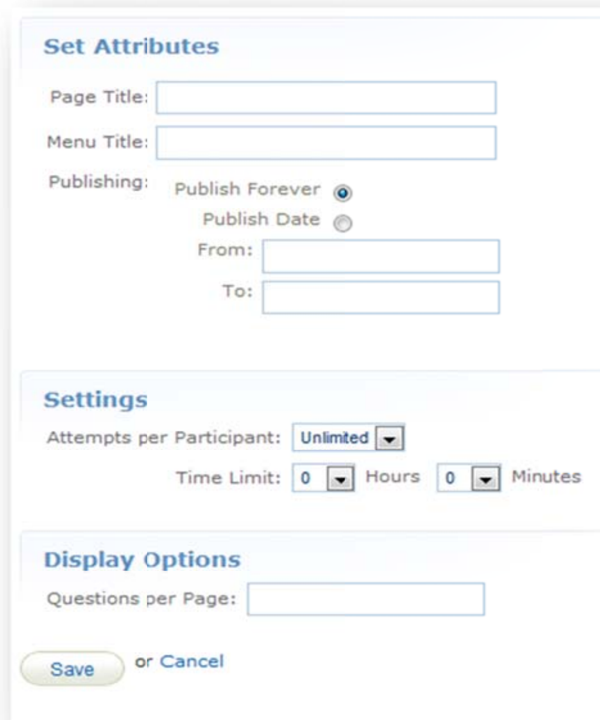
To fully create a questionnaire you will need to complete the following steps:

- ✓Create a questionnaire
- ✓Create questionnaire buckets
- ✓Create questionnaire sections
- ✓Create bucketed questions within questionnaire sections

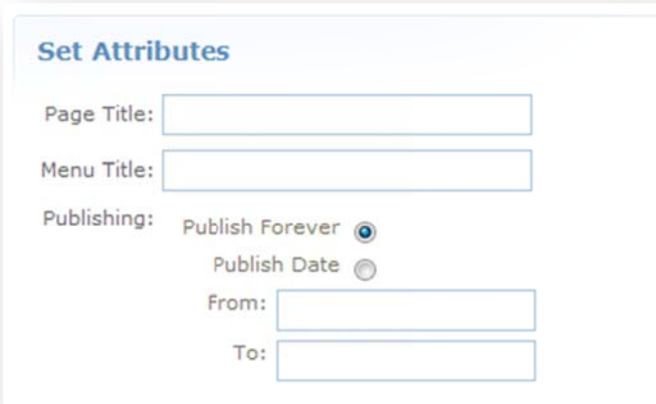
From the manage assets page for a product, click on “create” under the options menu. Select questionnaire from the dropdown menu to open the create questionnaire page. To edit details for an existing questionnaire, click the name of the questionnaire from the manage assets page and then click the edit link in the top left.







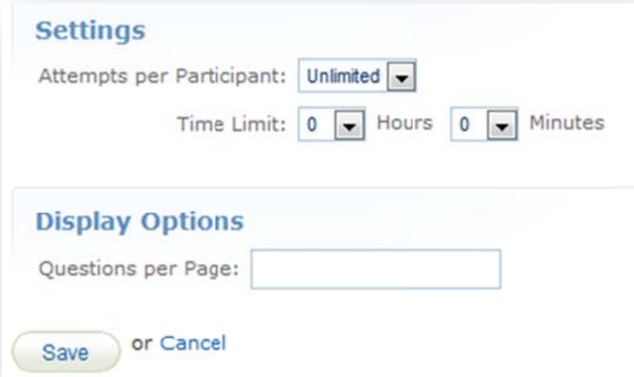
10.1.1 Attributes and Settings



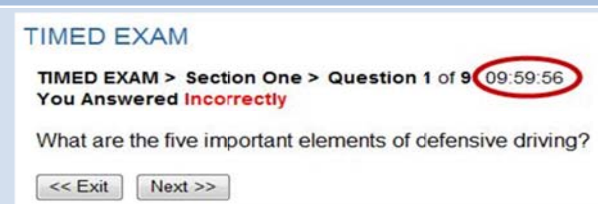
Below is a brief description of the fields:

Field	Description	Input
Page Title	Enter the name of the questionnaire. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Publish Date	Select publish forever if you want the questionnaire to be always available or select a specific publish date if your questionnaire will be unavailable during or before a certain date. A questionnaire that is published forever is available to all participants with access. A questionnaire that is published for specific dates is also available to all participants with access, but only during the published dates. If the questionnaire falls before or after the published dates, registered participants would no longer see the questionnaire.	Optional

10.1.2 Settings and Display Options

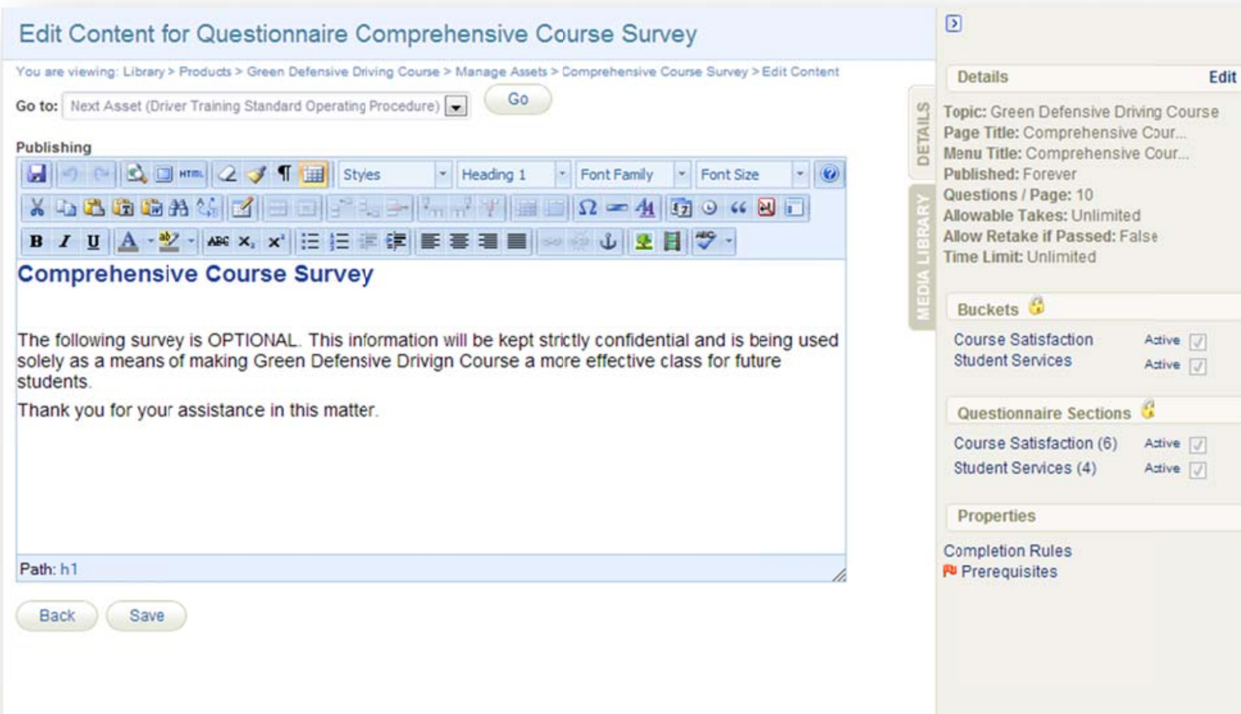


Below is a brief description of the fields:

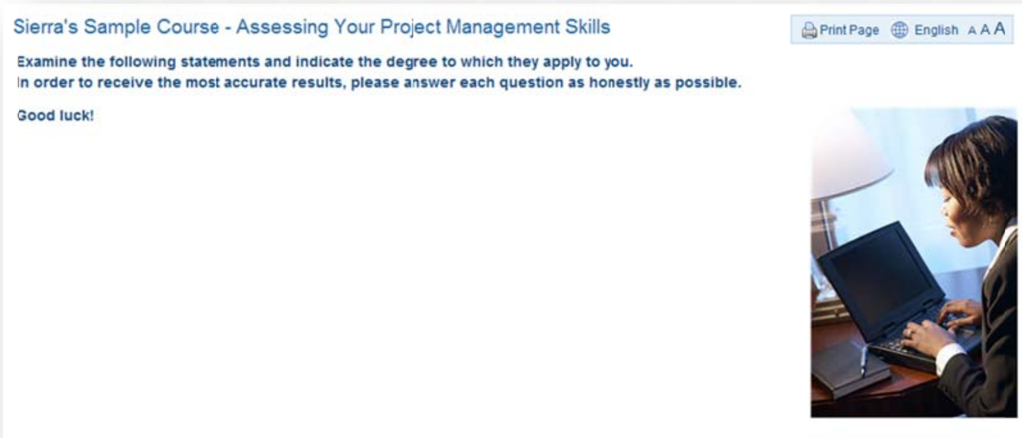
Field	Description	Input
Attempts per Participant	Select the number of times a participant is allowed to take this questionnaire (1-5 attempts or unlimited).	Optional
Time Limit	You can restrict the length of time allowed to complete the questionnaire by selecting from the dropdown menus. The amount of remaining time will appear to the participant at the top of every question page. 	Optional
Questions per Page	Enter the number of questions you want displayed on each page of the questionnaire for the participant to see.	Optional
Save	This button will save your changes and create the new questionnaire. Once you have saved the questionnaire, you are brought to the manage assets page.	Required
Cancel	This button will return you to the manage assets page without creating a new questionnaire.	Optional

10.2 Create or Edit a Custom Introduction

A questionnaire has a default introduction page that shows the participant the name of the questionnaire and a start button. From the manage assets page, open the questionnaire in which you would like to create the custom introduction. This will bring you to a publishing window where you can customize an introduction to the questionnaire. To edit an existing introduction, open the questionnaire and make your changes in the content editor.



The example below shows how a participant would see this:



10.3 Create Buckets

After creating a questionnaire, you need to create at least one new bucket for it. From the manage assets page, click on the questionnaire that you wish to create a bucket for. Click the create link on the side bar under the buckets menu. Enter a name for the bucket and click the save button. After saving, you will be returned to the questionnaire's edit content page.

10.4 Create Sections

After you have created a bucket you will need to create at least one new section. Open the questionnaire and click create next to the questionnaire sections menu to open the create new questionnaire section page. To edit these details, click on any section name to open it, make changes and then save. Every field indicated with a red asterisk * requires an entry to successfully create a section.

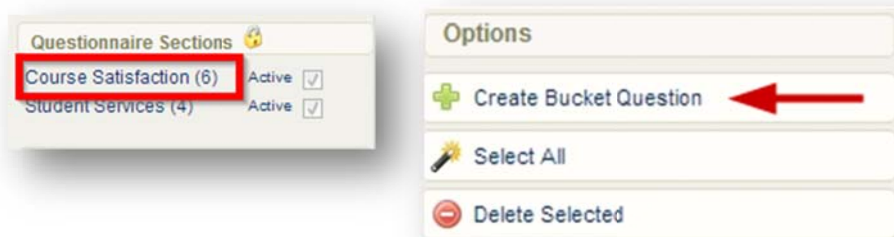
Below is a brief description of the fields:

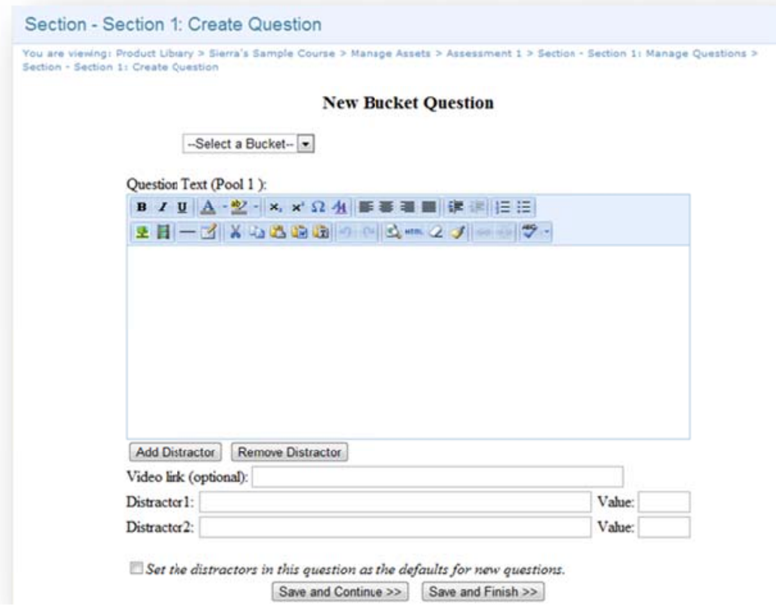
Field	Description	Input
Name	Enter a name for the section	Required
Distractor Label	Distractor labels precede the list of answers offered as choices for the participant so they can select an option. Use the drop down menu to select letters or numbers.	Optional
Section Description	Add an optional description for the section.	Optional
Save	This button will save your changes and create the new section. Once you have saved the section, you are brought to the publishing window for the appraisal.	Required
Cancel	This button will return you to the publishing window for the appraisal without creating a new section.	Optional

Sections must be active before participants will be able to see them. Once a questionnaire is made available to participants, you will no longer be able to add or edit sections. However, you can edit the bucketed questions themselves.

10.5 Create Bucket Questions

After you have created buckets, you can create questions. From the manage assets page, click on a questionnaire and then click the section within it that you wish to create bucketed questions for. Click the create bucket question link on the options menu on the right to create the first question. To edit questions, click on any section name to open it, click the edit link next to any question and then save.



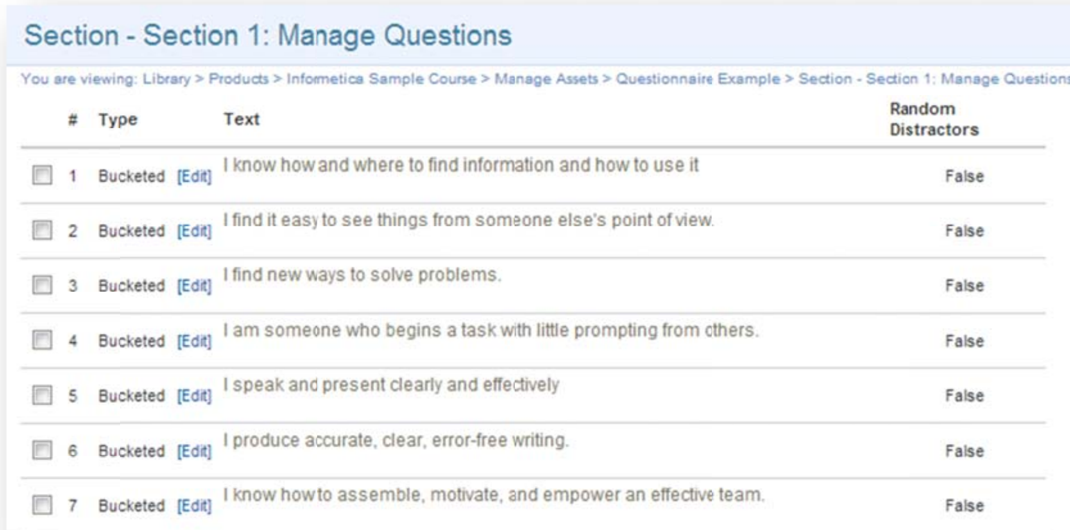


Below is a brief description of the fields:

Field	Description	Input
Select a Bucket	From the drop down menu, select one of the buckets that were created earlier.	Required
Question Text	Use the content editor to design the question with text and supporting files.	Required
Add Distractor	Use the add button to create more distractors for the question.	Optional
Remove Distractor	Position your cursor within the distractor text field and click the remove button.	Optional
Video Link	You can insert a link to an uploaded video in this field.	Optional
Distractor	Enter the text for the responses offered as choices for the participants in these fields.	Required
Value	Enter a number value for each distractor. If you do not wish to use values, enter 0. Negative numbers are not recognized.	Required
Set the Distractors	Select this box if you would like the same distractors to appear on all of the questions.	Optional
Save and Continue	Save you r changes and continue creating more questions for this appraisal.	Required
Save and Finish	After saving, you will be returned to the section: manage questions screen.	Optional

10.6 Manage Questions

Click the Section link from the Questionnaire Sections menu for the section that you wish to edit questions in. This will open the manage questions page.



 # – Questionnaire questions are assigned an automatic number as you create them. This is the default order in which they are presented during a questionnaire.

Type – For questionnaires, this type of each question is always bucketed.

Text – The text of the question itself as the participant sees it.

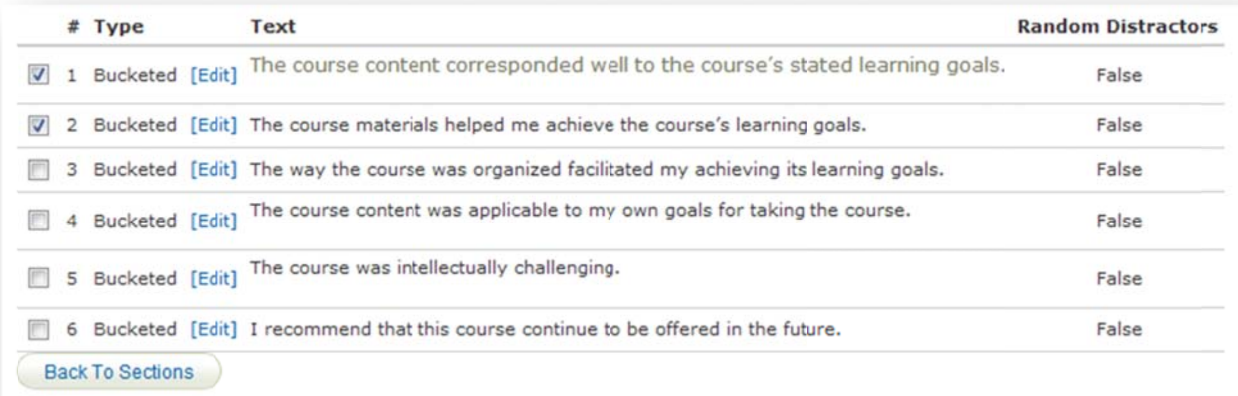
Random Distractors – Indicates whether or not the distractors for each question are presented in random order.

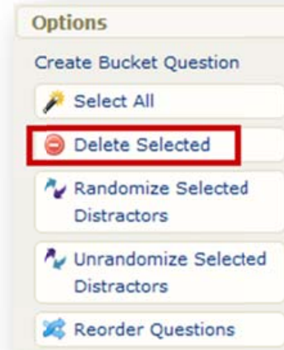
True: distractors will be shown to the user in a random order every time the question is displayed.

False: distractors will always appear in the order in which they are set up within question.

10.6.1 Delete Questions

Click on the name of the questionnaire section that you want to edit questions for. This will open the manage questions window. Select the questions you wish to delete using the checkboxes and then click “delete selected” from the options menu. If you would like to delete all of the questions, use the select all Select All tool.





10.6.2 Edit Questions

Click on the name of the questionnaire section that you want to edit questions for. This will open the manage questions window. Click the "edit" link next to the question you want to edit. This will open the edit page for the question.

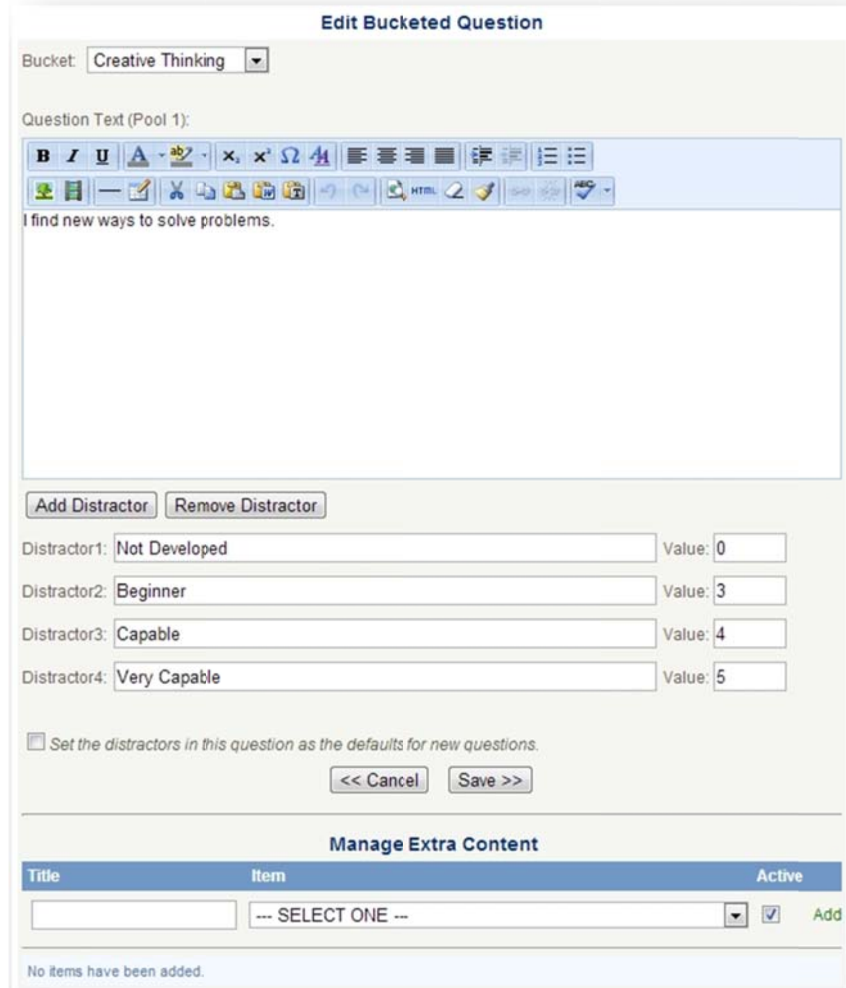
Save: This button will save your changes and return you to the manage questions page.

Cancel: This button will return you to manage questions page without saving your changes.

Manage Extra Content will create a link to another relevant file within the product. Participants will see the link at the bottom of the question when they take the questionnaire.

- Title – type in a name for your extra content
- Item - select from a file from the drop down menu. The drop down menu contains files that are uploaded to the product's local media library.
- Active – use the checkbox to toggle this option. Participants will only see active content.
- Add – click add to create the content link.
- DEL – click DEL to remove the content link.

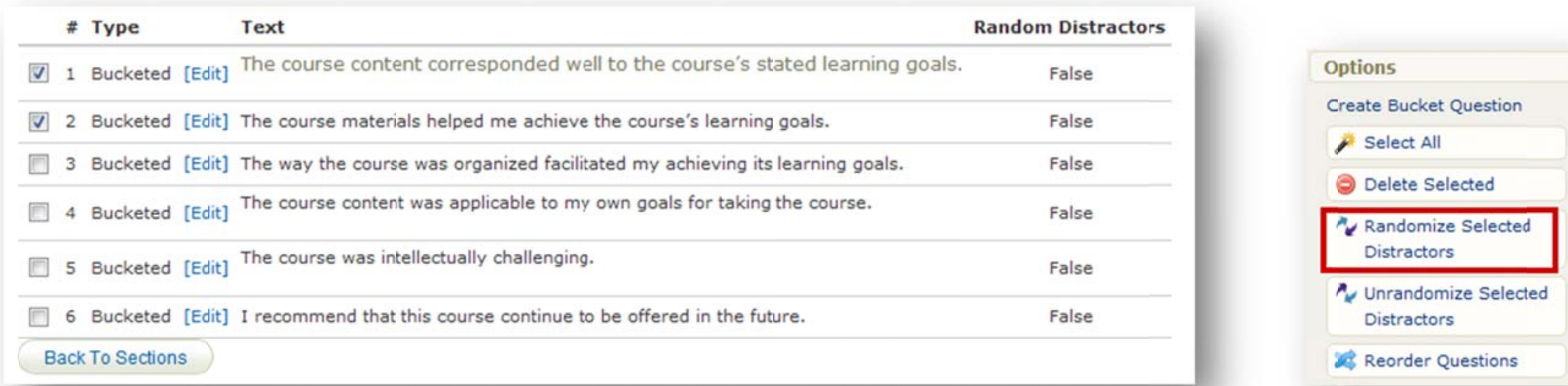
You do not have to click save when updating the manage extra content area.



10.6.3 Randomize Question Distractors

To randomize the order of the available answers (distractors) within the questions, select the questions you wish to randomize the distractors for by using the checkboxes and then clicking the "randomize selected" button from the right hand side.   If you would like to randomize all of the questions, use the select all 

tool. This will present the distractors in the question in a random order to the participants. If the random distractors column says true, then the distractors in this question are randomized. If the column says false, then they are not presented in random order.



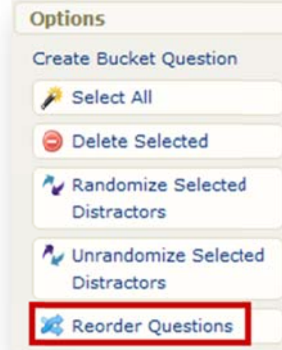
Unrandomize Question Distractors

Select the questions you wish to unrandomize the distractors for using the checkboxes and then click the "unrandomize selected" button from the options menu. If you would like to unrandomize all of the questions, use the select all 

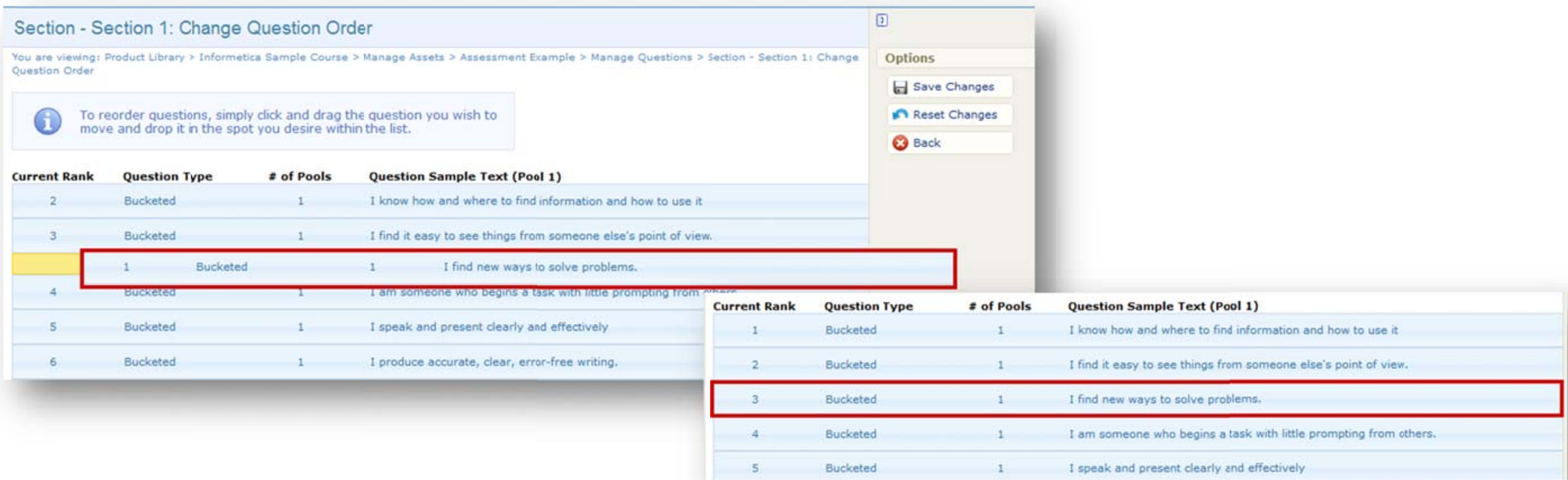
tool. This will present the distractors in the question in the default order in which you entered them.

10.6.4 Reorder Questions

Click on the name of the questionnaire section that you want to reorder questions in to open the manage questions page. Click the reorder questions button from the right hand side.



This will open a change question order page where you can click and drag the question you wish to move and drop it into a new spot within the list.



You can reset your changes before you save or press the back button to return to the manage questions page without making the changes. Once you click save, you will see from the manage questions page that the question is now moved to the new order.

10.7 Review Questionnaire Results

Run report R203 Group Questionnaire Scores to:

- View the results for each questionnaire bucket for entire user groups, including the section and number of attempts
- See which of users have been completed the questionnaire and how many times
- View the date of the last attempt
- View user levels of competency within a given bucket (skill set)

11. Appraisals

You can automate the learner or employee evaluation process for any kind of performance measure such as Key Performance Indicators (KPIs) and competencies. For example, managers can use appraisals to determine overall performance for groups and individuals.

Appraisals use bucketed multiple choice questions. Every question is assigned one bucket, and every answer to a question can be assigned a certain number of points that go into its bucket. When a manager, publisher, or instructor appraises a participant, they are essentially assigning them a certain worth within each bucket so that at the end of the appraisal each participant has been categorized based on the answers given for each question.

Topics Covered In This Chapter

An example of an employee appraisal set up in Informetica.

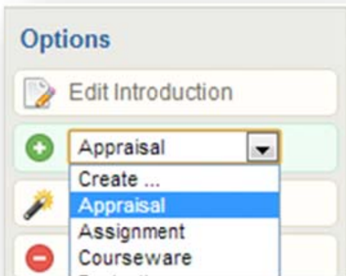
1 to 8 of 8	Answers
1 Monitors quality of incoming raw materials.	A - Always B - Most Often C - Periodically D - Rarely E - Never
2 Completes process sheets accurately, inserting all instructions according to Standard Operation Procedure #539-302	A - Always B - Most Often C - Periodically D - Rarely E - Never
3 Finished product is inspected prior to shipping	A - Exceeds expectations B - Somewhat Exceeds Expectations C - Meets expectations D - Less than expectations E - Inadequately short of expectations
4 Always meets the 5,000 per day thresholds	A - Exceeds expectations B - Somewhat Exceeds Expectations C - Meets expectations D - Less than expectations E - Inadequately short of expectations

11.1 Create or Edit an Appraisal

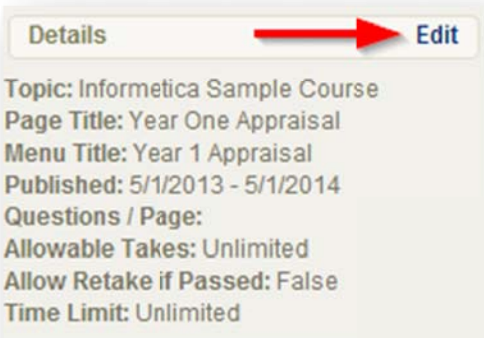
To fully create an appraisal you must complete the following steps:

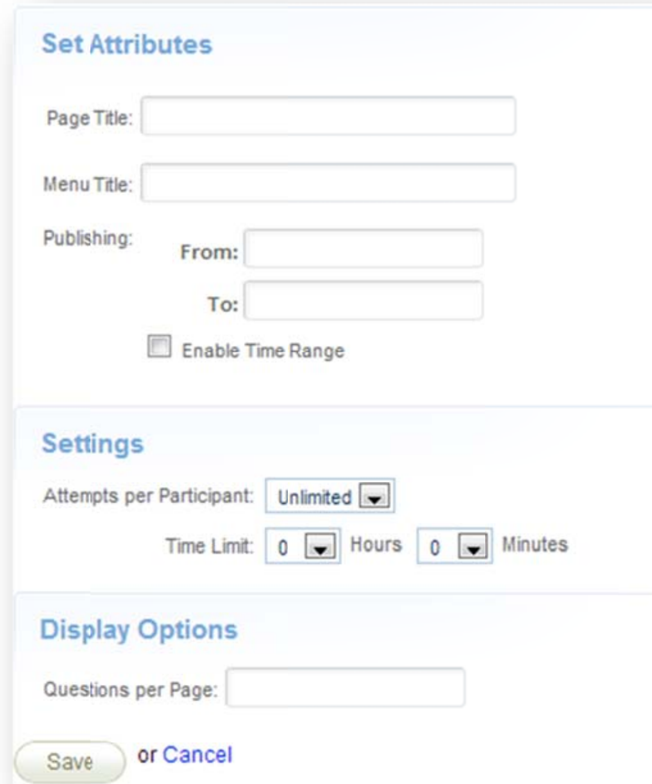
✓Create an appraisal ✓Create buckets ✓Create sections ✓Create questions for each section and assign to buckets

1. Navigate to the manage assets page for the product
2. Select **Appraisal** from the **Create** dropdown menu (located in the Options menu)
3. Complete the form and **Save**



4. Click **Edit** from the appraisal's details menu to make changes





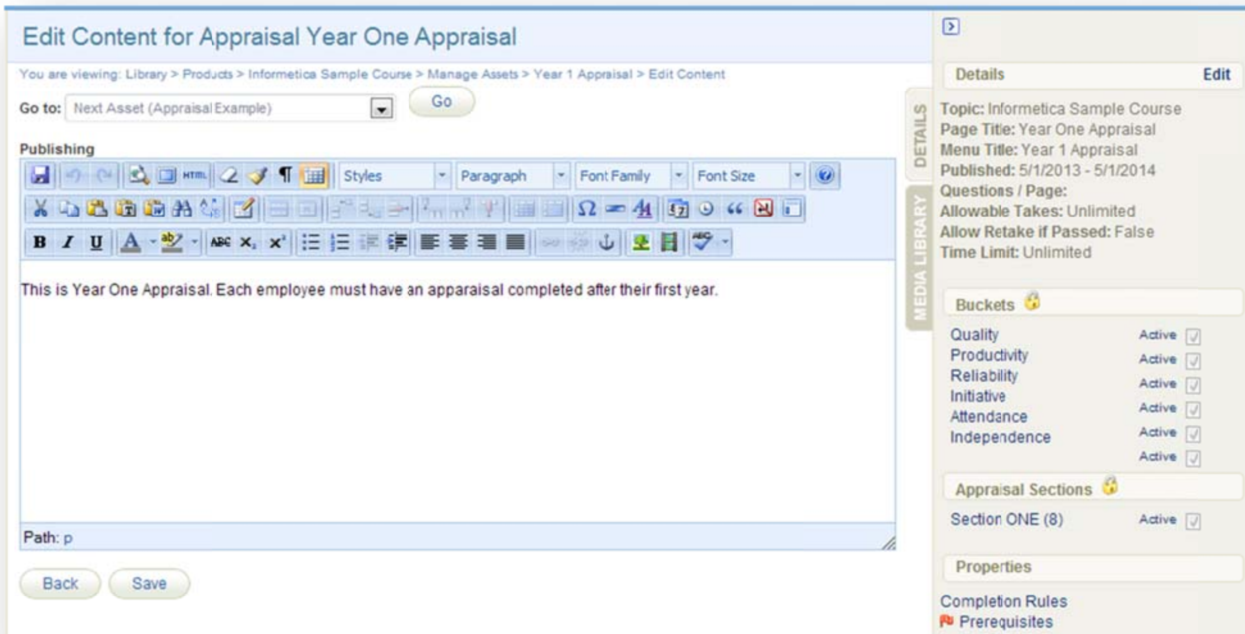
A brief description of the fields seen during creation

Field	Description	Input
Page Title	Enter the name of the appraisal. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Publishing	Select the dates that your appraisal is valid. It can only be accessed during the published dates. If the appraisal falls before or after the published dates, registered participants would no longer see the appraisal.	Required
Enable Time Range	Select this box to enter specific times within the publish dates that your appraisal is valid.	Optional
Attempts per Participant	Select the number of times a participant is allowed to take this appraisal (1-5 attempts or unlimited).	Optional
Time Limit	You can optionally restrict the length of time allowed to complete the appraisal by selecting from the dropdown menus. The amount of remaining time will appear to the participant at the top of every question page.	Optional
Questions per Page	Enter the number of questions you want displayed on each page of the appraisal. If no number is entered, then questions will all appear on one page.	Optional
Save	Save your changes and creates the appraisal. After saving, you are brought to the manage assets page.	Required
Cancel	Return you to the manage assets page without creating the new appraisal.	Optional

11.2 Create or Edit Custom Introductions

An appraisal has a default introduction page that shows the participant the name of the appraisal and a start button. You can optionally append this information with your own custom introduction.

1. Navigate to the manage assets page for the product
2. Open the appraisal
3. Customize your introduction using the content editor
4. Click **Save**
5. To edit an existing introduction, open the appraisal and make your changes in the content editor.



11.3 Create Buckets

You need to create at least one bucket for the appraisal. An appraisal is created using bucketed questions. This bucketed style allows you to apply categories to each question that are not immediately known to the person giving the appraisal. If desired, you can also assign points to the predetermined responses (distractors) and then see the total score a user has received for any specific bucket.

Buckets cannot be edited, but you can create a new bucket, and then deactivate or delete an old one.

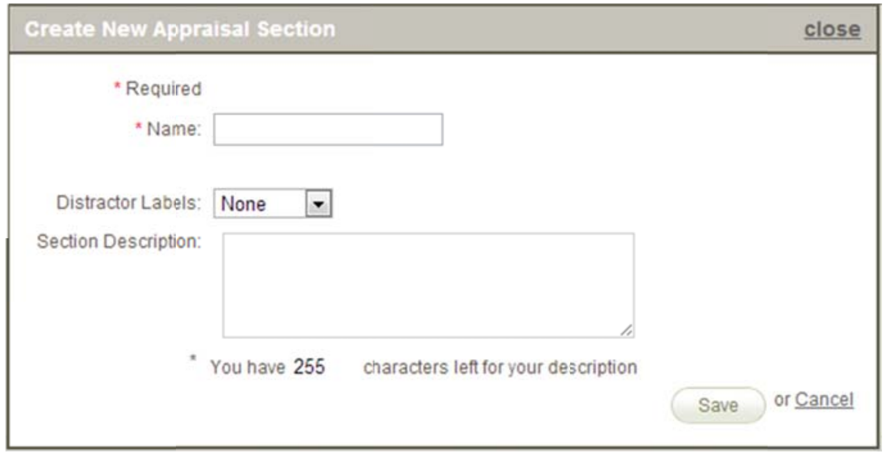
1. Navigate to the manage assets page for the product
2. Open the appraisal
3. Click **Create** on the side bar next to Buckets

4. Enter a bucket name (e.g. Productivity)
5. Click **Save**
6. Select **Active** next to each bucket

11.4 Create and Edit Sections

After creating a bucket, you need to create at least one section to house your questions.

1. Navigate to the manage assets page for the product
2. Open the appraisal
3. Click **Create** on the side bar next to Appraisal Sections. Field indicated with a red asterisk * are required to successfully create the section.
4. Select **Active** next to each section. Sections must be active before participants will be able to see them. Once an appraisal is made available to participants it is locked and then you cannot add or edit sections. However, you can edit the questions themselves.



5. To edit, click the section to open it. You can only edit sections that are not yet active.

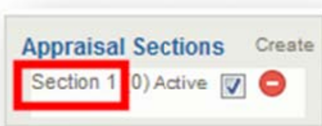
Below is a brief description of the fields:

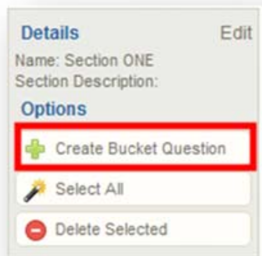
Field	Description	Input
Name	Enter a name for the section	Required
Distractor Label	Distractor labels precede the list of answers offered as choices for the participant so they can select an option. Use the drop down menu to select letters or numbers.	Optional
Section Description	Add an optional description for the section.	Optional
Save	This button will save your changes and create the new section. Once you have saved the section, you are brought to the publishing window for the appraisal.	Required
Cancel	This button will return you to the publishing window for the appraisal without creating a new section.	Optional

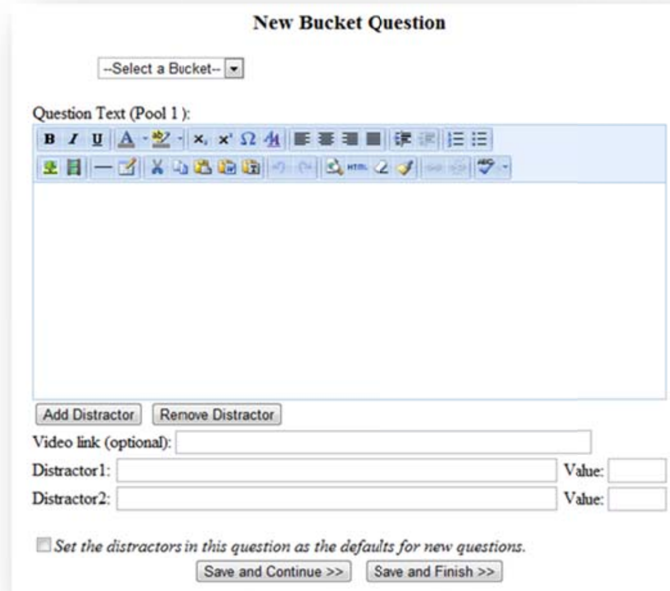
11.5 Create Questions

After you have created buckets, you can create questions.

1. Open the appraisal
2. Open a section to create questions
3. Click **Create Bucket Question** on the options menu
4. **Save**





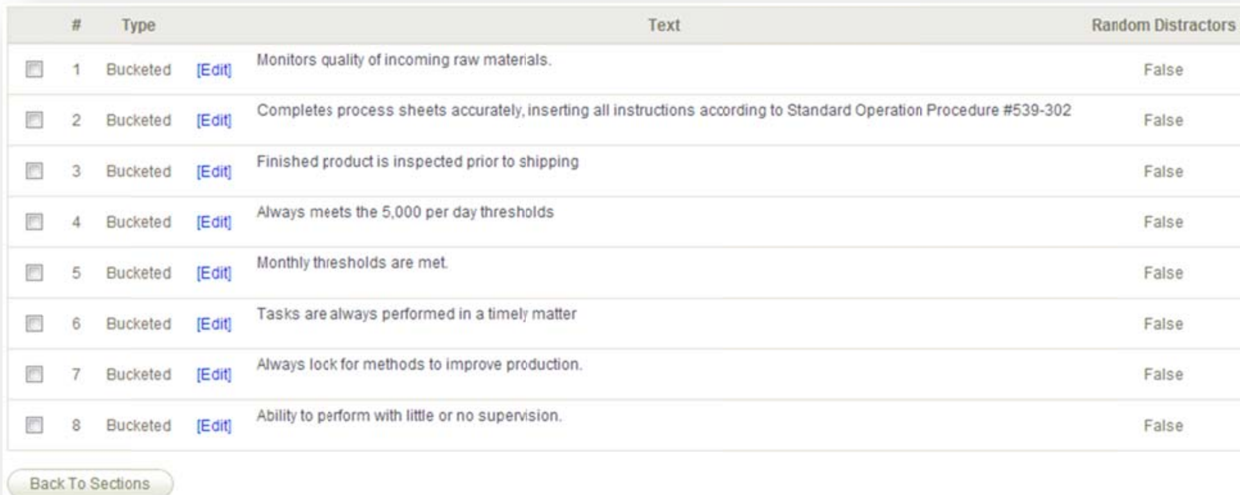


Below is a brief description of the fields:

Field	Description	Input
Select a Bucket	From the drop down menu, select one of the buckets that were created earlier.	Required
Question Text	Use the content editor to design the question with text and supporting files.	Required
Add Distractor	Use the add button to create more distractors for the question.	Optional
Remove Distractor	Position your cursor within the distractor text field and click the remove button.	Optional
Video Link	You can insert a link to an uploaded video in this field.	Optional
Distractor	Enter the text for the responses offered as choices for the participants in these fields.	Required
Value	Enter a number value for each distractor. Negative numbers are not recognized.	Required
Set the Distractors	Select this box if you would like the same distractors to appear on all of the questions.	Optional
Save and Continue	Save you r changes and continue creating more questions for this appraisal.	Required
Save and Finish	After saving, you will be returned to the section: manage questions screen.	Optional

11.6 Manage Questions

1. Open the appraisal
2. Open a section to view questions
3. Edit and delete questions from the **Manage Questions** page



	#	Type		Text	Random Distractors
	1	Bucketed	[Edit]	Monitors quality of incoming raw materials.	False
	2	Bucketed	[Edit]	Completes process sheets accurately, inserting all instructions according to Standard Operation Procedure #539-302	False
	3	Bucketed	[Edit]	Finished product is inspected prior to shipping	False
	4	Bucketed	[Edit]	Always meets the 5,000 per day thresholds	False
	5	Bucketed	[Edit]	Monthly thresholds are met.	False
	6	Bucketed	[Edit]	Tasks are always performed in a timely matter	False
	7	Bucketed	[Edit]	Always lock for methods to improve production.	False
	8	Bucketed	[Edit]	Ability to perform with little or no supervision.	False

Back To Sections

Below is a brief description of the fields:

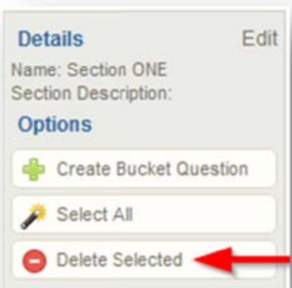
Field	Description
#	Appraisal questions are assigned an automatic number as you create them. This is the default order in which they are presented during an appraisal
Type	For appraisals, questions are always bucketed.
Text	The text of the question itself as the participant sees it.
Randomize Distractors	Randomization is turned off for Appraisals.

Questions are displayed based on sections and the questions per page that you set up. There is no "By Section"/"By Question" option as in other Informetica testing assets. The number of questions per page will show first, until you get to the end of a section, followed by the next section.

11.6.1 Delete Questions

1. Open the appraisal
2. Open a section to manage questions
3. Select the questions you wish to delete using the checkboxes
4. Click **Delete Selected** from the options menu
5. Use **Select All** to delete all of the questions

	#	Type		Text	Random Distractors
☑	1	Bucketed	[Edit]	Monitors quality of incoming raw materials.	False
☑	2	Bucketed	[Edit]	Completes process sheets accurately, inserting all instructions according to Standard Operation Procedure #539-302	False
☐	3	Bucketed	[Edit]	Finished product is inspected prior to shipping	False
☐	4	Bucketed	[Edit]	Always meets the 5,000 per day thresholds	False

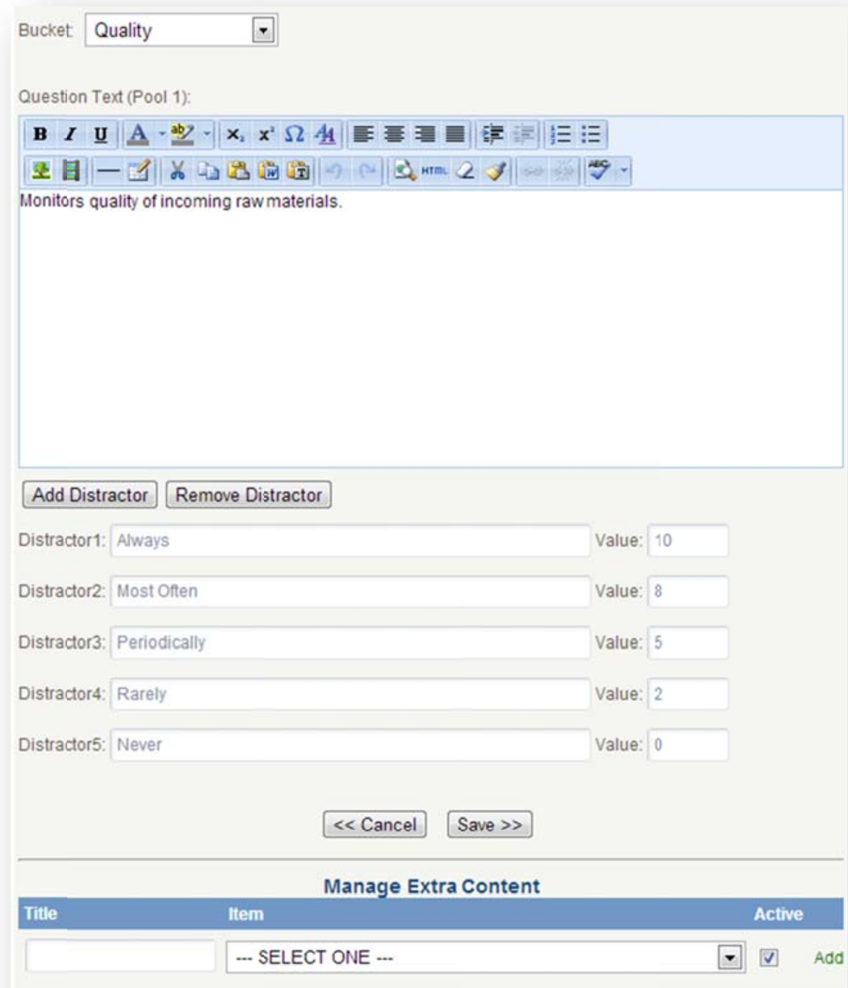


11.6.2 Edit Questions

1. Open the appraisal
2. Open a section containing the question you wish to edit
3. Click **Edit** next to the question you want to edit
4. **Save**

Below is a brief description of the fields:

Field	Description
Bucket	Select the bucket you want the question to belong to.
Question Text	Use the content editor to edit the question text.
Save	This button will save your changes and return you to the manage questions page.
Cancel	This button will return you to manage questions page without saving your changes.
Manage Extra Content	Create a link to another relevant file within the product. Participants will see the link at the bottom of the question when they take the appraisal. You do not have to click save when updating here. • Title – type in a name for your extra content • Item - select from a file from the drop down menu. The drop down menu contains files that are uploaded to the product's local media library. • Active – use the checkbox to toggle this option. Participants will only see active content. • Add – click add to create the content link. • DEL – click DEL to remove the content link.

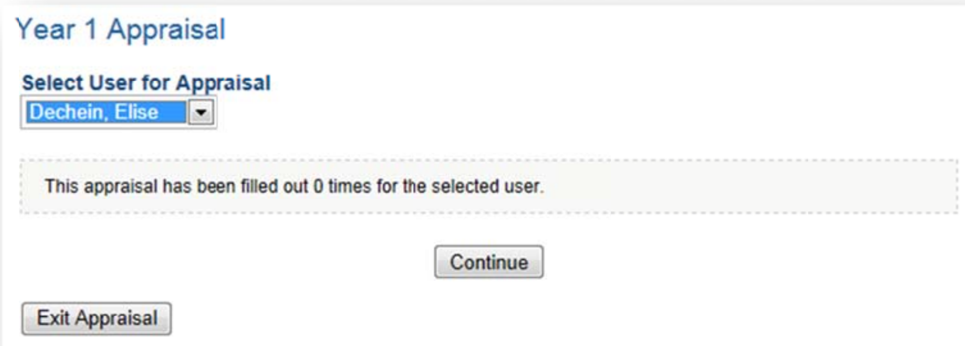


11.7 Completing an Appraisal

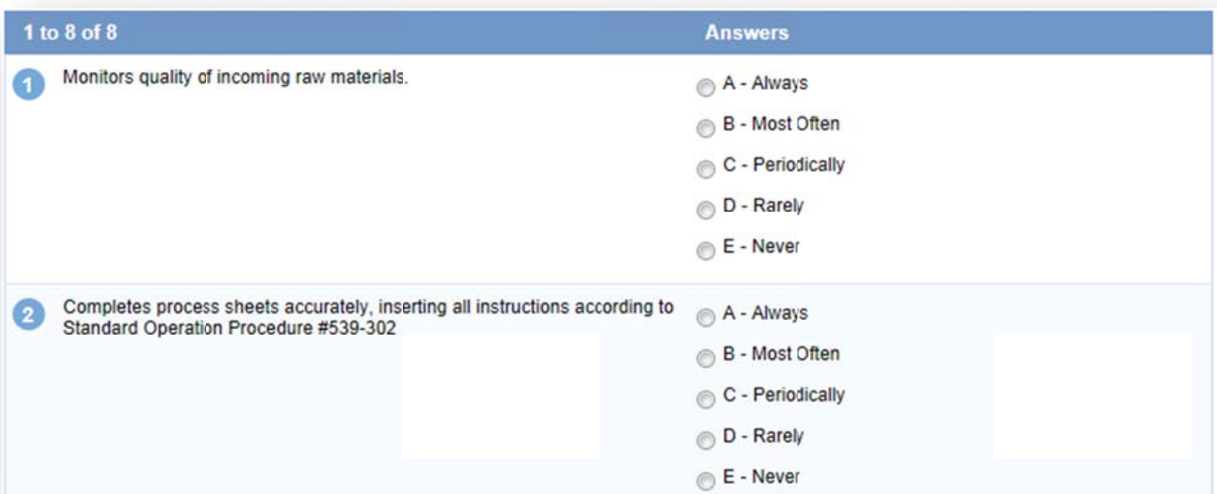
This option is available to campus admins, campus managers, user group managers, publishers, and instructors

Appraisals are not accessible by participants. You may choose to display the appraisal, but it cannot be launched by a participant.

1. Launch the appraisal by clicking it from the list of the product's assets
2. **Select User for Appraisal**: select the user you wish to appraise from the drop down menu
3. Click **Continue**



4. Review the appraisal summary, which shows information such as the number of questions
5. Click **Start** to being the appraisal
6. Fill out the appraisal and then click **Next**



11.8 Review Appraisal Results

Run report R203 Group Questionnaire Scores to:

- View the results for each appraisal bucket for entire user groups, including the section and number of appraisals conducted.
- See which of users have been appraised and how many times
- View the date of the last appraisal
- View user levels of competency within a given bucket (skill set)

12. Markup Documents and Wikis

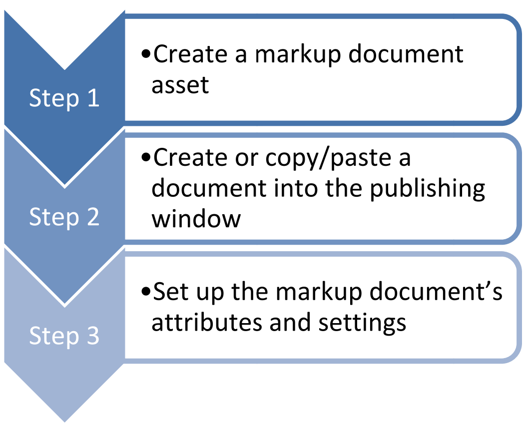
Markup documents and wikis are two assets that participants can directly interact with.

Topics Covered In This Chapter

12.1 Markup Documents

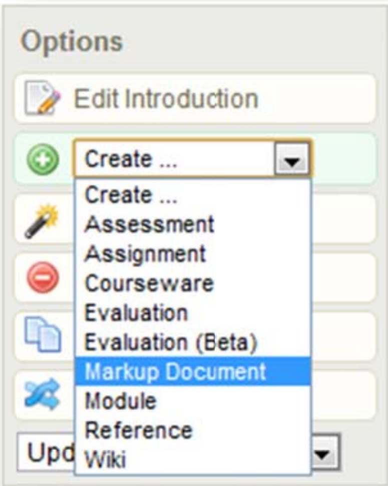
A markup document asset is an interactive review tool that allows participants and instructors to securely share, make notes upon and comment on a document without changing the actual document in the product. The original document retains its integrity while all user's notes, comments and appended comments are shared with their name, date and time of their activity.

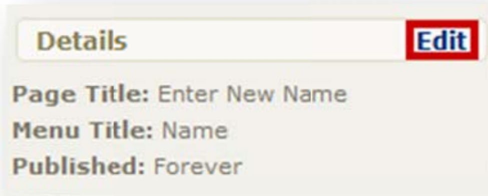
To fully create a markup document you will need to complete the following steps:

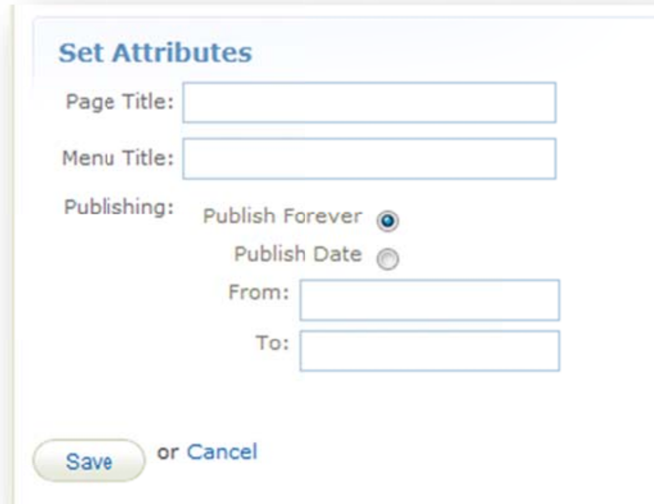


12.1.1 Create/Edit a Markup Document

From the manage assets page, click on Create under the options menu and then select markup document from the drop down menu. To edit these details, click on edit next to the details column on the right. Enter the details and then save.







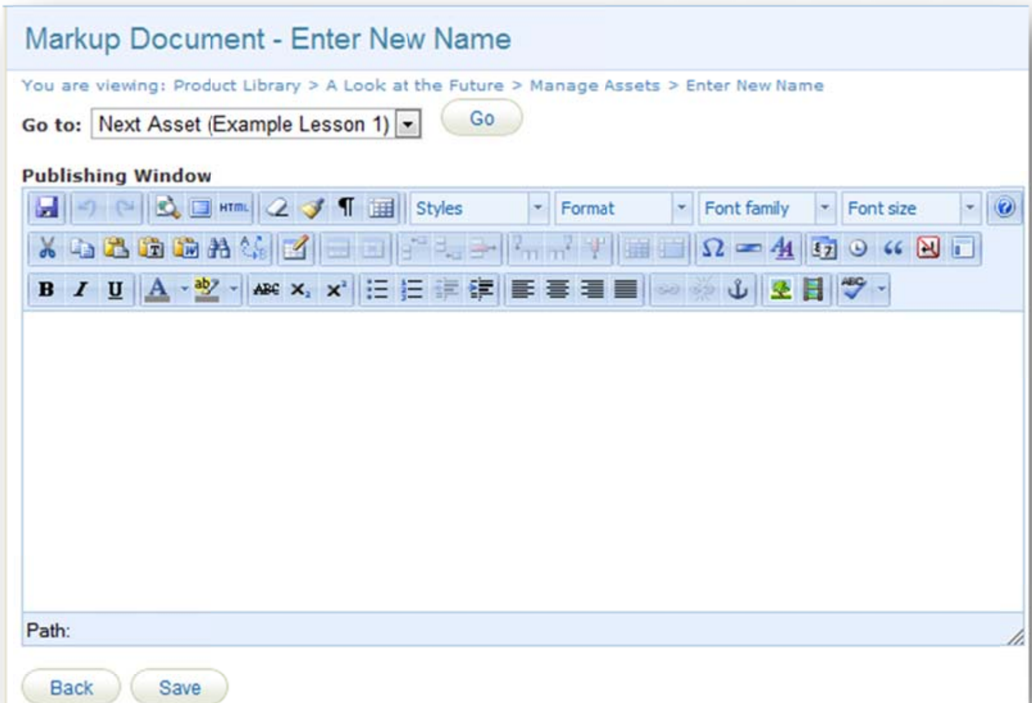
Below is a brief description of the fields:

Field	Description	Input
Page Title	Enter the name of the markup document. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Publish Date	Select publish forever if you want the markup document to be always available or select a specific publish date if your markup document will be unavailable during or before a certain date. A markup document that is published forever is available to all participants with access. A markup document that is published for specific dates is also available to all participants with access, but only during the published dates. If the markup document falls before or after the published dates, registered participants would no longer see it.	Optional

After saving, you will be brought to the manage assets page.

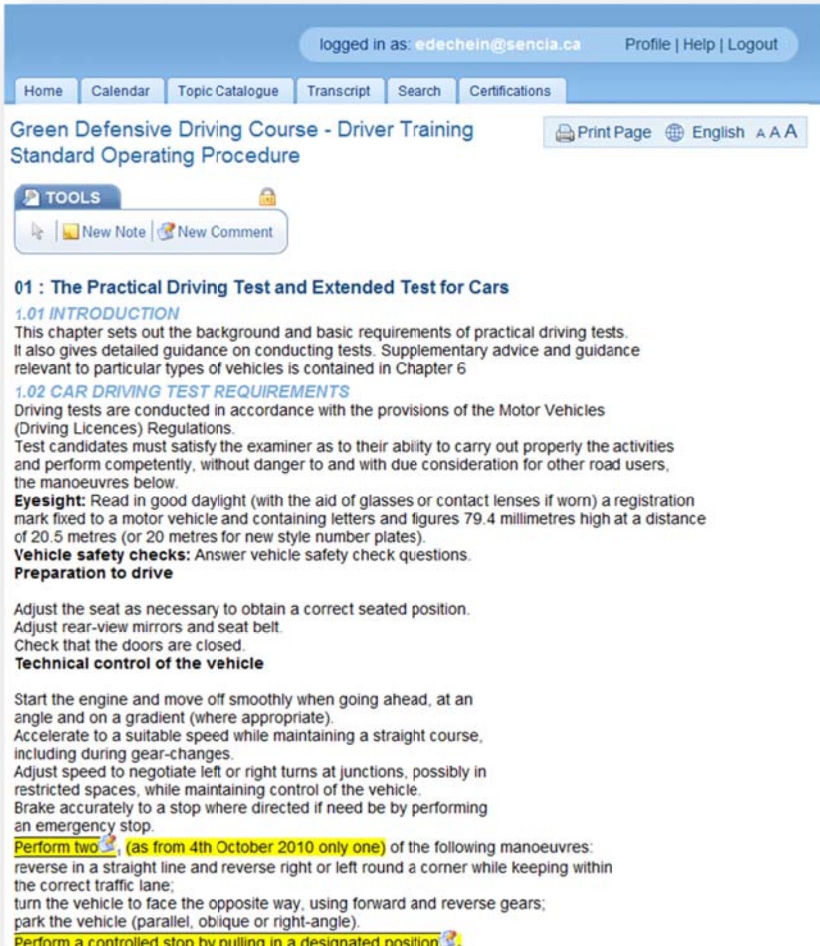
12.1.2 Add or Edit Content

From the manage assets page, open the markup document that you wish to add or edit content for and design the content in the publishing window. Click the Save button to keep the changes or click the back button to return to the manage assets page without keeping the changes.



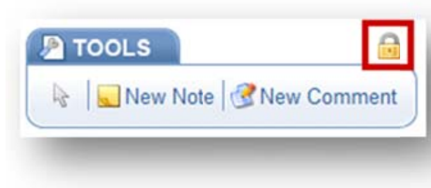
12.1.3 Markup Document Desktop View

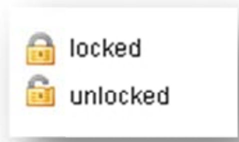
The process of using a markup document from the desktop of things as a user or participant is illustrated here to give a full overview of the markup document.



12.1.4 The Markup Tool

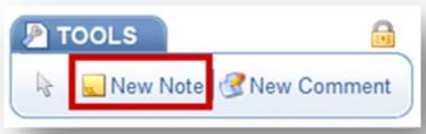
The markup document has a toolbar that allows users to add notes and comments to the document. You can move the toolbar around the content area so that it is not obstructing your view of the document. To do this, click on the lock icon to unlock it. When the toolbar is unlocked, you can click anywhere on it and drag to a new position on the screen.

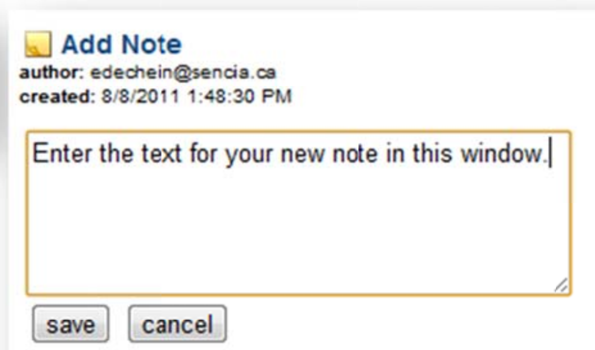


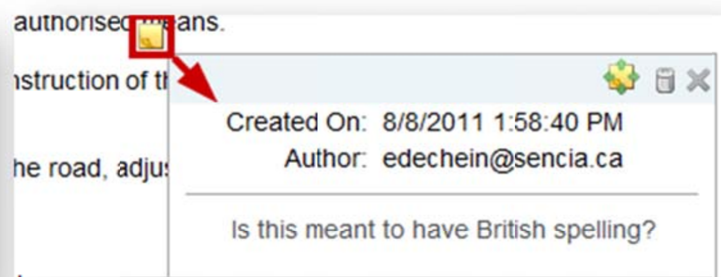


12.1.5 User Notes

Users can create a new note on the markup document by clicking the new note link on the markup tool bar. Move the cursor to the precise area of the content where you would like to display your note. Click on the screen to set position. Enter the text for your note in the add note window. Once you click the save button, your note will be added to the document and represented with a yellow note icon . Hover over the icon to view the note, creation date and author.

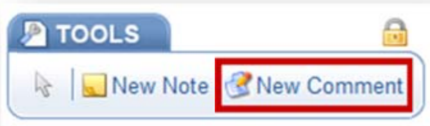


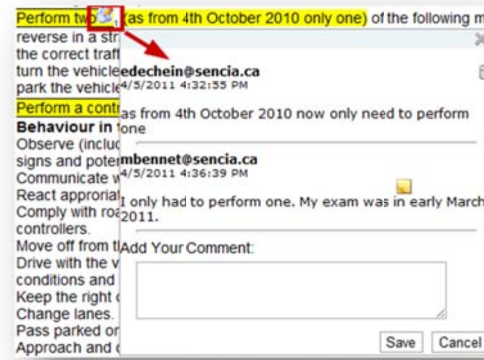




12.1.6 User Comments

Users can create a new comment on the markup document by clicking the new comment link on the markup tool bar. Move the cursor to the precise area of the content where you would like to display the comment. Click on the screen to set position. Enter the text for your comment in the add comment window. Once you click the save button, your comment will be added to the document and represented with a comment icon. Hover over the icon to view the comment, any replies to it, creation date and author.





Markup Document Legend

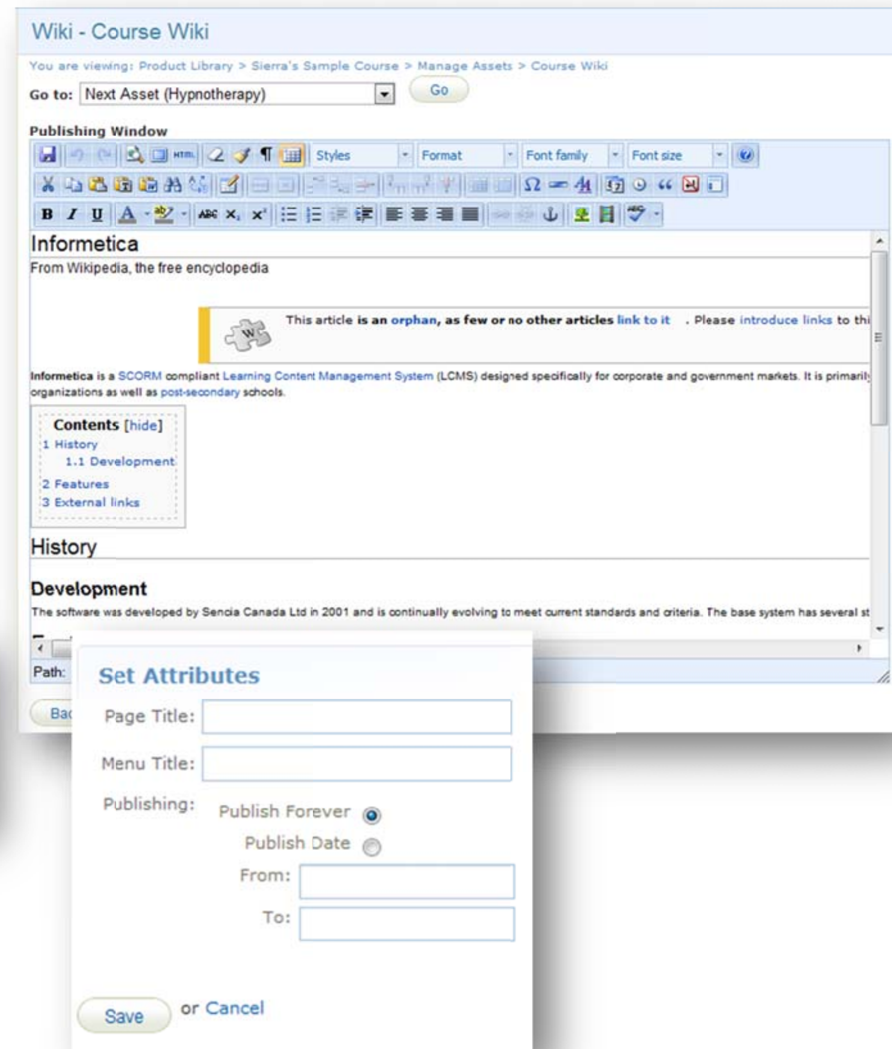
- Reposition note
- Delete note
- Close note

12.2 Wikis

A wiki is a collaborative resource that allows users to directly add and edit content collectively. This is one of the few assets that participants can interact with. The wiki stores past versions and revisions to be viewed when needed. User tracking information is also available.

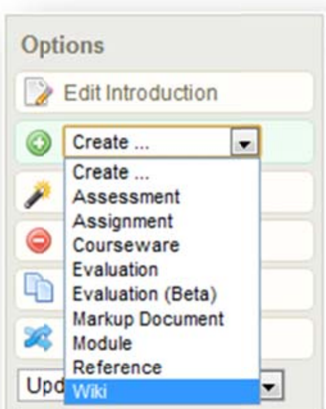
To fully create a wiki you will need to complete the following steps:

- ✓Create a Wiki
- ✓Set up the Wiki Attributes and Settings



12.2.1 Create a Wiki or Edit Details

From the manage assets page, click on create under the options menu on the right and select **Wiki** from the drop down menu. To edit these details, click on edit next to the details column on the right. Enter the details and then save.



Below is a brief description of the fields:

Field	Description	Input
Page Title	Enter the name of the wiki. The page title will show up on the top of online content pages.	Required
Menu Title	The menu title is what shows in the assets list and in side menus. Note that menus have a limited amount of display; the longer your menu titles, the more cramped menu displays will be.	Required
Publish Date	Select publish forever if you want the wiki to be always available or select a specific publish date if your wiki will be unavailable during or before a certain date. A wiki that is published forever is available to all participants with access. A wiki that is published for specific dates is also available to all participants with access, but only during the published dates. If the Wiki falls before or after the published dates, registered participants would no longer see it.	Optional

After saving, you will be brought to the manage assets page.

12.2.2 Add or Edit Content

From the manage assets page, open the wiki you wish to add or edit content for and design the content in the publishing window. Click the save button to keep the changes or click the back button to return to the manage assets page without keeping the changes.

12.2.3 Revert a Wiki Page to a Previous Version

To revert to an old version of a wiki page, click the history link in the top right while in view page.

This will show you a list of revision dates. Open the older version you want by clicking it. Copy the content and then paste it into the wiki publishing window and save.

13. Publishing Tools Guide

13.1 Top Row Tools

Icon	Function	Description
	Save	The Save button will save content and formatting changes you have made.
	Undo	Undoes the last action.
	Redo	Reverses an undo action.
	Preview	Will open a small popup which displays your content as it appears to others.
	Toggle Full Screen Mode	Allows you to toggle between the regular size Publishing Window and a full screen Publishing Window.
	Edit HTML Source	View and work in the underlying HTML source code rather than the WYSIWYG view.
	Remove Formatting	Remove any formatting that has been applied to your selected text (i.e. Bold, italic, etc.)
	Cleanup Messy Code	The Cleanup Messy Code button will allow you to clean up HTML font tags, style sheets and other unwanted code after copying and pasting content directly from MS Word or similar programs.
	Show/Hide Visual Control Characters	This control is not currently enabled for Informetica.
	Show/Hide Guidelines / Invisible Elements	Click to show or hide table borders.
Styles	Styles	Applies various styles to the selected text (boxes, positioning, and text styling).
Format	Format	Converts selected text into predefined formats that are HTML friendly - e.g. paragraphs <p>, headings <h1>, addresses(<address>, or preformatted (<pre>).
Font Family	Font Family	Converts the selected text into the selected font (Arial, Comic Sans, Times New Roman, etc.).
Font Size	Font Size	Converts the selected text into the desired font size (8pt - 36pt).
	Help	Tells you more about the TinyMCE editor.

13.2 Center Row Tools

Icon	Function	Description
	Cut	Cut (remove) selected text from the content area and add it to your clipboard.
	Copy	Copy selected text from the content area to your clipboard for use elsewhere.
	Paste	Paste copied or cut text into a selected content area.
	Paste as Plain Text	Paste plain text only (text without formatting, paragraphing, or styling). This is the preferred option for pasting and will negate the need for cleaning up HTML. However you may need to redo the paragraphing.
	Paste from Word	Paste copied or cut text from a Microsoft Word document into a selected content area.
	Find	Find desired text within the content.
	Find/Replace	Find and replace text within the content.
	Insert Table	Insert a table. Number of columns or rows, and table width, height, borders, & alignment can also be set.
	Table Row Properties	Edit table row alignment, height, class, and styles.
	Table Cell Properties	Edit table cell alignment, height, class, and styles.
	Insert Row	Insert a table row before or after the selected row.
	Delete Row	Delete the selected table row.
	Insert Column	Insert a table column before or after the selected column
	Delete Column	Delete the selected table column.
	Split Merged Cells	Split a single table cell into multiple cells.
	Merge Cells	Select two or more table cells to merge into a single cell.
	Custom Characters	Insert symbols & special characters (e.g. trademarks, currency, etc.),
	Horizontal Rule	Insert a horizontal line.
	Edit CSS	A popup dialog box allows you to enter Cascading Style Sheet information for the selected text.
	Insert Date	Insert the current date into your content.
	Insert Time	Insert the current time into your content.
	Blockquote	Created the selected text as a blockquote. The selection will be indented on the left and right margins.
	Non-breaking space	Prevents an automatic line break or wrap at the selected content position.
	Template content	Insert predefined template content.

13.3 Center Row Tools

Icon	Function	Description
	Bold	**Bolds** the selected text.
	Italic	*Italicizes* the selected text.
	Underline	Underlines the selected text.
	Text Color	Change the colour of the text.
	Highlight	Change the background colour of the text.
	Strikethrough	Creates a ~~strikethrough~~ the selected text.
	Subscript	Changes the selected text to $_{\text{subscript}}$.
	Superscript	Changes the selected text to $^{\text{superscript}}$.
	Bulleted List	Inserts a bulleted list.
	Numbered List	Inserts a numbered list.
	Decrease Indent	Decrease the selected text's indentation.
	Increase Indent	Increase the selected text's indentation.
	Text Alignment	Alignment of highlighted text (left, centered, right, justified).
	Insert/Edit Link	Create (or edit) a hyperlink for selected text. This is also used to manage popup windows.
	Unlink	Remove a hyperlink from selected text.
	Insert/Edit Anchor	Add an anchor link to a page.
	Insert/Edit Image	Insert images into your content from the Media Library.
	Insert/Edit Embedded Media	Insert embedded media files (e.g. Flash, QuickTime, Windows Media, Real Media files, etc.).

14. Importing Data

Informetica's built-in Excel import utility allows you to upload information in bulk. It can be used to create new users or update user information en masse, assign users to completed certifications and mass enroll users to training.

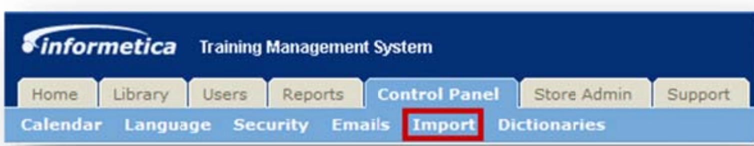
Topics Covered in this Chapter:

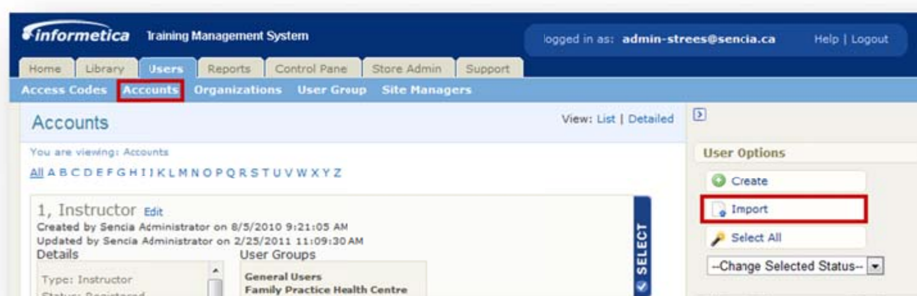
If your site has the Import configuration, then site managers, campus admins, and organization managers you can use an Excel spreadsheet to import information in bulk. Use the import tool to create or update user information en masse, assign users to completed certifications and mass enroll users to products. You can navigate around the steps or start over at any time before the final import.

14.1 Accessing the Import Tool as a Site Manager

There are two ways to access the import tool as a site manager:

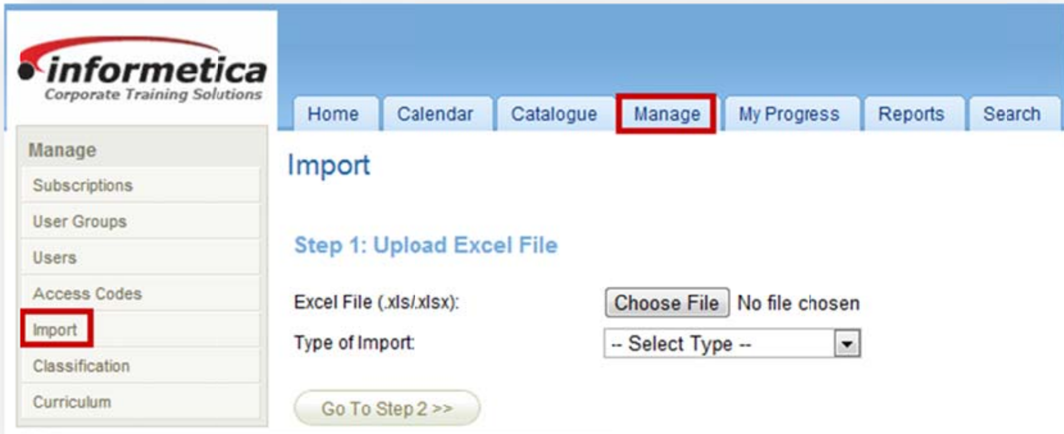
1. From the control panel tab, click the Import link. This method will let you select the type of import you wish to upload
2. From the users tab, click the accounts link. There is a menu to the right called user options. Click the Import link under this menu. Navigating using this method will automatically select users as the type of import.





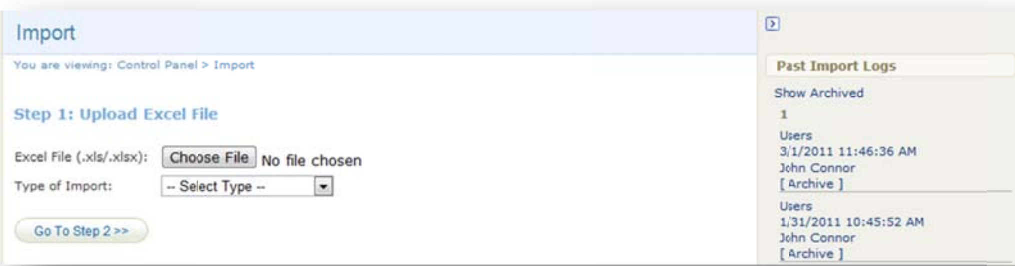
14.2 Accessing the Import Tool as a Campus Admin or Campus Manager

Click the manage tab from the main navigation bar and then click import from the manage menu.

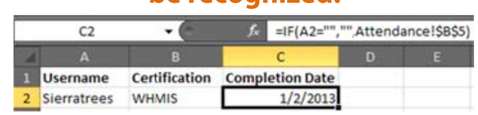


14.3 Import an Excel File

From the Control Panel tab, click the import link. This will open the Import tool that will let you select the type of import you wish to upload. If you are importing user names, you can base the import either on username or first/last name and email. It is recommended that you import in batches of 500 records or less at a time to help avoid connection timeout issues.



The import tool prefers importing .xls files, so save your file in an older format if necessary.
Make sure that cells do not contain any formulas, but only the data value itself. Data in formulas will not be recognized.



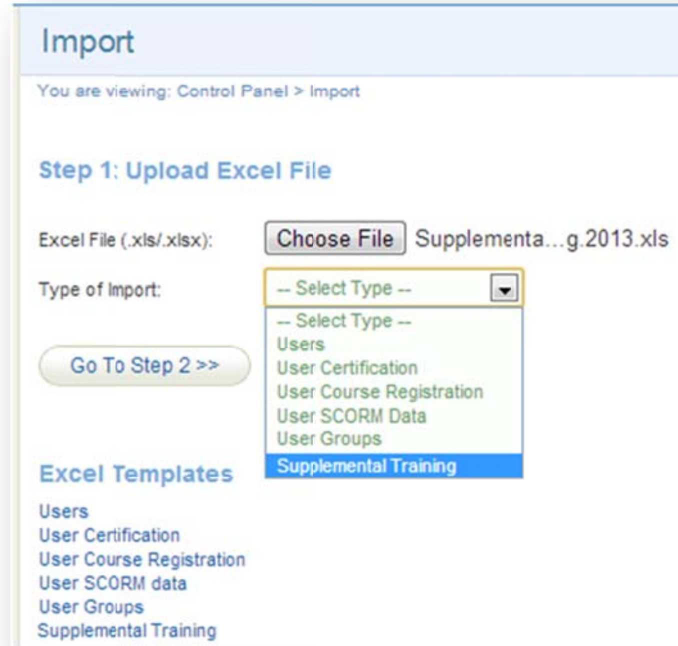
Below is a brief description of the fields:

Field	Description	Input
Choose File/Browse	Depending upon the browser you are using, the option showing here may be browse or choose file. Select the Excel file you wish to upload from your computer.	Required
Type of Import	Use the dropdown menu to choose one of the types of import: • Users: users are inserted or updated. • User Certification: users are associated with completed certifications. • User Product Registration: users are registered to products. • User SCORM data: user accounts are updated with SCORM completion and grades data. • User Groups: create or update existing user groups, assign them to organizations, and add a description of each. • Supplemental Training: create supplemental training records to attach to specific user profiles.	Required
Excel Templates	Select the appropriate link to download an Excel file showing the required format for your imported content. Note that only the fields in bold on these files are required information. The remaining fields are optional.	Optional
Past Import Logs	This interactive import list will show or hide archived logs. Select anywhere on one of the logs to see a list of the users and criteria imported during that session, as well as if they imported successfully or not. • Users/certification/product registration: This line indicates what was imported (users, user certification or product registration) • Date: Shows the day and time of the import • Name: This is the name of the manager that did the import	Optional
[Archive]	Click archive to hide the import from the list	Optional

14.3.1 Step One: Upload Excel File

You can select the link for the appropriate Excel template from the list at the bottom and use that file to ensure that the file you are importing has the columns set up to match the required field for import. Use the templates to create your import file so your Excel columns are set up to match the required fields for import to Informetica.

Click the choose file/browse button to select the file you want to upload and then use the dropdown menu to choose one of the types of imports. Click the "Go To Step 2" button to upload the Excel file and continue the import.



14.3.2 Step Two: Select Data Table

Use the drop down menu to select the information on the Excel file that you want to import. If your spreadsheet has more than one sheet of data, then you must select the correct one. By default, an unnamed Excel sheet name is Sheet1$. Excel can have any number of sheets or defined names that correspond to a data table when importing.

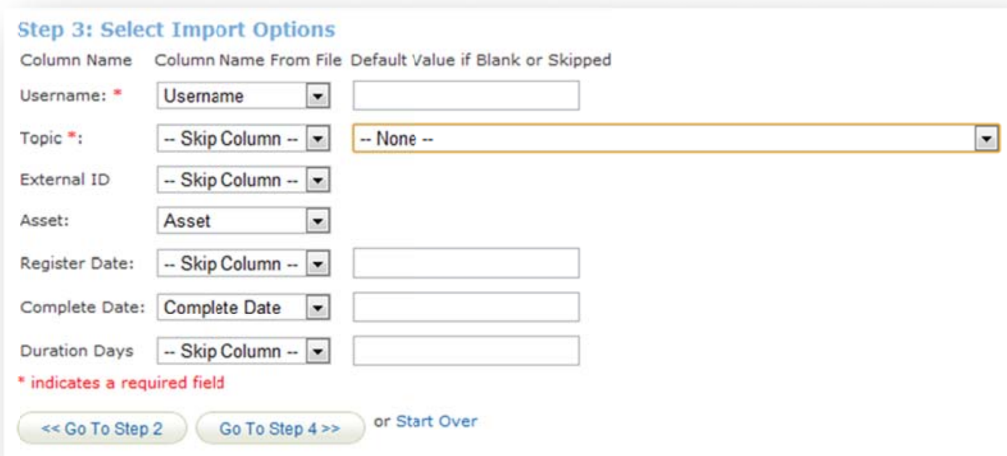
The types of imports available vary by system, so your options may differ from those pictured. Contact your system administrator to have an option activated for your system.

14.3.3 Step Three: Select Import Options

Step three is where you match the information on the Excel file with the appropriate information that you want to import into the LCMS.

A Word of Caution: *Match your columns and enter default values with care. If you match the wrong columns or change a default value, you can potentially affect information that you did not intend to. Additionally, a blank default value will overwrite or even remove current information in the system if the column name is skipped or empty on the Excel sheet.*

For example, let's say you want to update 500 users to a new user group. You have correctly matched the user group columns, but somehow accidentally used the wrong match for username. You could potentially create 500 brand new users with duplicate first and last names. You will get to preview the results in step four and can come back to step three if you noticed that users will be created instead of updated.

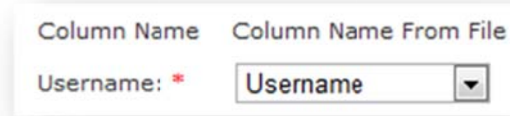


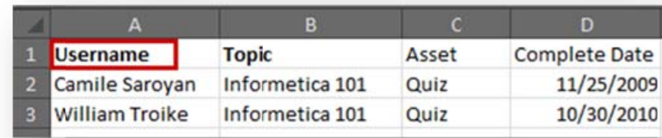
You can use skip, dropdown, and input fields in combination with each other.

Matching Columns

When the names are already an exact match, then they are automatically paired. In the example, “Username” on the left represents the LCMS username. The “Username” on the right is the name of the column on the imported Excel file. The import tool found an exact match and paired them together automatically.

Whichever column you pick will import into the LCMS or overwrite existing information, so be careful with your selection.

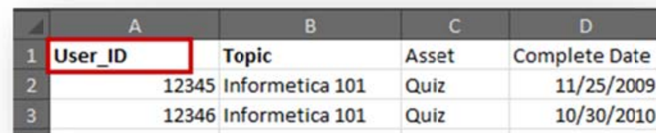




	A	B	C	D
1	Username	Topic	Asset	Complete Date
2	Camile Saroyan	Informetica 101	Quiz	11/25/2009
3	William Troike	Informetica 101	Quiz	10/30/2010

Non-Matching Columns

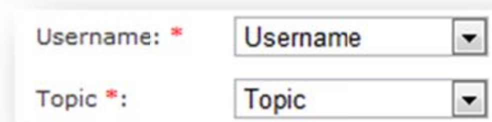
If the column names in the Excel file differ from what the LCMS names are, you can still match them by selecting the appropriate Excel column name. Use the drop down menu to select another column from the Excel file. In the example, the Excel file does not have a column called username, but selecting USER_ID will import that information into the username field in the LCMS.



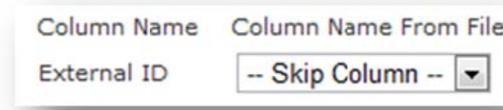
	A	B	C	D
1	User_ID	Topic	Asset	Complete Date
2	12345	Informetica 101	Quiz	11/25/2009
3	12346	Informetica 101	Quiz	10/30/2010

Required Fields

Certain fields, marked by a red asterisk *, are required. If no value gets associated with a required field, the import will continue without importing that record. Ensure that you have either selected the appropriate matching information from the Excel file or that you have opted to skip the information if it is already available in the LCMS.



Skipping Columns



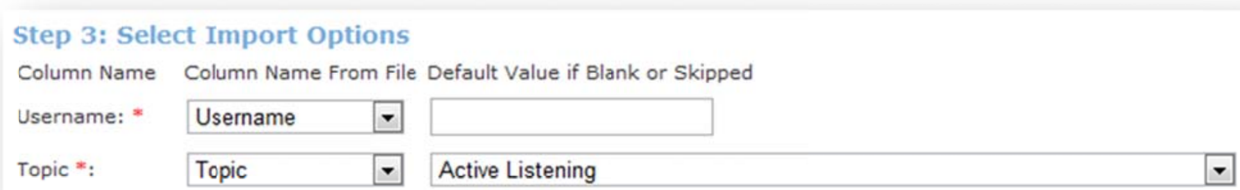
If the LCMS data does not have an exact match or if the information is blank on the Excel import, then you will see "--Skip Column--". You can select a new match from the drop down menu or keep the skip column option. Skipped column data will keep the data that is already in the LCMS without updating it with what is on the Excel file unless you enter a new default value to the "Default Value if Blank or Skipped" field (see below).

Default Values

If the data is blank in the Excel file or if the column is skipped, then you can assign a default value to it. Some fields will have a drop down menu for you to choose from and some let you type in a value manually. The value you enter for that field will update for all of the records that you import.

In the example below, every person being imported into the LCMS will be given a registration date of October 27th, 2011.

Defaults values may also be assigned to some types of specific imported data, such as product registrations. In the example below, all users imported will be registered to the Topic that is listed in the Excel column, however, if that column is blank, they will be registered to the topic titled Active Listening.

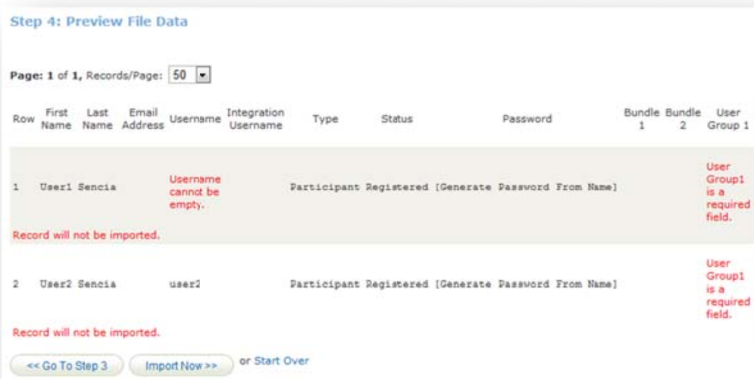


14.3.4 Step Four: Preview File Data.

Step Four: Preview File Data. In this step, up to the first 50 records of what will be imported are shown. To show all records, the Show All link can be clicked.

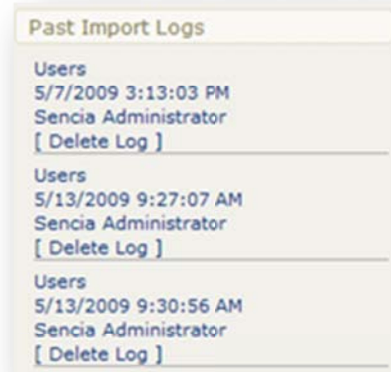
For all types of imports, a match is attempted on First Name, Last Name and Email Address. If a match is found, the user record is updated. If a match is not found and the type of import is “User” or “User Trial Registration”, the new user is inserted. If a match is not found and the type of import is “User Course Registration” or “User Certification”, the record is not imported at all. If a new user is inserted and the username or password is blank, these fields are automatically created from the user’s first name and last name. For example, “Bill Herst” will have a username of “bherst” or possibly “bherstX” where X is a number making the username unique.

In this preview step, records that will not be imported are displayed with red warning messages, indicating the reason, whether it is the wrong data type, too long, missing or otherwise.

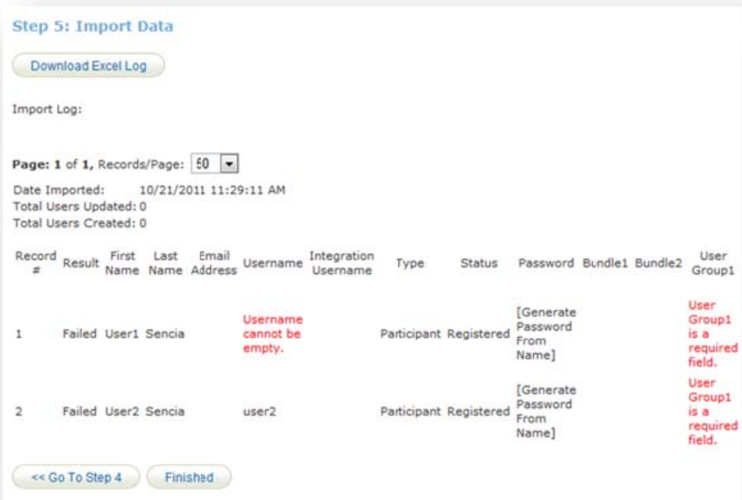


14.3.5 Step Five: Import Data.

Step Five: Import Data. Once the import now button is clicked the import will run, then display a full import log. The result can be updated, inserted or failed. If failed, the reason is given in red. The import log is saved and can be downloaded right away by clicking the download Excel log button, or at any time in the future from the first step screen:



Lastly, if new users were inserted, a button will show, which when clicked will send a registration email to each new user.



15. Calendar, Tasks, News, and Forums

Topics Covered in This Chapter

15.1 Notification Legend

Several types of notifications can be displayed on a user's desktop calendar or in the News & Task box on their home page. Some events are created by managers, publishers, or instructors, some are personal tasks created by the user, and some are automatically added to the calendar based on the event type and date.

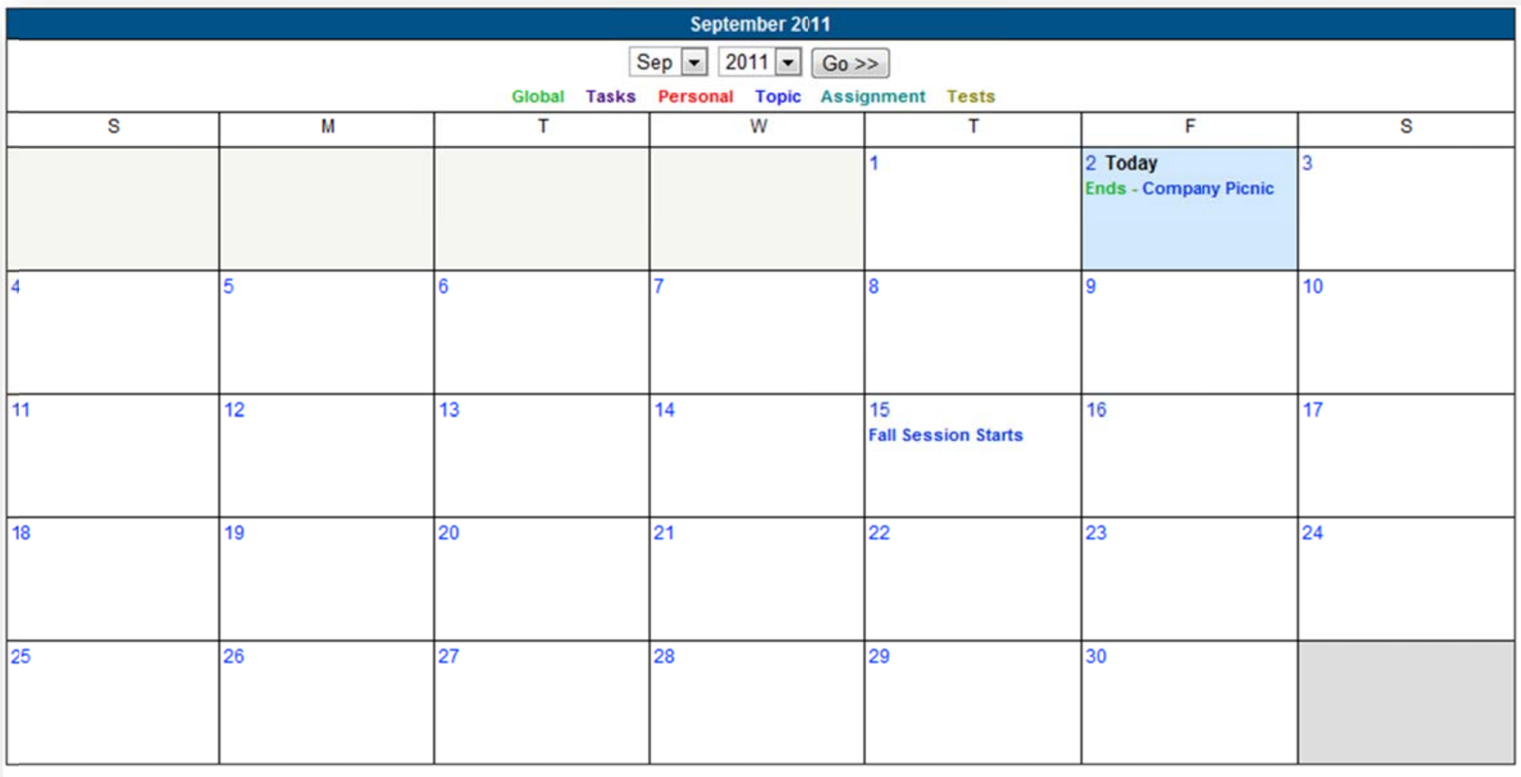
Type	Description	Created by
Assignment	Assignments are added to the calendar automatically based on the due date. **These events are displayed on the calendar in teal**	Automatically Created
Global	Global events are displayed on the calendar for most registered users as well as in the news box on user's home pages. **These events are displayed on the calendar in green**	Site Manager
Personal	A personal event can only be viewed by the user who created it. These are personal reminders for the user and are not necessarily related to their course material or training. **These events are displayed on the calendar in red**	Any User (except Help Desk Users)
Tasks	Tasks are displayed on the calendar for relevant users as well as in the news box on user's home pages. **These events are displayed on the calendar in purple**	Any User (except Help Desk Users)
Tests	Tests are added to the calendar automatically based on the date. **These events are displayed on the calendar in gold**	Automatically Created
Course	Course calendar entries represent the start and end date of any particular course. **These events are displayed on the calendar in blue**	Publishers and Instructors
User Group	This event item will be displayed in the news box on the home page of all users in the particular user group to which it was assigned.	Site Managers and Publishers

15.2 Calendar

Some Informetica systems feature a calendar where users can view events, tasks, and deadlines for courses, assignments, modules, and tests. Items may be added automatically based on their due dates or scheduled by managers, publishers, and instructors. See the News and Task Box section to learn how to add personal tasks to the calendar.

Access the Calendar:
Click the Calendar tab from the main navigation bar at the top.

Site Managers:
From the control panel, select the calendar link.



By default the calendar shows the current month with the current day highlighted in blue. To view a month that is not the current month, use the drop down menus to change the month and year and then press the go button. Click on any event to view more details, who created the event, and the start and end dates.

15.3 My Tasks and News Box

This view is not available to site managers.

Some Informetica systems feature a box on the home page that shows news and tasks relevant to the user.

15.3.1 Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

15.3.2 My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

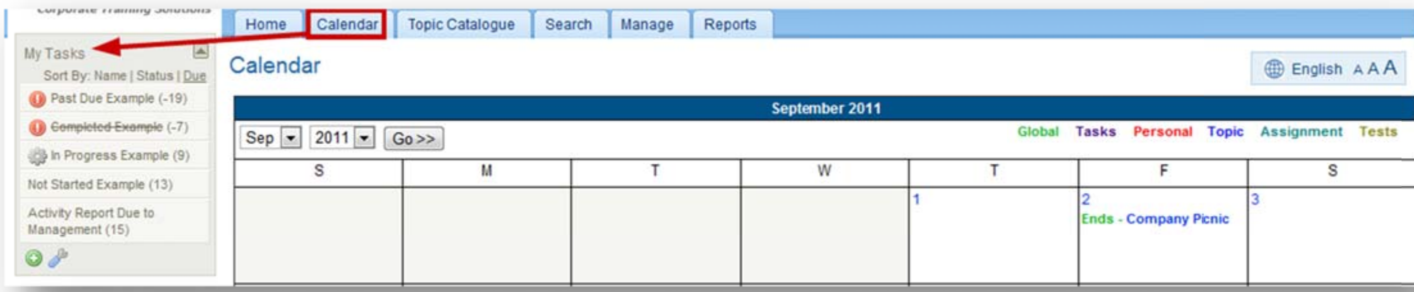
15.3.3 News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.

15.3.4 Managing Tasks

This view is not available to site managers.

Open the calendar to view and manage tasks. Click the to collapse or expand the list. The numbers to the right of the tasks indicate how many days until the task is due. A negative number is the number of days it is past due.



Task Icon	Description
No icon	Items that you have not started.
	Items that are in progress.
	Items that are due today or past due.
~~Completed Example~~ (5)	Lined out Items have been completed. Completed items will stay at the top, even when sorted.

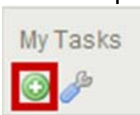
15.3.5 Sort Tasks

Tasks are sorted automatically by due date, but you can re-sort the list to show the tasks alphabetically by name, completion status, or due date. To interact with My Tasks, click the calendar tab from the main navigation bar and use menu on the left. Tasks sorted by status show completed items first, then not started and then in progress.

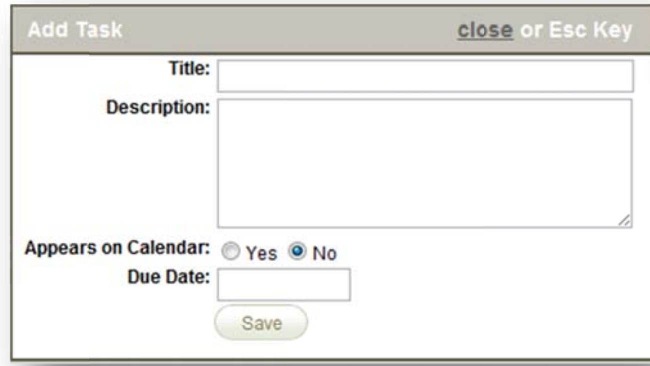
15.3.6 Add Tasks

Participants can only add personal tasks.

1. Open the calendar
2. Click the plus symbol at the bottom of the My Tasks menu



3. Complete the form (an example is shown at right)
4. Save

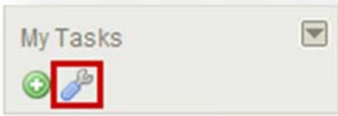


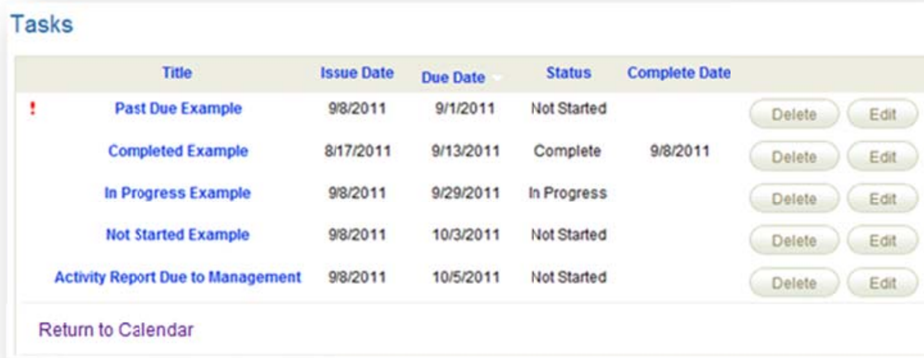
Below is a brief description of the fields.

Field	Description
Title	Add a name for your task.
Description	Enter a description for the task, if desired.
Appears on Calendar	Select yes to see this task on the calendar. Select no to see this task only on the my tasks list.
Due Date	Enter the date by which this task must be completed.
Save	Click Save. Upon saving, the event will be viewable on the my task list and on the calendar if you selected that option.
Close or ESC	Click the close link at the top or press the ESC key to cancel the creation.

15.3.7 Delete and Edit Tasks

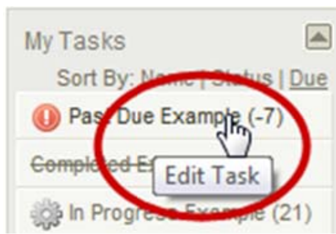
Click the wrench at the bottom of the My Tasks menu to see a list of tasks. You can edit or delete tasks from this page.



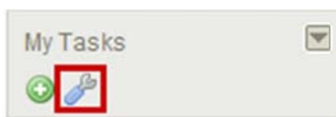


You can edit a task's title, description, status, calendar presence, or due date. There are three ways to edit a task. Make sure to save your changes.

1. Click the name of the task from My Tasks to open the edit task page.



2. Click the wrench at the bottom of My Tasks, and then click the edit button to edit that task.



3. Click the name of the task on the calendar. This will open the manage tasks page. Click the edit button to open the edit task page.

Below is a brief description of the fields:

Field	Description
Title	This is the name of the task.
Issue Date	This is the date that the task was created.
Due Date	This is the date by which this task must be completed.
Status	This indicates if the task is completed, in progress or not started.
Complete Date	If the task is complete, this indicates the date it was completed.
Delete	Click the delete button to remove a task.
Edit	Click the edit button to make changes to the task's title, description, status, appearance on the calendar or due date.

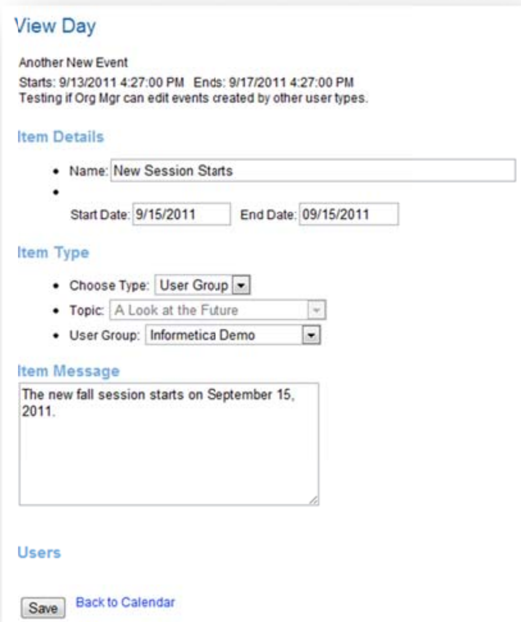
15.4 Managing Calendar and News Events

This option is not available to participants.

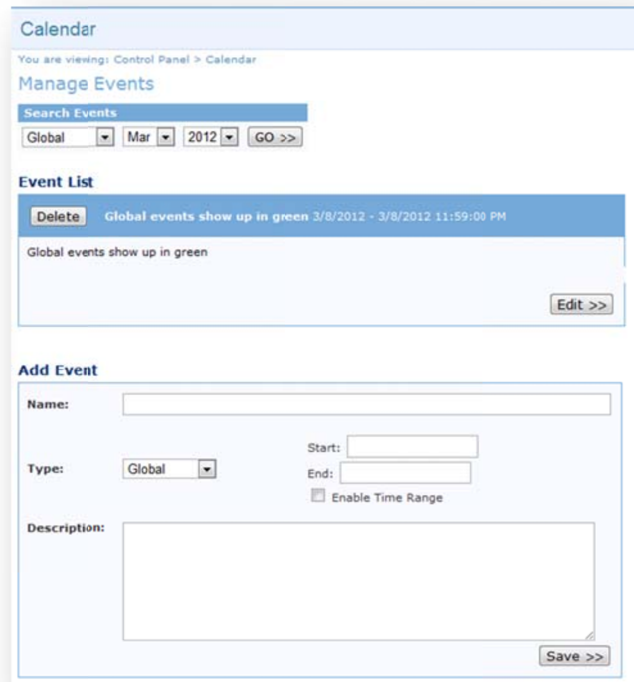
15.4.1 Add and View Events

You can create events and announcements for other users.

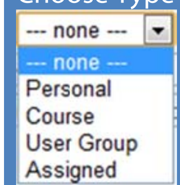
Add and View: From the calendar, click the date for the new event to open the View Day page, fill out the fields (described below), and then save. Existing events, if any, will show up at the top. Item details, item type and item message must all be completed to create a new event.



Site Managers: Click the calendar link, fill out the Add Event fields (described below), and then save. Existing events, if any, will show up under Event List and can be searched for by type and date.

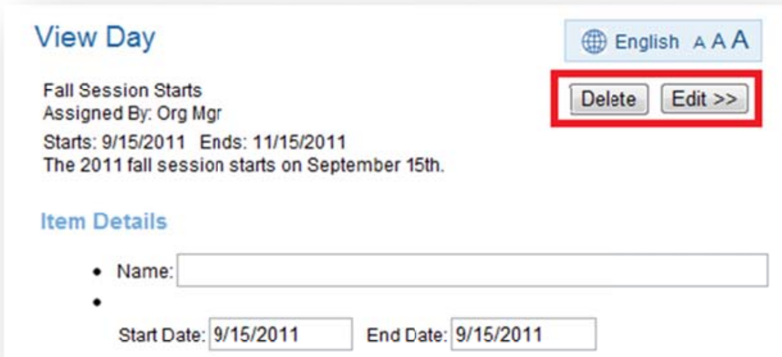


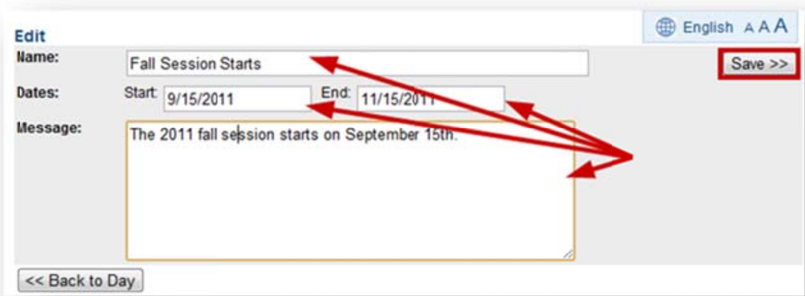
Below is a brief description of the fields:

Field	Description
Search Events	Select an event type, month, and year from the drop down menus, and then click the go button. **Site manager only.**
Event List	A list of events for the current month shows near the top of the page. If there are no events for the current month, you will see the message: "*There are currently no items for this date.* "
Name	Add a name for your event.
Start Date	Enter the start date for the event.
End Date	Enter the end date for the event.
Enable Time Range	You can add a time range to your dates by checking the box before "enable time range". **Site manager only.**
Choose Type 	Choose one type from the drop down menu. Note that not all options below may be available to you. Personal When this type is chosen, it will create a personal event that only you can view; **available to all desktop users** Course When this type is chosen, it will create an event that all users enrolled to the product selected from the Topic field can view; **available to campus admins, campus managers, user group managers, publishers, and instructors** User Group When this type is chosen, it will create an event that users belonging to the selected user group can view; **available to site managers, campus admins, campus managers, and user group managers** Assigned When this type is chosen, it will create an event that only the users selected in the users listing at the bottom of the page can view. **available to campus admins, campus managers, user group managers, and publishers** Global When this type is chose, it will create an event that every desktop user in the system can see. Global events are displayed on the desktop calendar for most registered users as well as in the news box on user's homepage. **available to site managers**
Topic	If you have selected course from the choose type field, then use this drop down menu to select the product. Everyone registered to the selected product will be able to view the event.
User Group	If you have selected user group from the choose type field, then use this drop down menu to select the user group. Everyone registered to the selected user group will be able to view the event.
Message/Description	Enter the text you wish to appear for the event.
Users	If you have selected assigned from the choose type field, then this area will be populated with a multiple select box based in the user groups you belong. Select which users you want to be able to view the event.
Save	Click Save. Upon saving, the event will be viewable on the calendar by the selected users.

15.4.2 Edit and Delete Events

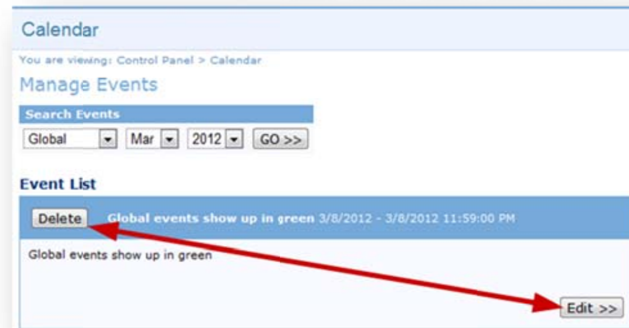
Edit: You can edit the details on events that you have created. Click the event from the calendar to open the View Day page, click the edit button on the top right, make your changes, and then save. You cannot edit global events that are set up by site managers.





Delete: You can delete an event that you have created. Click the event from the calendar to open the View Day page, and then click the delete button on the top right. You cannot delete global events that are set up by site managers.

Site Managers: Click the calendar link and then edit or delete events directly from the Event List. A list of events automatically shows for the current month, but you can also use Manage Events to search for specific events and events in different months: select type, month, and year from the drop down menus, and then click the go button.

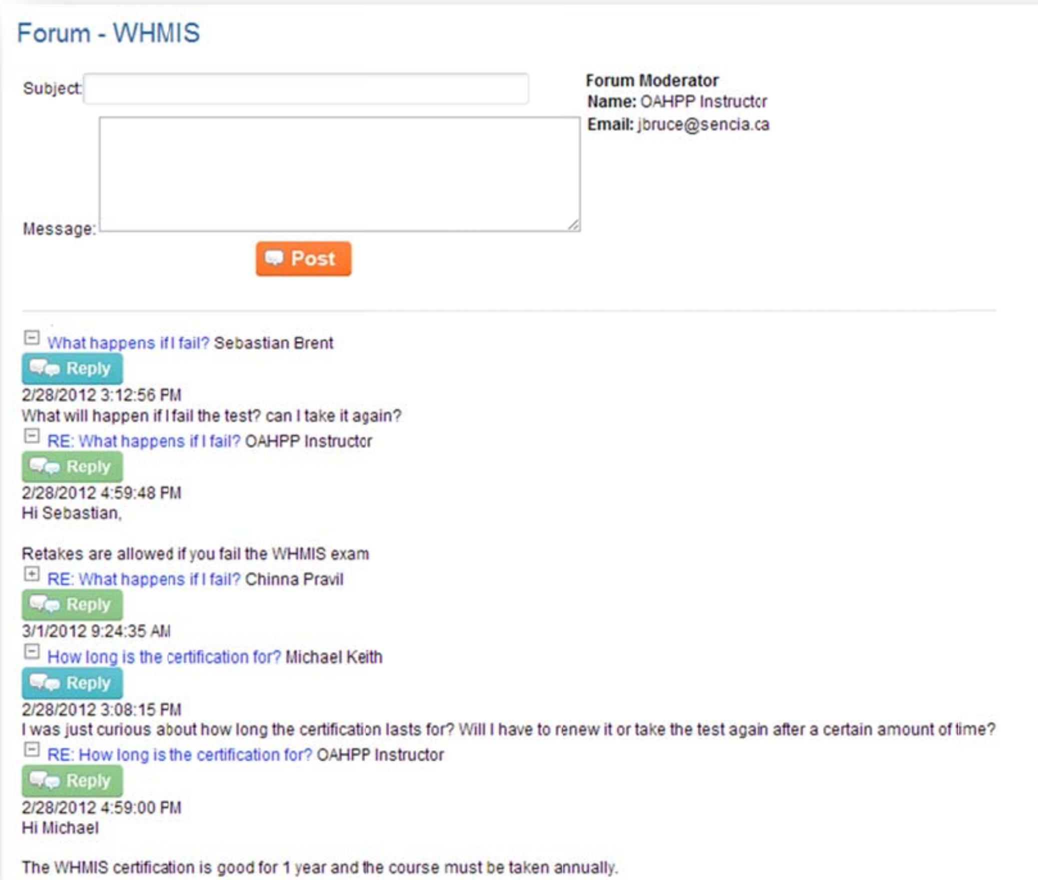


15.5 Product Forums

This view is not available to site managers.

Some Informetica systems use a forums feature. Click the name of any course from your home page to see the Utilities menu and then click the forum link to open the forum board for that course. Everyone with access to the course will be able to read the forum posts.

- **Post a new subject:** fill out the subject and message and then click “Post”.
- **Respond to a post**: click “Reply” next to the post you want to respond to, create your message, and then click “Post Reply”.
- **Read full posts:** click ⊞ (plus symbol) to read full posts.



16. My Experience

Participants can add their own training events that can then be approved by a manager. Participants can track their practical experience and personal development plans such as project management experience, flight logs, offline certifications, or other qualifying activities.

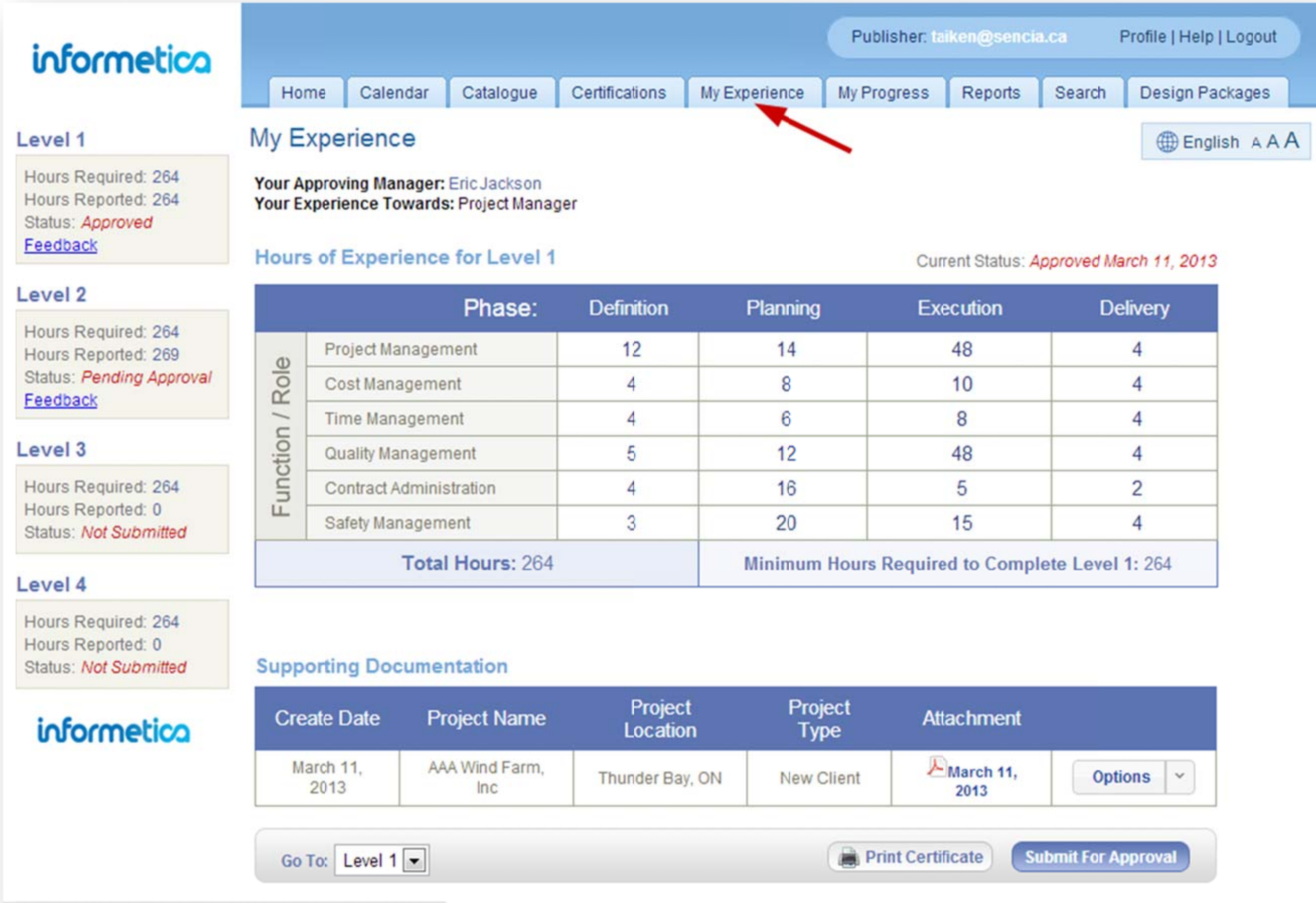
The experience log can be configured to track experience within a web form, by uploading supporting documents (i.e. PDF or word), or a combination of both. Authorized managers are provided with tools for reviewing and endorsing employee experiences as qualifying activities. Managers may also promote employees to up to four levels of pre-defined experience progression.

Topics Covered in this Chapter

16.1 Add Experience and Submit for Approval

1. Click the My Experience tab from your main navigation area to open the experience log.
2. Enter your hours for the current level. This can be done all at once, or a little at a time. You can also change the level at the bottom of the form.
3. Submit your hours for approval after you have met the requirements.
4. Your manager will review your submission and you may get an email to say if the level was approved or not approved.
5. Proceed to the next level, if applicable.

Configuration of the experience log is customized for your specific requirements, so while it will not look like exactly like the examples in this chapter, the functionality is the same.

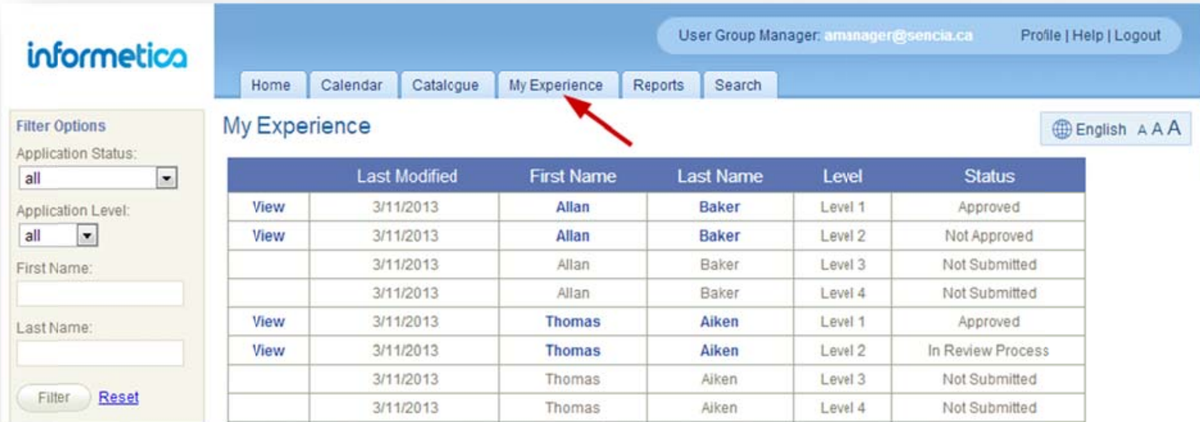

informetica
Publisher: taiken@sencia.ca
Profile | Help | Logout
Home
Calendar
Catalogue
Certifications
My Experience
My Progress
Reports
Search
Design Packages
Level 1
Hours Required: 264
Hours Reported: 264
Status: Approved
Feedback
Level 2
Hours Required: 264
Hours Reported: 269
Status: Pending Approval
Feedback
Level 3
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
Level 4
Hours Required: 264
Hours Reported: 0
Status: Not Submitted
informetica
My Experience
English A A A
Your Approving Manager: Eric Jackson
Your Experience Towards: Project Manager
Hours of Experience for Level 1
Current Status: Approved March 11, 2013
Phase: Definition Planning Execution Delivery
Function / Role
Project Management 12 14 48 4
Cost Management 4 8 10 4
Time Management 4 6 8 4
Quality Management 5 12 48 4
Contract Administration 4 16 5 2
Safety Management 3 20 15 4
Total Hours: 264
Minimum Hours Required to Complete Level 1: 264
Supporting Documentation
Create Date Project Name Project Location Project Type Attachment
March 11, 2013 AAA Wind Farm, Inc Thunder Bay, ON New Client March 11, 2013 Options
Go To: Level 1
Print Certificate
Submit For Approval

Brief description of the form areas

Item	Description
Levels	You can have up to five levels of experience tracking and approval. Change the level that you are viewing at the bottom of the form.
• Hours	Hours required and hours currently reported per level.
• Status	The current status of each level of experience. 1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager
• Feedback	View your manager's message after you have submitted hours.
Approving Manager	Name of the manager responsible for approving your experience.
Your Experience Towards	The type of experience you are logging (i.e. project management, flight logs).
Hours of Experience	Enter the hours you have applied towards the project.
• Current Status	Shows the status for this level and the date the status was applied, if applicable.
• Function/Role	Specific to the type of project you are working toward.
• Phase	Specific to the function and roles of the project you are working toward.
• Total Hours	The current hours you have entered towards this level.
• Minimum Hours	The minimum hours required to complete this level.
Supporting Documentation	Add details regarding to the hours you entered and upload supporting documents, if applicable.
• Create Date	The date the supporting document was entered.
• Project Name	The name of the project you are working on.
• Project Location	The location of the project (e.g. city, corporate facility).
• Project Type	The type of project you are working on (e.g. new client, service request).
• Attachment	Upload and view supporting documents (e.g. client contact list, signed service requests).
• Options	Click options to view, edit or delete your supporting documentation.

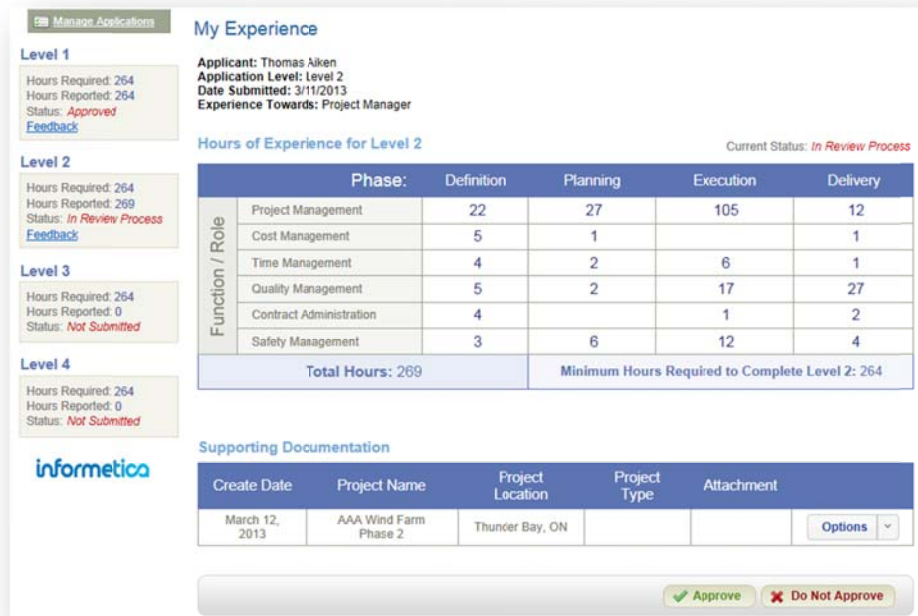
16.2Approve Experience

A user who is assigned as the authorized approving manager may approve or not approve experience logs that have been submitted.



Generally, anyone who is assigned as the approving manager can do so, regardless of user type.

1. Click the My Experience tab from your main navigation area to open the experience logs for the users that you are managing.
2. Click "View" to open the selected user's submitted experience: Click "Options" to view any supporting documentation.
3. Review the submission and click "Approve" or "Do Not Approve", leave optional feedback for the user, and then click "Confirm".
4. Emails can automatically be sent to the user to let them know if the level was approved or not approved.

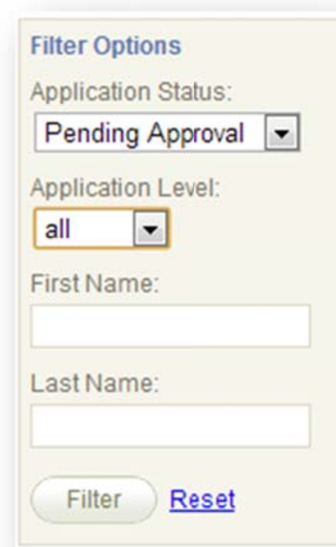


Brief description of the approval page

Item	Description
View	Click view to see the submission for a user's experience. View is available for any experience that has been submitted (approved, not approved and pending statuses).
Last Modified	The date that the experience was last modified. For example, for submissions that were not approved, updated, and then submitted again, the date will update each time changes are made to the log.
First Name	The user's first name. Click the name to see the user's experience submission.
Last Name	The user's last name. Click the name to see the user's experience submission.
Level	Indicates which level of experience the user has submitted.
Status	1. Not Submitted (default status) 2. Pending Approval (waiting for manager review) 3. In Review Process (manager has started reviewing) 4. Approved (status applied by manager) 5. Not Approved (status applied by manager

16.2.1 Experience Filter

Use the filter options to narrow your list to specific user experience. By default, users are sorted alphabetically by Last Name. You can filter by the status of the submission, the level of the experience, or by first or last name.



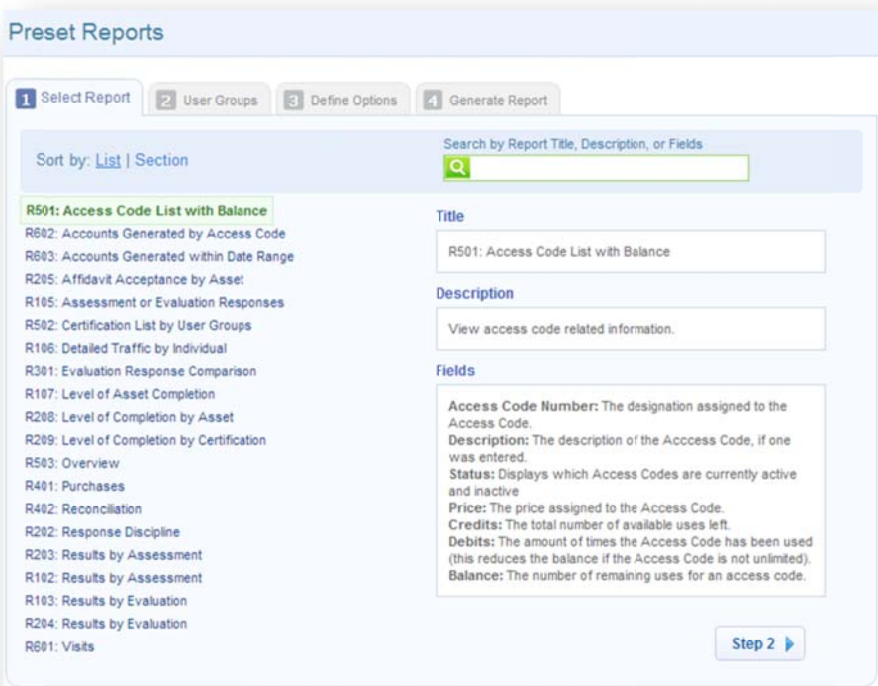
17. Reports

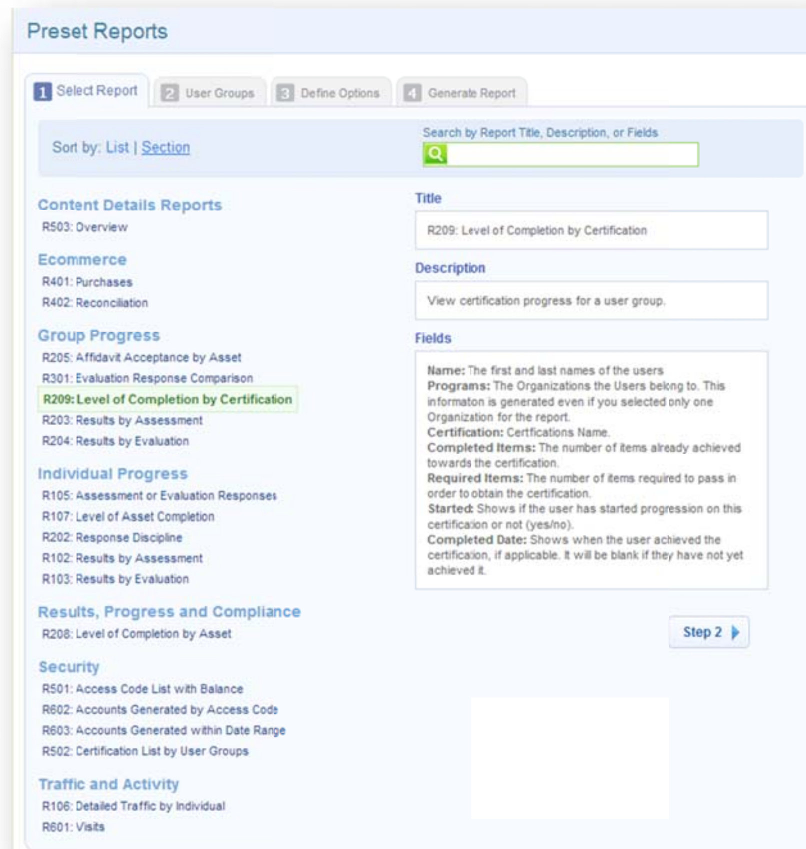
Informetica features a robust reporting engine that allows you to report on a wide variety of activity, information, and user-related data. All reports are in real time and can be exported in HTML and Excel formats. Click the reports tab from any page within Informetica to access the reports.

Topics Covered In This Chapter

17.1 Report Views

Reports can be viewed in two ways: list view and section view. List view shows all of the reports in alphabetical order and section view shows the reports grouped by categories. Each report is assigned a unique identifier to help us do any troubleshooting with reports that may be renamed on your system. This identifier is located before the name of each report on the reports page before each preset report and can also be seen within the title of the report and on the report summary reports page. It is also visible on exported reports. When downloading reports to Excel, the name of the file is based on the report code. Click on the name of any report to see additional information under the description and fields.





17.2 Report Search

The simple search box allows you to enter one or two words to help find the reports you need. Search results are returned from the report title, the description text and in the report fields. For example, if you want a report that included grade information, search for the word “grade” and relevant reports will be listed.

17.3 Using the Report Wizard

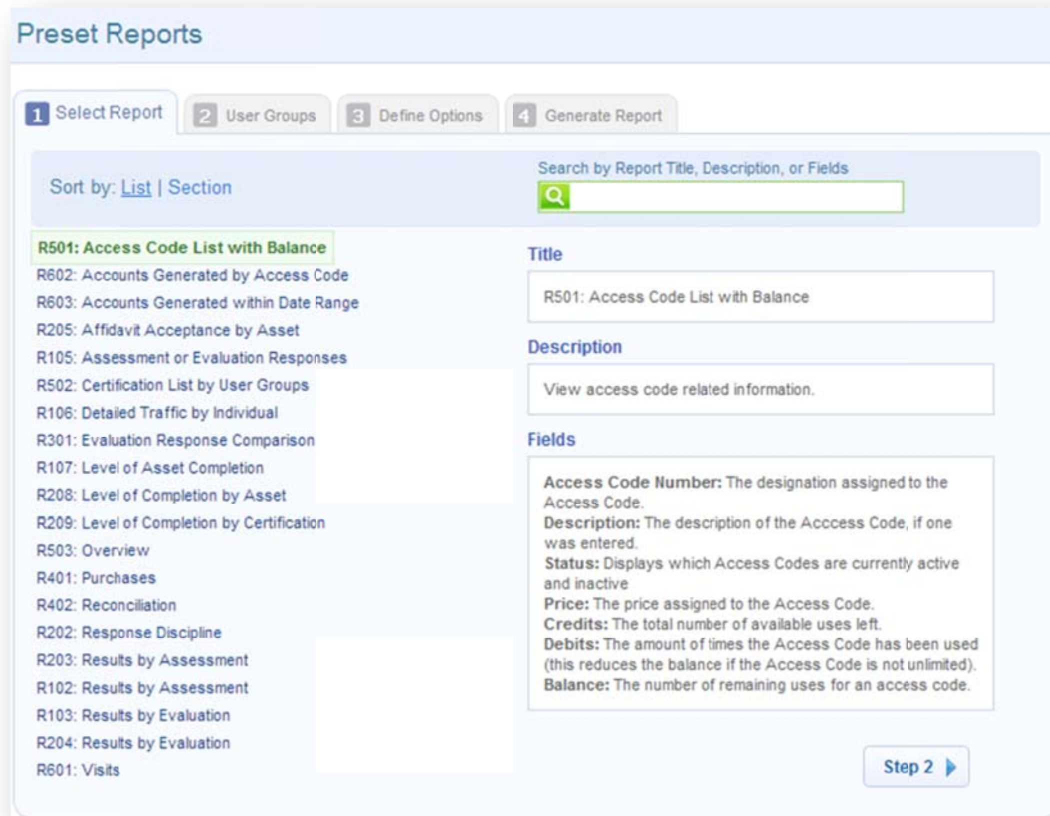
To access the report wizard, click on the reports tab in the main menu, and then click **Report Wizard**. The report wizard guides you through four steps to build and generate your report. Each step contains options and data selections to build the report. The step you are currently on will show a blue tab while the other steps will show with grey tabs. Once your options are selected for a particular step, you can navigate to next or previous steps to make edits by using the report summary on the right hand side, by pressing the step buttons or by selecting the applicable tab.

Click on the tabs to proceed to the next step of building your report *or* Click the next step button to proceed

Once you've completed building your report, the data will populate upon clicking the generate report button in step 4 of the report wizard.

Step 1

Select any of the reports listed and click the step 2 button to continue.



Step 2

Use the drop down menus to select organizations and user groups. Click anywhere outside the selection area to close a drop down menu.   Click the step 3 button to continue.

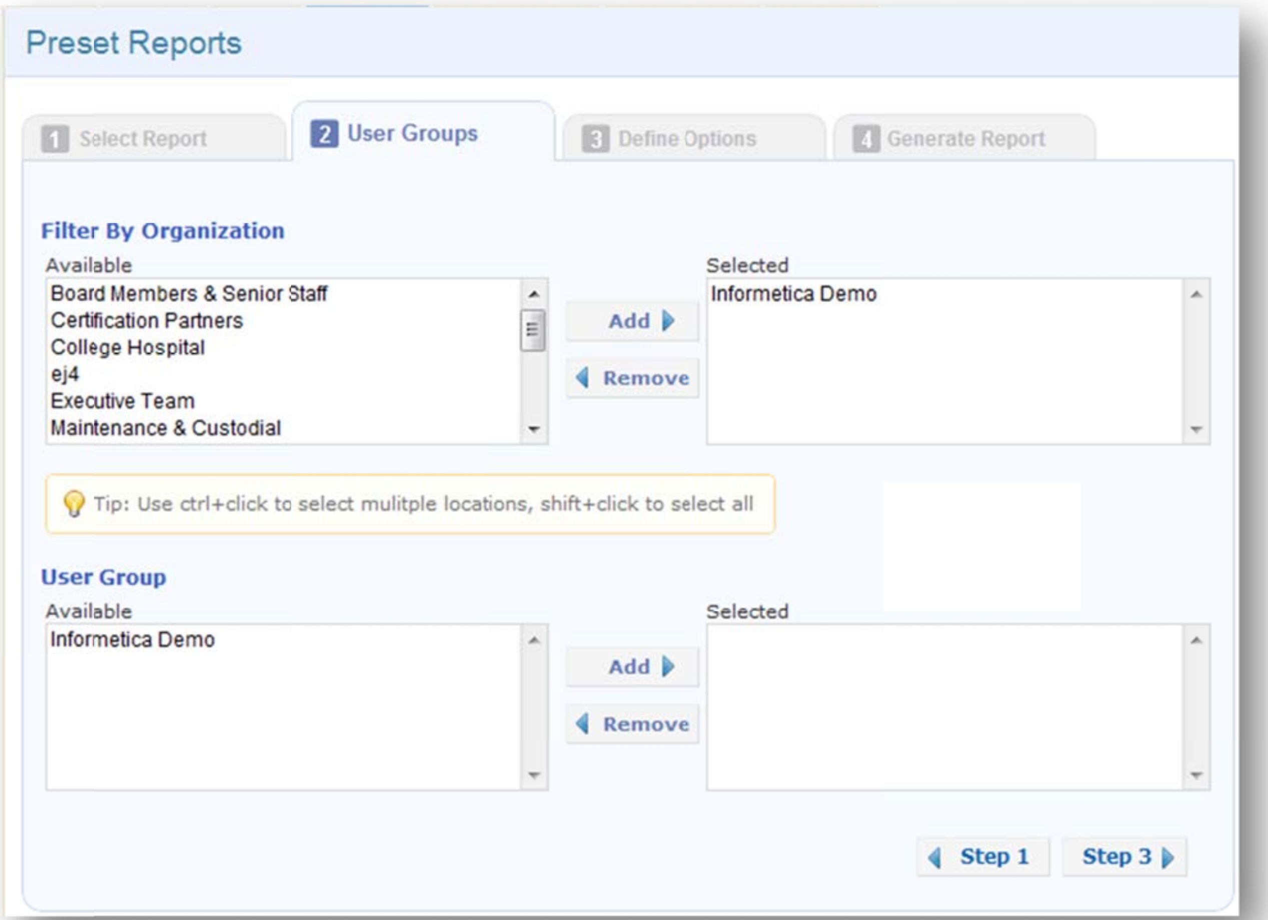
Filter by Organization Selection Box

To add organizations to the report criteria, click any organizations to highlight them in the available box on the left and then select the add button. To remove organizations from the report criteria, click any organizations to highlight them in the selected box on the right and then select the remove button. Select multiple items by holding down the ctrl or shift keys and clicking with your mouse.

User group selection is populated based which organizations are selected here. When an organization is added or removed the user group lists for that organization are also affected.

What does it look like?

This example shows one organization that has been moved from the left box and into the right box, adding it to the report criteria.



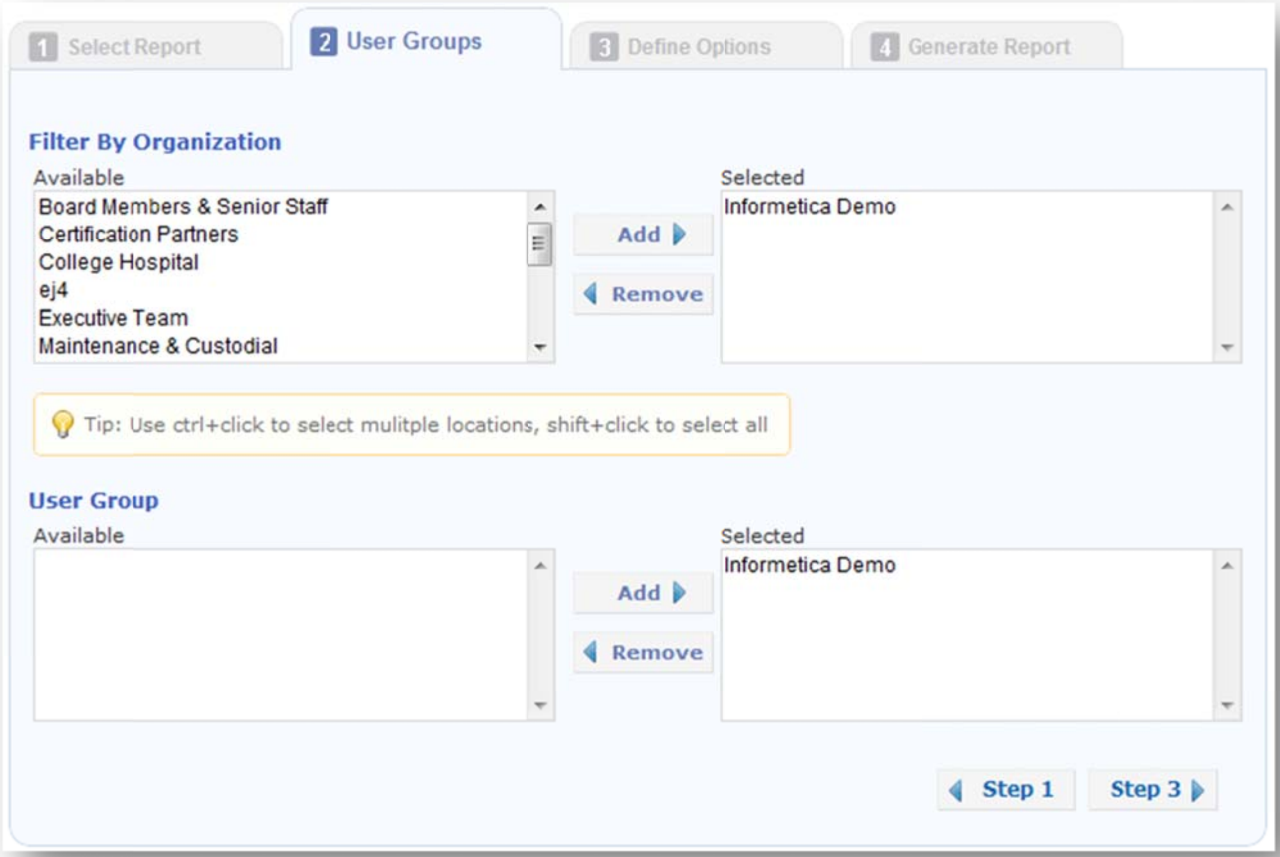
User Group Selection Box

User groups will populate in the available box on the right when the organizations they are connected to are selected in filter by organization. When an organization is added, the user groups associated with it are added to the available selection box. When an organization is removed, the user groups associated with it are removed from both the available and the selected user group selection boxes. Removing all organizations will completely reset the user groups.

To add user groups to the report criteria, click any user groups to highlight them in the available box on the left and then select the add button.
To remove user groups from the report criteria, click any user groups to highlight them in the selected box on the right and then select the remove button.
Select multiple items by holding down the ctrl or shift keys and clicking with your mouse.

What does it look like?

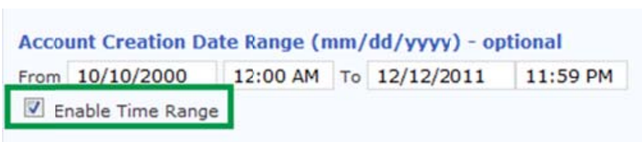
This example shows one user group that has been moved from the left box and into the right box, adding it to the report criteria.

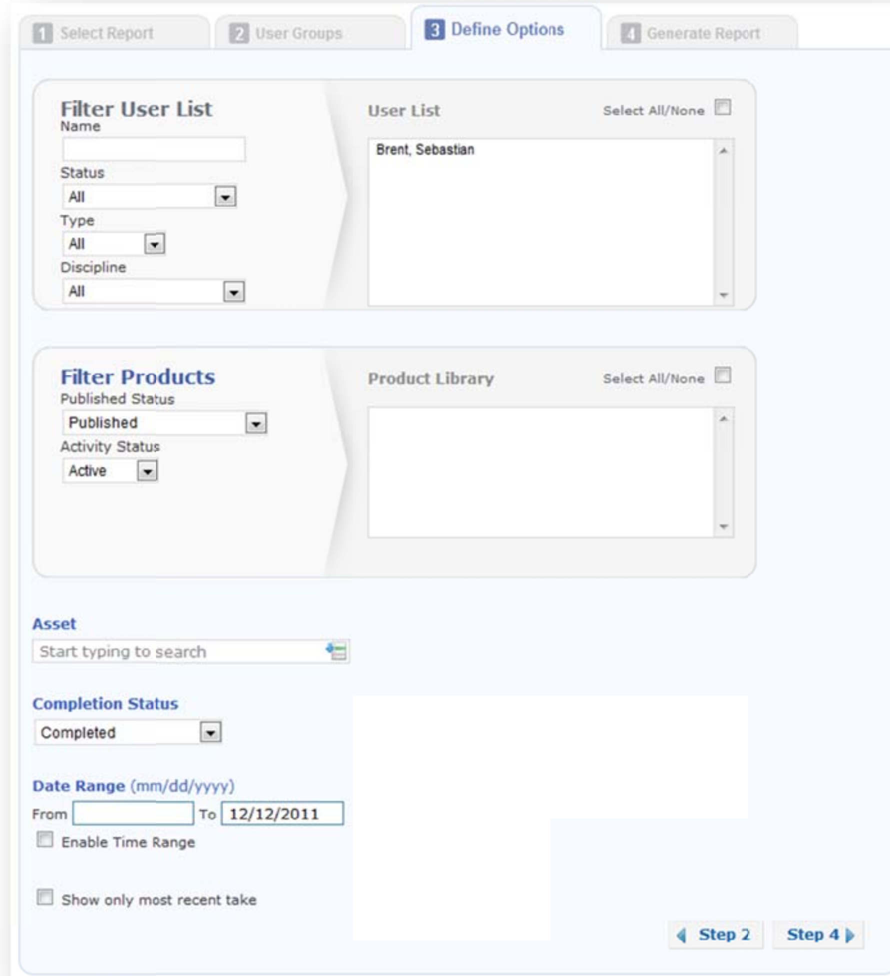


Step 3

Complete the fields and then click the step 4 button to continue. Each report has specific criteria so the appearance of step 3 will depend on the report you have selected.

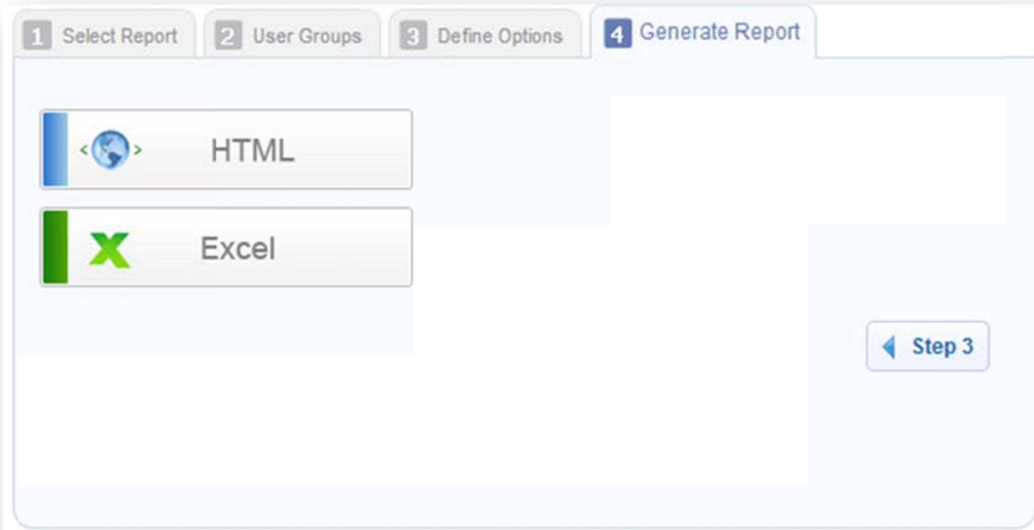
Some reports will require a date or a date range. Click the date box to open the calendar control or simply type a date into a date box. Some reports also have an optional time range that can be enabled.





Step 4

Select the output for your report. Choose HTML to view in your browser or export it to Excel.



For some reports, the HTML option may be interactive and allow you to drill down for more information.

Report Summary

The report summary is an at a glance overview of the data selected from each step of the report wizard. It is located in the column next to the report wizard.

As you progress through the wizard, you can easily modify the options you selected by clicking the change links in the report summary. Clicking a "change" link will bring you back to the particular step in the report wizard where you can modify the selected options.

If the summary is not visible, select the arrow to expand the column on the right side of your screen.

17.4 Report Output

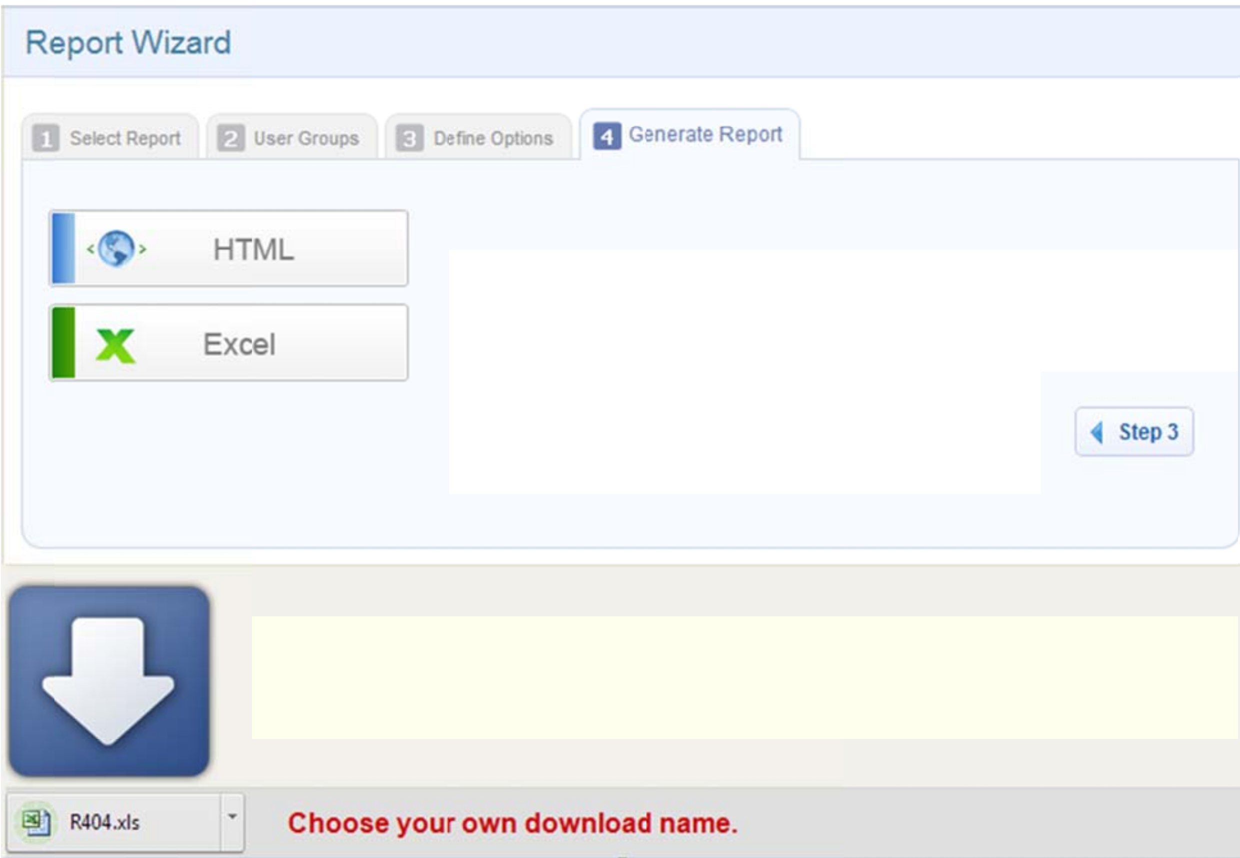
Report outputs include a summary of the criteria used to compile the report located at the top of the report in the blue header. The screenshots in the examples do not show this summary of criteria, just the report itself, but here is an example:

Reports that have been customized for your system are not reflected in this manual. Report names and specific header or column names can be customized, so the terms used in the example reports may be different on your system.

Customize the Name of Downloaded Reports

This option is available only to site managers.

By default, the files created by a report download are named by their report code, such as R404. You can create a custom name for your report download files by changing the variable labels in the dictionary. The labels for all download report names can be found under reports_file_name_RXXX where XXX is the report code. The file names will still include the report code, but will be suffixed by the variable label name. For example, changing the label for the R404 report download file to Internal Training Report will result in a downloaded filed named R404_InternalTrainingReport.



For more details on changing label names, please see the Languages and Dictionaries chapter in the Site Manager manual.

17.5 Report Descriptions

Informetica provides several standard predefined reports in various formats. Select a report to view a short description of it in the information box.

R101 Participant Record Overview

dictionary label: reports_ R101_name

View a snapshot of a single user account including user group and product enrolments, access codes, certifications earned, and affidavit activity.

Example of report

Last Name	First Name	Username	E-Mail Address	Date Registered
Doe	Alice	demolearner	strees@sencia.ca	1/17/2011 10:59:35 AM

Campus	User Group
• Informetica Demo	• ej4

Product Name	Status	Product Type	Product Expiry Date	Enrollment	Enrollment Date	Duration (Days)	Finish Date
Informetica Sample Course	active	Topic	05/15/2012 11:59:59 PM	Approved	03/29/2011 03:39:49 PM	0	
Green Defensive Driving Course	active	Topic		Pending	03/30/2011 10:21:58 AM	0	
WHMIS	active	Topic		Approved	04/27/2012 10:40:39 AM	0	
A Look at the Future	active	Topic	10/19/2012 11:59:59 PM	Approved	04/27/2012 10:31:54 AM	15	04/27/2012 10:37:14 AM

Access Code Name	Access Code Number
INFDemo	4/27/2012 10:40:39 AM

Certification Name	Earned Date	Certification Sent
Defensive Driving Certification	4/27/2012 12:00:00 AM	

Affidavit Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
4/27/2012 10:37:41 AM	Course Credit Requirements	Viewed		Informetica Sample Course	Affidavit Example	Reference
4/27/2012 10:37:45 AM	Course Credit Requirements	Accepted		Informetica Sample Course	Affidavit Example	Reference

Brief description of the report fields

Field	Description
Account Information	Name, user name, email address and the date the user was registered to the system.
Organization and User Group	Lists all of the organizations and user groups this account is registered to.
Product Information	Lists all of the products the user is registered to with information on the product's status, type, expiry date, enrolment status, enrolment date, duration and finish date.
Access Code Name	A list of all access code names and numbers the account has access to.
Certification Name	A list of all Certifications the account has earned by name, earned date and certification sent (if applicable).
Affidavit Timestamp	A list of any affidavits the user has interacted with by title, including information on status, feedback, course name, asset name, and asset type.

R102 Participant Questionnaire Scores

dictionary label: reports_ R102_name

View the bucket results for each questionnaire registered to a defined participant.

Example of report

Assessment Results Report for Alice Doe (strees@sencia.ca)

A Look at the Future

Assessment	Take	Complete	Results
Sample Assessment	*No scores are available for this assessment.*		

Green Defensive Driving Course

Assessment	Take	Complete	Results
Comprehensive Course Survey	1	4/1/2011 10:02:44 AM	Course Satisfaction: 48
			Student Services: 32
Assessment Quiz	*No scores are available for this assessment.*		

Informetica Sample Course

Assessment	Take	Complete	Results
Assessment Example	*No scores are available for this assessment.*		

WHMIS

Assessment	Take	Complete	Results
	No assessment items for this course		

The report generates a separate entry box for each Assessment starting with the name of the Product followed by:

Brief description of the report fields

Field	Description
Assessment	The name of the assessment assigned to the product.
Take	The number of times the assessment was completed by that user.
Complete	This is the date during which the participant completed the specified assessment.
Results	Each participant's response "score" (i.e. level of competency) within the assigned buckets.

R103 Grades by Participant

dictionary label: reports_ R103_name

Example of report

Course: WHMIS

Modules

Name	Mark	Comment	Weight	Overall Mark

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	-%	-	100%	0%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Module 2 - Review Quiz (Marked by individual sections)	All	45.00%	0%	45.00%
Module 5 - Product Labels (Marked by individual sections)	All		*Not Completed*	
Module 7 - Final Test - Test by Question (Marked by individual sections)	All	100.00%	100%	100.00%

Total Weight: 100 **Total Mark:** 100%

Course: Just Clean Your Hands for Long-Term Care

Modules

Name	Mark	Comment	Weight	Overall Mark

Assignments

Name	Mark	Comment	Weight	Overall Mark
Assignment 1	-%	-	0%	100%

Evaluations

Name	Section	Mark	Weight	Overall Mark
Final Exam (Marked by individual sections)	All	100.00%	0%	0%
Evaluation 2 (Marked by individual sections)	All	100.00%	0%	0.00%

Total Weight: 0 **Total Mark:** 100%

View the grades for one participant for as many products and assets as you select. The report generates a separate entry box for each evaluation starting with the name of the product and the type of asset followed by:

Brief description of the report fields

Field	Description
Name	The name of the assets within the product the participant is registered to.
Section	Gives a section grade for evaluations that are set up with sepepate section pass values.
Score	The percentage they received upon completeing the asset.
Weight	The assigned importance given to the particular asset.
Overall Mark	The overall grade received for the entire product, if applicable.

R104 Affidavit Compliance Status by Participant

dictionary label: reports_R104_name

View an historical snapshot of the selected participant's affidavit activity. You can run this report on one person at a time or for as many individuals as you like.

Example of report

Alice Doe <demolearner>

Affidavit Info				User Info	Course Info	
Timestamp	Title	Status	Feedback	Course Name	Asset Name	Asset Type
4/27/2012 10:37:41 AM	Course Credit Requirements	Viewed		Informetica Sample Course	Affidavit Example	Reference
4/27/2012 10:37:45 AM	Course Credit Requirements	Accepted		Informetica Sample Course	Affidavit Example	Reference
8/9/2011 3:23:38 PM	Affidavit	Viewed		Informetica Sample Course	Module Example	Lesson

Brief description of the report fields

Field	Description
Timestamp	The date/time that the participant accessed the affidavits.
Title	The name of the affidavits.
Status	An indication if the participant accepted, rejected or viewed the affifdavit.
Feedback	If the participant provided any feedback upon interacting with the affidavit at the time, it will be shown here.
Course Name	The name of the product that the affidavit is bound to.
Asset Name	The name of the asset that the affidavit is bound to.
Asset Type	A list of the asset types each affidavit is in.

R105 Participant Test Responses

dictionary label: reports_ R105_name

View a specific participant's attempt information and responses for a single evaluation, questionnaire, or appraisal. The report shows the test questions, associated feedback, correct answer, and participant's answers.

Example of report

Responses - Individual Learner	R105
Student: Maria Bennet	
Evaluation / Asset: interRAI HC - Coding Section G NZ v13	
Generated On: 10/3/2013 3:56:53 PM	

Results Summary

	Section	Grade	Passed
Take 1			
	interRAI HC Coding Section G v13	53	No
Take 2			
	interRAI HC Coding Section G v13	60	No
Take 3			
	interRAI HC Coding Section G v13	73	No
Take 4			
	interRAI HC Coding Section G v13	40	No
Take 5			
	interRAI HC Coding Section G v13	73	No

Take1 / 5

Started: 9/11/2013 4:29:20 AM

Finished: 9/11/2013 4:47:18 AM

Section: interRAI HC Coding Section G v13 - 1 / 1

#	Type	Question	Feedback	Correct Response	Participant Response	Correct
1	Multiple Choice	When you are driving on city roads, you should scan the road ahead every:	When you are driving on city roads, you should scan the road ahead every:	12 to 15 seconds.	12 to 15 seconds.	Yes
2	Multiple Choice	Which of the six categories of driving conditions is the most important?	Which of the six categories of driving conditions is the most important?	Driver.	Weather.	No
3	Multiple Choice	What are the key elements of defensive driving?	What are the key elements of defensive driving?	Knowledge, alertness, foresight, judgement, and skill.	Knowledge, consideration, judgement, reaction time, and skill.	No

This report applies to Informetica evaluations (classic and Prova), questionnaires and appraisals, but does not capture SCORM assets.

Results Summary

- Take: Each time the user attempted this assessment or evaluation is listed separately on the report.
- Grade: The grade that the user received for each attempt.
- Passed: Indicates whether the user passed or failed the assessment or evaluation.
- Started/Finished: Shows the dates that the user started the asset and completed the asset. When a user first starts an evaluation or assessment, a timestamp is made. When the user finishes the evaluation, which could be at any point in the future, another timestamp is made. These are the start and end times shown on the report.
- Section: Each section within the assessment or evaluation is listed separately, if applicable.

Brief description of the report fields

Field	Description
#	This column shows the question order.
Type	Indicates the type of question.
Question	Shows the question as it appears to the participant.
Feedback	Shows the feedback the particpant reveiced for their answer.
Correct Response	This is the correct answer for the question.
Participant Response	This is the answer the particpant gave.
Correct	Indicates whether or not the answer was correct (yes) or incorrect (no).

R106 Participant Activity Breakdown

dictionary label: reports_ R106_name

View an historical snapshot of an individual user's login activity through all assets of a product within a date range.

Example of report

Login Session: #5522

From IP: 216.211.21.253
Login: 7/15/2011 11:36:55 AM
Logout: 7/15/2011 11:48:39 AM

Green Defensive Driving Course

Start Time: 7/15/2011 11:38:07 AM
End Time: 7/15/2011 11:40:56 AM

Item	Type	Start	End	Duration
Comprehensive Course Survey	Assessment	7/15/2011 11:38:09 AM	7/15/2011 11:38:09 AM	<15s
Module 10 - Final Test - Page 1	Lesson	7/15/2011 11:38:18 AM	7/15/2011 11:38:49 AM	31s
Module 10 - Final Test - Page 1	Lesson	7/15/2011 11:39:20 AM	7/15/2011 11:39:20 AM	<15s

Duration Within Green Defensive Driving Course : 2m 49s

Total Session Duration: 11m 44s

Login Session: #6028

From IP: 216.211.21.253
Login: 2/27/2012 3:55:33 PM
Logout: 2/27/2012 3:57:47 PM

WHMIS

Start Time: 2/27/2012 3:55:45 PM
End Time: 2/27/2012 3:57:45 PM

Item	Type	Start	End	Duration
Module 7 – Final Test - Module	Lesson	2/27/2012 3:55:47 PM	2/27/2012 3:55:47 PM	<15s
Module 7 - Final Test - Test by Question	Test by Question	2/27/2012 3:55:49 PM	2/27/2012 3:57:34 PM	1m 45s

Duration Within WHMIS : 2m 0s

Total Session Duration: 2m 14s

Brief description of the report fields

Field	Description
Report Summary	The top of the report summarizes the visit with a log number, IP address, login and logout dates/times and total duration of the visit to this product (within the specified date range).
Item	The name of the assets visited.
Type	The type of asset that was viewed.
Start Date	The date and time the user last accessed the asset.
End Date	The date and time the user last navigated away from the asset.
Duration	The length of time a user is spending on each asset.

R107 Participant Completion Status

dictionary label: reports_ R107_name

View a selected participant's pass, fail and completion status for all assets within a product they are assigned to. This report applies to Informetica evaluation, assessment and SCORM assets. *The Grade column was added to this report in summer 2013.*

Example of report

Course: Intermediate Skills in Microsoft® Word 2010

Name: Intermediate Skills in Microsoft® Word 2010
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/28/2011 12:05:59 PM	10/28/2011 12:06:05 PM	Complete	95.00%

Course: Introduction to Project Management

Name: Human Resourse Management
Type: Courseware

(Not Started)

Name: Introduction to Project Management
Type: Courseware

Take Number	Start Date	End Date	Status	Grade
1	10/21/2011 9:31:15 AM	(not finished)	Incomplete	Not Marked

Name: Module 2 - Principles and Foundations Quiz
Type: Evaluation

Take Number	Start Date	End Date	Status	Grade
1	3/31/2011 9:29:14 AM	3/31/2011 9:31:33 AM	Not Passed	10.00%
2	3/31/2011 9:42:58 AM	3/31/2011 9:43:35 AM	Passed	95.00%

(Not Started)

Brief description of the report fields

Field	Description
Topic	The name of the product the participant is registered to.
Name	The name of the asset within the product.
Type	The type of asset.
Take	The number of attempts the participant has taken the asset. Each take is listed on a separate line.
Start	The date that the participant started the asset.
Finish	The date that the participant completed the asset.
Passed	Indicates passed/not passed or complete/incomplete for each asset.

You may also be interested in R202, a similar report that can be run on groups.

R201 Product Expirations

dictionary label: reports_ R201_name

View a list of participants enrolled to products that will be expiring. Expiries are products that are only available to a participant for a limited amount of time; take for example, 15 days. The report covers a date range starting with the current date through a future date of your choice.

Example of report

Expiration Date	Days Until Expiry	Product	Last Name	First Name	Username	E-Mail Address	Register Date
07/03/2011	10	Forklift (Part 3)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011
07/03/2011	10	Forklift (Part 2)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011
07/03/2011	10	Forklift (Part 1)	Bree	Christina	cbree@sencia.ca	cbree@sencia.ca	06/23/2011

Brief description of the report fields

Field	Description
Expiration Date	The date when the product will no longer be available.
Days Until Expiry	The number of days until the product expires.
Product	The name of the product that is going to expire.
Last Name	The last name of the participant enrolled to the product.
First Name	The first name of the participant enrolled to the product.
Username	The username of the participant enrolled to the product.
E-Mail Address	The email address of the participant enrolled to the product.
Register Date	The date that the participant was enrolled to the product.

The report wizard skips step three for this report.

R202 Participant and Grade Details by Classification

dictionary label: reports_ R202_name

View a summary of participant progress for the selected evaluations (classic and Prova), including the level of completion and grade for each take. You can optionally select a number of different filters to run this report against, including user type, classification and last login date range. You may also elect run the report on a single individual or view only the most recent attempt.

Example of report

Organization	User Group	Start Date	End Date	Evaluation Name	Last Name	First Name	Take Number	Status	Discipline	Grade
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	Doe	Alice	1	Completed	(none)	100.00%
Sample Org 1	General Users	4/1/2011	4/1/2011	Comprehensive Course Survey	Bateman	Amy	1	Completed	(none)	100.00%
Sample Org 1	General Users	4/1/2011	4/1/2011	Comprehensive Course Survey	Bateman	Amy	2	Completed	(none)	100.00%
Sample Org 2	Family Practice Health Centre	4/1/2011	4/1/2011	Comprehensive Course Survey	Bree	Christina	1	Completed	(none)	100.00%
Board Members & Senior Staff	Mental Health	4/1/2011	4/1/2011	Comprehensive Course Survey	Brent	Sebastian	1	Completed	(none)	100.00%
Sample Org 2	Family Practice Health Centre	4/1/2011	4/1/2011	Comprehensive Course Survey	Troike	William	1	Completed	(none)	100.00%
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	May	Rebecca	1	Completed	(none)	100.00%
ej4	ej4	4/1/2011	4/1/2011	Comprehensive Course Survey	Demo	Sencia	1	Completed	(none)	100.00%
Informetica Demo	Informetica Demo	4/1/2011	4/1/2011	Comprehensive Course Survey	Dechein	Elise	1	Completed	(none)	100.00%
Executive Team	Breast Reconstruction Surgery	4/1/2011	4/1/2011	Comprehensive Course Survey	Brook	Marisa	1	Completed	(none)	100.00%
Executive Team	Exercise & Pregnancy Helpline	4/1/2011	4/1/2011	Comprehensive Course Survey	Bennet	Maria	1	Completed	(none)	100.00%
ej4	ej4	3/30/2011	3/31/2011	Module 10 - Final Test	Doe	Alice	1	Passed	(none)	96.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Troike	William	1	Failed	(none)	6.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Troike	William	2	Passed	(none)	93.33%
Executive Team	Exercise & Pregnancy Helpline	3/31/2011	3/31/2011	Module 10 - Final Test	Bennet	Maria	1	Failed	(none)	26.67%
Sample Org 2	Family Practice Health Centre	3/31/2011	3/31/2011	Module 10 - Final Test	Bree	Christina	1	Passed	(none)	100.00%
Board Members & Senior Staff	Mental Health	3/31/2011	3/31/2011	Module 10 - Final Test	Brent	Sebastian	1	Passed	(none)	100.00%
Executive Team	Breast Reconstruction Surgery	3/31/2011	3/31/2011	Module 10 - Final Test	Brook	Marisa	1	Passed	(none)	96.67%
Informetica Demo	Informetica Demo	3/31/2011	3/31/2011	Module 10 - Final Test	Dechein	Elise	1	Passed	(none)	100.00%
ej4	ej4	3/31/2011	3/31/2011	Module 10 - Final Test	Demo	Sencia	1	Passed	(none)	93.33%
ej4	ej4	3/31/2011	3/31/2011	Module 10 - Final Test	May	Rebecca	1	Passed	(none)	100.00%

You may also be interested in R107, a similar report that can be run on individuals.

Brief description of the report fields

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Organization</td><td>Lists the organization associated with the product the participant is registered to.</td></tr>
<tr><td>User Group</td><td>Lists the user group associated with the product the participant is registered to.</td></tr>
<tr><td>Start/End Date</td><td>The start and end dates that the participant attempted the asset.</td></tr>
<tr><td>Evaluation Name</td><td>The name of the asset attempted.</td></tr>
<tr><td>Last/First Name</td><td>The first and last name of the participant who attempted the asset.</td></tr>
<tr><td>Take Number</td><td>How many times the participant has attempted the asset. Each take is listed on a separate line.</td></tr>
<tr><td>Status</td><td><u>Not started</u>: only users who have never launched this course will show under this status.
<u>Started</u>: only users currently in progress will show under this status.
<u>Completed</u>: only users who have completed this course will show under this status.
<u>All</u>: users who have any of the three statuses show here.
Note that users may appear under more than one status, depending on the take allowance of your product. For example, Sierra Trees may have completed the course and then started a second attempt. She will show up under both the started and completed statuses.</td></tr>
<tr><td>Discipline/Classification</td><td>This is the user's assigned discipline or classification, if set up on the user's profile information.</td></tr>
<tr><td>Grade</td><td>Grades display differently depending upon how grading for the test is set up. This affects Informetica's original testing engine, not Prova tests. Prova tests will always show the actual grade.
Grade by Individual Section: Shows the best effort a participant has received on an attempt until a better mark is obtained. It does not show the specific grade obtained for that attempt. Refer to report 105 to see the specific grade received per attempt.

For example: A participant attempts a test 4 times. In order of attempt they received the following grades: 50, 0, 35, 100. The report shows attempts 1-3 with the highest scored obtained = 50 until the 4th attempt 100.<table><tr><th>Take Number</th><th>Status</th><th>Discipline</th><th>Grade</th></tr><tr><td>1</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>2</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>3</td><td>Failed</td><td>(none)</td><td>50.00%</td></tr><tr><td>4</td><td>Passed</td><td>(none)</td><td>100.00%</td></tr></table>
Grade by Combined Section: The actual grade for each attempt is presented.</td></tr>
</table>

R203 Group Questionnaire and Appraisal Scores

dictionary label: reports_ R203_name

View the scores for each questionnaire or appraisal bucket for entire user groups, including the section and number of takes.

Example of report

Informetica Sample Course - Year 1 Appraisal
Results as of 5/8/2013

Average Results among all User Groups				
Independence	Initiative	Productivity	Quality	Reliability
6 of 10	7 of 10	7 of 20	18.5 of 30	8.5 of 10

User Group: Demo UG 1

Name <Account>	Take	Completed	Bucket	Result
Dechein Elise <edechein@sencia.ca>	1	5/7/2013 12:06:34 PM	Independence	7 out of 10
			Initiative	7 out of 10
			Productivity	14 out of 20
			Quality	23 out of 30
			Reliability	7 out of 10

Name <Account>	Take	Completed	Bucket	Result
Wieder Serena <swieder@sencia.ca>	1	5/8/2013 2:38:45 PM	Independence	5 out of 10
			Initiative	7 out of 10
			Productivity	0 out of 20
			Quality	14 out of 30
			Reliability	10 out of 10

Brief description of the report fields

Field	Description
Average Results	The average results of the selected user groups within each question bucket.
User Group	The user groups that the report was filtered for. The example was filtered for one user group (Demo UG1).
Name <account>	The user's first and last names as well as their user account name.
Take	The number of times the assessment was completed by that participant.
Completed	This is the date during which the participant completed the specified assessment.
Bucket	The name of the buckets within the questionnaire or appraisal.
Results	The scored result of the participant's response or manager's appraisal within the assigned buckets.

R204 Grades by Product

dictionary label: reports_ R204_name

View a list of grades or marks for selected gradable assets from one product. The report returns the highest grade obtained by users who completed the assets and shows the number of attempts and results by section. Users who have not obtained a grade will not be on the report. This report applies to asset types that can be graded: evaluations (classic and Prova), SCORM, assignments and modules.

Example of report

WHMIS - Module 7 - Final Test - Test by Question (Evaluation - Marked by Individual Sections)

User Info			Final				Evaluation Sections
Last Name	First Name	Username	Taken	Completed	Grade	Passed	Section One
Bennet	Maria	mbennet@sencia.ca	1	2/27/2012 3:53:11 PM	100%	Yes	100%
Blunk	Julianne	jblunk@sencia.ca	1	2/27/2012 3:25:00 PM	95%	Yes	95%
Bree	Christina	cbree@sencia.ca	1	2/27/2012 3:55:18 PM	100%	Yes	100%
Brent	Sebastian	sbrent@sencia.ca	1	2/27/2012 3:57:42 PM	45%	Yes	45%
Bruce	Jason	jbruce@sencia.ca	2	1/28/2011 2:35:43 PM	90%	No	90%
Bun	Kurt	kbun@sencia.ca	1	2/27/2012 3:27:20 PM	90%	Yes	90%
Burbridge	Nelson	nburbridge@sencia.ca	3	2/27/2012 2:42:10 PM	95%	Yes	95%
Carlson	Jeanine	jcarlson@sencia.ca	5	11/3/2010 5:12:12 PM	95%	Yes	95%
Doe	Jane	jdoe@sencia.ca	2	8/5/2010 1:00:32 PM	25%	Yes	25%
Esterline	Nita	nesterline@sencia.ca	1	2/27/2012 3:14:43 PM	95%	No	95%
Gaetano	Alana	agaetano@sencia.ca	1	2/27/2012 3:20:00 PM	95%	Yes	95%
Gwaltney	Darryl	dgwaltney@sencia.ca	1	2/27/2012 3:29:58 PM	95%	Yes	95%

Brief description of the report fields

Field	Description
First Name	The first name of the users who have taken the selected product.
Last Name	The last name of the users who have taken the selected product.
User Name	The username on the account.
Takes	The number of times a user has attempted the asset.
Completed	The date the user last attempted the asset wherein they have completed all of the questions. Completion does not indicate a successfully passed attempt, only that the evaluation was completed to the end.
Section	The grade that the user received for that specific section. For evaluations graded by section, the section grade is the first passing grade recorded for that section for any attempt. Evaluations graded by section do not allow users to reattempt a section once passed, so subsequent attempts will inherit the section grade from the first attempt in which that section was passed. Each section is listed separately in the report.
Grade	The overall grade that the participant received for the most recent completed attempt of the product.
Passed	Indicates whether or not the user passed with a yes/no or pass/fail entry.

R205 Affidavit Compliance Status by Product

dictionary label: reports_ R205_name

View an historical snapshot of affidavit activity for all users within the selected user group for selected assets. Information includes the outcome of the interaction, that is, an indication if the participant accepted, rejected or viewed the affifdavit, as well as a dated timestamp for each interaction. The example below shows two different courses. The first has two affidavits and the second has only one.

Example of report

Informetica Sample Course

Affidavit Info				User Info		Course Info	
Timestamp	Title	Status	Feedback	Name <Account>	User Group	Asset Name	Asset Type
4/23/2012 10:44:54 AM	Course Credit Requirements	Viewed		Sencia Demo <demo-@sencia.ca>	Sencia Office	Affidavit Example	Reference
12/20/2011 3:03:02 PM	Course Credit Requirements	Accepted		Campus Manager <CampusManager>	Sencia Office	Affidavit Example	Reference
10/5/2011 12:18:52 PM	Affidavit	Viewed		Campus Manager <CampusManager>	Sencia Office	Module Example	Lesson
8/9/2011 3:23:38 PM	Affidavit	Rejected		Maria Bennet <mbennet@sencia.ca>	Sencia Office	Module Example	Lesson

Workplace Harassment

Affidavit Info				User Info		Course Info	
Timestamp	Title	Status	Feedback	Name <Account>	User Group	Asset Name	Asset Type
2/6/2012 2:53:13 PM	Workplace Harassment Policy	Viewed		Maria Bennet <mbennet@sencia.ca>	Informetica Demo	Affidavit	Reference
2/6/2012 2:53:06 PM	Workplace Harassment Policy	Viewed		Amy Bateman <abateman@sencia.ca>	Informetica Demo	Affidavit	Reference
2/6/2012 2:52:47 PM	Workplace Harassment Policy	Accepted		Jason Bruce <publisher-@sencia.ca>	Informetica Demo	Affidavit	Reference

Brief description of the report fields

Field	Description
Timestamp	The date and time that the affidavits were last viewed.
Title	The name of the affidavits.
Status	An indication if the participantaccepted, rejected or simply viewed the affifdavit.
Feedback	If the participant provided any feedback upon interacting with the affidavit at the time, it will be shown here.
Name <Account>	The participant’s first and last names as well as their username.
User Group	The name of the user group that the participant belongs to containing the viewed affidavit.
Asset Name	The name of the asset that contains the affidavit.
Asset Type	The type of asset that the affidavit is bound to.

An affidavit must be associated with a specific asset rather than the product as a whole.

R206 Cost Summary by Campus

dictionary label: reports_ R206_name

View a list of the users enrolled into selected products, with the unit cost of the product indicated. This report can be run to determine the cost of a product for an entire organization or just for one user group within that organization. Simply choose the organizations and user groups you want to see and then export the report to Excel, so you can easily see how much the cost of the product was for a single user group.

Example of report

WHMIS-Workplace Hazardous Materials Information System - $12.50

Last Name	First Name	Take	Start Date	End Date	Status
[redacted]	MARC	5	11/1/2011 4:23:00 PM		N/A
[redacted]	MARC	6	11/1/2011 4:22:58 PM		N/A
[redacted]	PHIL	3	11/1/2011 10:21:44 AM		N/A
[redacted]	LINDSAY	4	11/1/2011 4:23:01 PM		N/A
[redacted]	DON	4	11/1/2011 4:48:17 PM		N/A
[redacted]	PERCY	4	11/1/2011 4:48:15 PM		N/A

Brief description of the report fields

Field	Description
Last Name/First Name	The first and last names of the users.
Take	This is the amount of times the user is registered to the product. With re-enrolments, a user may be registered multiple times to the same product and this is how the system keeps track of how many times the user has registered to each product.
Start Date	The date that the user was registered to the product.
End Date	The completion date for the product. If the product does not have any completion rules, then no end date will be listed.
Status	This can either be complete, incomplete or N/A. • If the product does not have completion rules, then this will always display N/A. • If the product has completion rules, then this will display complete/incomplete based on the user's completion status of the product.

R207 Curriculum Outstanding

dictionary label: reports_ R207_name

The Curriculum Outstanding report is only available to clients using the curriculum feature. The report compiles a list of users that have overdue assets (such as evaluations). You can filter the results by selecting specific users, due date and products in step 3.

Example of report

Organization	User Group	Asset Name	Discipline	Last Name	First Name	Due Date	Date Passed	Days Overdue
Calgary Restar	Airdrie Office	Coding v11	RN	anderson	Edward	6/30/2012		-240
Calgary Restar	Airdrie Office	Coding v10	RN	Cooper	Trina	6/30/2011		126
Calgary Restar	Airdrie Office	Coding v11	Therapist	Edwards	Dawn	6/30/2012		-240
Calgary Restar	Airdrie Office	Coding v10	RN	Fischers	Melanie	6/30/2011	Jul 28 2011 1:07PM	28
Calgary Restar	Banff Office	Coding v11	Therapist	Breckenridge	Suzanne	6/30/2012		-240
Calgary Restar	Banff Office	Coding v11	RN	Tyrell	Laurie	6/30/2012		-240
Calgary Restar	Black Diamond Office	Coding v11	RN	Bridge	Brenda	6/30/2012		-240

Brief description of the report fields

Field	Description
Organization/User Group	Lists all of the organizations and user groups the users are registered to.
Asset Name	The name of the asset within the curriculum that is overdue.
Discipline	Lists the discipline/classification that the user belongs to within the curriculum, if applicable.
Last Name/First Name	The first and last names of the users.
Due Date	The date that the curriculum was supposed to be completed by.
Date Passed	The date that the user passed the listed asset.
Days Overdue	All of the values in this column are relative to the date that the report was run. Positive numbers indicate how many days past due a user is on the asset or evaluation. Negative values indicate how many days the user has left to complete the asset or evaluation before the due date, For example, in the first line of report above, the user still has 240 days from the date the report was run to complete the asset named Coding v11.

R208 Group Completion Status

dictionary label: reports_ R208_name

This report provides a user group overview of the selected assets within a product based on the level and status of completion within a date range. This report applies to Informetica evaluations, assessments, appraisals, SCORM assets, and some integrated client proprietary testing systems.

Example of report

Comprehensive Course Survey

Last Name	First Name	Take Number	Start Date	End Date	Status
Bateman	Amy	1	04/01/2011	04/01/2011	Completed
Bateman	Amy	2	04/01/2011	04/01/2011	Completed
Bennet	Maria	1	04/01/2011	04/01/2011	Completed
Bree	Christina	1	04/01/2011	04/01/2011	Completed
Brent	Sebastian	1	04/01/2011	04/01/2011	Completed
Brook	Marisa	1	04/01/2011	04/01/2011	Completed
Dechein	Elise	1	04/01/2011	04/01/2011	Completed
Demo	Sencia	1	04/01/2011	04/01/2011	Completed
Doe	Alice	1	04/01/2011	04/01/2011	Completed
May	Rebecca	1	04/01/2011	04/01/2011	Completed
Troike	William	1	04/01/2011	04/01/2011	Completed

Module 10 - Final Test

Last Name	First Name	Take Number	Start Date	End Date	Status
Bennet	Maria	1	03/31/2011	03/31/2011	Failed
Bree	Christina	1	03/31/2011	03/31/2011	Passed
Brent	Sebastian	1	03/31/2011	03/31/2011	Passed
Brook	Marisa	1	03/31/2011	03/31/2011	Passed
Dechein	Elise	1	03/31/2011	03/31/2011	Passed
Demo	Sencia	1	03/31/2011	03/31/2011	Passed
Doe	Alice	1	03/30/2011	03/31/2011	Passed
Jorgenson	Linda	1	11/03/2010	11/03/2010	Failed
May	Rebecca	1	03/31/2011	03/31/2011	Passed
Morro	Steven	1	11/03/2010	11/03/2010	Passed
Troike	William	1	03/31/2011	03/31/2011	Failed
Troike	William	2	03/31/2011	03/31/2011	Passed

Brief description of the report fields

Field	Description
First/Last Name	The first and last names of the participants who have taken the selected asset.
Take Number	How many times the participant has taken the asset. Each take is listed on a separate line.
Start Date	The date that the Participant started the asset.
End Date	The date that the participant completed the asset.
Status	Shows if the participant has passed or failed the asset. This option can be refined by status type when building the report.

R209 Group Certification Progress

dictionary label: reports_ R209_name

View how users in selected user groups are progressing on a specific certification. The report can be filtered to see only specific user types as well.

Example of report

Name (username)	User Groups	Certification	Completed Items	Required Items	Started	Completed Date	Expiry Date	Days until Expiration
Adams, John (jadams)	Demo UG 1 Home Builders Oshawa Hospital Tom Jones Construction	WHMIS Certification	1	1	Yes	2/26/2013 9:39:06 AM		
Adams, Kevin (kadams@sencia.ca)	Sencia Office UG Demo UG 1 001 Automotive Service Tech	WHMIS Certification	1	1	Yes	4/24/2013 7:36:46 PM		
Andall, Amy (aandall@sencia.ca)	Demo UG 1 Residential Management Edmonton Capital Region RCSM L1	WHMIS Certification	0	1	No			
Baker, Allan (abker@sencia.ca)	NTN Elgin Quality Assurance	WHMIS Certification	0	1	Yes			
Bennet, Maria (mbennet@sencia.ca)	Demo UG 1 Toshiba Medical Group 1	WHMIS Certification	1	1	Yes	2/26/2013 9:39:06 AM		

Totals:	R209
Users:	17
Started:	1
Completed Date:	2

Brief description of the report fields

Field	Description
Name (username)	The first and last names of the participantsand their usernames.
User Groups	The names of the all of the user groups the participants belong to.
Certification Name	The name of the certification.
Completed Items	The number of items already achieved towards the certification.
Required Items	The number of items required to pass in order to obtain the certification.
Started	Shows if the participant has started progression on this certification or not (yes/no).
Completed Date	Shows that date when the participant achieved the certification, if applicable. It will be blank if they have not yet achieved it.
Expiry Date	Shows when the user's certification expires, if applicable. This column will be blank if there is no expiration set for the certification.
Days Until Expiration	Shows how many days are left until the user's certification expires, if applicable. This date is based on the date that the report is run. This column will be blank if there is no expiration set for the certification.
Totals Footer	The total number of users and the number of users who have started and completed the certification.

R213 Product Enrollments

dictionary label: reports_R213_name

View an overview of a single product, generating a list of users enrolled to that product, as well as the date of enrollment, the date they finished the product, their enrollment status, and the number of days they have left to access the product.

Example of report

Introduction to Technical Writing

Name	Enroll Date	Finish Date	Status	Duration (days)
Abbott, Graham	10/29/2012 10:45:34 AM	-	Register - Approved	∞
cabral, agostino	10/29/2012 10:49:04 AM	-	Register - Approved	∞
Cameron, Jennifer	10/29/2012 9:26:49 AM	-	Registration Revoked	∞
Durelle, Gloria	10/29/2012 10:07:24 AM	10/29/2012 10:14:46 AM	Register - Approved	∞
Gagnon, Francine	10/29/2012 10:09:31 AM	10/29/2012 10:19:18 AM	Register - Approved	∞
Pais, Carlos	10/29/2012 10:08:48 AM	10/29/2012 10:18:43 AM	Register - Approved	∞
Stewart, Doug	10/29/2012 10:08:06 AM	10/29/2012 10:19:57 AM	Register - Approved	∞
Trees, Sierra	10/25/2012 3:31:20 PM	10/29/2012 10:05:53 AM	Register - Approved	∞
Wachsmann, David	10/29/2012 1:45:22 PM	10/29/2012 1:45:48 PM	Register - Approved	∞

Brief description of the report fields

Field	Description
Name	The name of the user enrolled to the product.
Enroll Date	The date that the user was enrolled to the product.
Finish Date	The date that the user completed the product. Note that a completion rule needs t be set up to communicate this information to Informetica. A completion rule is not required for the LMS to generate a grade.
Status	Indicates the user’s enrollment status for this product.
Duration	The number of days left until expiry, if there is one set up for the product.

R301 Evaluation Response Comparison

dictionary label: reports_R301_name

View the total responses given within a defined Informetica evaluation at the question level and compare the number of correct vs. incorrect responses given for each question. Some systems also have the ability to run this report in a detailed version that gives analytics on the distractors for true false and multiple choice questions. *This report is valid only for Informetica evaluations (classic and Prova).*

Example of report

1: Section One

Question				Response			
#	#		Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	Current	When did the WHMIS regulation come into effect?	0	10	0	n/a
	2	Current	What are the hazardous materials called that are included in WHMIS legislation?	4	19	21	81%
	3	Current	According to WHMIS regulation, your employer is responsible for which of the following?	0	12	0	n/a
2	1	Current	WHMIS regulation states that employees must do which of the following?	3	19	16	70%
	2	Current	What are the three main elements of WHMIS?	4	21	19	79%
3	1	Current	Where will you find the WHMIS logo?	1	19	5	75%
	2	Current	Which of these is NOT a common route of entry for hazardous materials?	3	21	14	95%
4	1	Current	What is the best defense against ingesting hazardous materials?	2	23	9	68%
	2	Current	Which of the following descriptions is NOT a characteristic of a chronic effect?	2	16	12	65%
5	1	Current	What does PPE mean?	4	22	18	74%
	2	Current	What PPE should you always wear when working with hazardous materials?	3	17	18	80%
6	1	Current	What do barrier creams prevent?	2	18	11	65%
	2	Current	Why is it important to have regular emergency response drills?	2	21	10	60%
7	1	Current	What is the first part of a good emergency response plan?	2	39	5	92%

Detailed Report

Ecodriving Course Survey: Published 3/21/2013 3:34:50 PM

Question					Response			
#	Pool	Version	Section	Text	Incorrect	Total	% Incorrect	Average Grade of incorrect respondents
1	1	4	Ecodriving Survey Questions	I can save fuel by: (check all that apply)	1	4	25	21%
2	1	2	Ecodriving Survey Questions	Driving a vehicle creates carbon dioxide, a greenhouse gas.	1	4	25	21%
3	1	2	Ecodriving Survey Questions	I am aware of the guides available on the NRCan website that list the fuel consumption ratings of vehicles.	1	4	25	21%
4	1	2	Ecodriving Survey Questions	Now that I have taken this course, I plan to monitor my fuel consumption on a regular basis.	2	4	50	57%

Question 2:

Distractor	Correct	Selected	Total#	%
True	Y	3	4	75%
False		1	4	25%

Question 3:

Distractor	Correct	Selected	Total#	%
Yes	Y	3	4	75%
No		1	4	25%

Question 4:

Distractor	Correct	Selected	Total#	%
Yes	Y	2	4	50%
No		1	4	25%
I don't drive		0	4	0%
I already monitor my fuel consumption		1	4	25%

Brief description of the report fields

Field	Description
Question #	The question number. Evaluation questions are assigned a number when they are created and this is the order in which they are presented during an evaluation.
Pool #	Indicates which question pool the question was pulled from. A question can have up to 5 alternate versions, identified as pools. Question pools allow you to identify questions to be randomly selected from the evaluation so that not every exam is exacly the same.
Status	Indicates the status of the questions (current or archived). If a question was edited after some participants have already answered it, then the LMS will keep track of the question history by showing both the new edited question as well as creating an archived version of the original question.
Question Text	The question as the participant sees it on the desktop.
Incorrect	This shows how many participants got the question incorrect.
Total	The total number of participants who answered this question.
% Incorrect	The percentage of total participants who answered this question incorrectly.
Average Grade of Incorrect Respondents	The average grade that participants received for this evaluation who answered the question incorrectly.

R401 Purchases

dictionary label: reports_R401_name

View an historical snapshot of purchase details made via Ecommerce within a specified date range. This is a line item report that details purchases by purchaser name, date of purchase, items purchased and amount charged. It also tallies the grand total charged within a specified date range.

Example of report

Ref	Campus	Total	Date	Taxes Applied	VAT	Student	Username / Email	Course Title
36		10.00	06/23/2010	$0.00	$0.00	Wheatley, Jamie	jwheatley@sencia.ca	Purchase: COBIT Course: Online COBIT Foundation Course v4.1
37		25.00	06/23/2010	$0.00	$0.00	Wheatley, Jamie	jwheatley@sencia.ca	Purchase: Module 2 Extension - Individual
55		30.00	07/12/2010	$0.00	$0.00	Wheatley, JamieMMBA	jwheatley@sencia.ca	Purchase: Wine 101

Brief description of the report fields

Field	Description
Ref	The reference number of the transaction.
Campus	The particular store that the transaction originated from, if applicable. If you have only one store, you will not see an entry.
Total	The total charged for the purchase, including any taxes or value added tax (VAT) charged.
Date	The date the transaction occurred.
Taxes Applied	The amount of standard taxes charged, if applicable.
VAT	The amount of value added tax (VAT) charged if applicable.
Student	The first and last name of the purchaser.
Username/Email	Username & email address for each transaction.
Course Title	The title of the product that was purchased.

R402 Reconciliation Report

dictionary label: reports_R402_name

View detailed information for purchases (products, bundles, and extensions) and access code debits within a certain date range for selected organizations and user groups. This report contains a lot of data that is broken up into two sections for each organization selected in the report criteria. Each section is sub-totaled with a grand total provided at the bottom.

Section 1: Storefront Transactions

- Product enrolment purchase (self-purchase)
- Bundle enrolment purchase (self-purchase)
- Product extension purchase (self-purchase)
- Access code purchase (purchase on behalf of others)
- Activity log purchase

Section 2: Access Code Transactions

- Access code enrolments using codes created by manager
- Courses registered to users using access code purchased

Example of R402

Ref	Campus	Student	Course Title	Classification	Date	Payment Method	Qty	Display Price	Regular Cost	Taxes Applied	VAT	Purchase Method Fee	Net	Coupon Code	Coupon Description
4981	Executive Team	Bennet, Maria	License Preparation	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	525	675	0	105	0	630		
4982	Executive Team	Dexter, Duren	Drugs and Detection	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150		
4986	Executive Team	Pedrosa, Marcello	Signs and Symptoms of Alcohol Abuse	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150		
4987	Executive Team	Lisboa, Simão	Bloodborne Pathogens	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150		
4991	Executive Team	Picada, Rodrigo	Drugs and Detection	eCommerce	6/24/2011 12:00:00 AM	Credit Card	1	150	150	0	0	0	150		
Sub Total:								1125				1230			
4990	Executive Team	Dutton, Brent	Signs and Symptoms of Alcohol Abuse	eCommerce	6/24/2011 12:00:00 AM	E-Token	1	150	150	0	0	0	0	BOFACBT23	$150.00
Sub Total:								150				0			
Grand Total:								1275				1230			

Ref	Member Type	Transaction Reference	Supplier Partner	Username / Email	Subscription Length (Days)	Start Date	End Date	Start Date	End Date	Status	Access Code	Access Code Description	Access Code Start Date	Access Code End Date
4981	Member	Authorization Code: 011574	No Supplier	601297	90	6/24/2011 4:49:49 AM	9/22/2011 4:49:49 AM	6/24/2011 4:49:49 AM	9/22/2011 4:49:49 AM	Registered	SYYTD6G2I76MU	eCommerce Purchase	6/24/2011 4:49:49 AM	6/24/2012 4:49:44 AM
4982	Non-Member	Authorization Code: 185765	No Supplier	706883	60	6/24/2011 8:18:40 AM	8/23/2011 8:18:40 AM	6/24/2011 8:18:40 AM	8/23/2011 8:18:40 AM	Registered	2JTAQV80NPTA4	eCommerce Purchase	6/24/2011 8:18:40 AM	6/24/2012 8:18:36 AM
4986	Non-Member	Authorization Code: 028558	No Supplier	709336	60	6/24/2011 9:07:19 AM	8/23/2011 9:07:19 AM	6/24/2011 9:07:19 AM	8/23/2011 9:07:19 AM	Registered	X59200WXE9XJH	eCommerce Purchase	6/24/2011 9:07:19 AM	6/24/2012 9:07:15 AM
4987	Non-Member	Authorization Code: 053782	No Supplier	709332	60	6/24/2011 9:42:13 AM	8/23/2011 9:42:13 AM	6/24/2011 9:42:13 AM	8/23/2011 9:42:13 AM	Registered	DQUHAH7LCA371	eCommerce Purchase	6/24/2011 9:42:13 AM	6/24/2012 9:42:09 AM
4991	Member	Authorization Code: 086542	No Supplier	668830	60	6/24/2011 11:28:54 AM	8/23/2011 11:28:54 AM	6/24/2011 11:28:54 AM	8/23/2011 11:28:54 AM	Registered	00M6T3ZFIXV25	eCommerce Purchase	6/24/2011 11:28:54 AM	6/24/2012 11:28:49 AM
Sub Total:														
4990	Non-Member	Authorization Code:	No Supplier	709357	60	6/24/2011 11:11:53 AM	8/23/2011 11:11:53 AM	6/24/2011 11:11:53 AM	8/23/2011 11:11:53 AM	Registered	2QSX6DY79MZTD	eCommerce Purchase	6/24/2011 11:11:53 AM	6/24/2012 11:11:48 AM
Sub Total:														
Grand Total:														

Brief description of the report fields

Field	Description
Ref	The number automatically assigned to the transaction.
Campus	The store the transaction originated from, if applicable. If you have only one store, you will not see an entry.
Student	The first and last name of the purchaser.
Course Title	The name of the product purchased.
Category	Category refers to a category in which the product is set up on the storefront.
Date	The date that the product was purchased.
Payment Method	The type of payment used.
Qty	The quantity (how many) of the product that was purchased by the user.
Display Price/Regular Cost	The listed price for the product and the regular price for the product..
Taxes Applied	The amount of standard taxes charged, if applicable.
VAT	The amount of value added tax (VAT)charged, if applicable.
Purchase Method Fees	Any fees that were charged to process the purchase for the specific payment method used.
Net	The amount of tax/VAT and purchase method fees that were charged and the net amount of the purchase.
Coupon Code/Description	The designation and description of any coupons redeemed by the user.
Member Type	If applicable to your LMS configuration, this will list the user group that determines membership to an organization.
Transaction Reference	The number internally used by an organization for reference
Supplier Partner	The name of the supplier partner, if applicable.
Username / Email	The username and email address for the purchaser.
Subscription Fields	Number of days the user has access to the product and when the access starts and ends.
Status	Indicates if the user is registered to the product or if the registration is pending.
Access Code Fields	The designation and description of any access codes used by the purchaser.

R403 External Supplemental Training

dictionary label: reports_R403_name

View groups of users within a date range that have external supplemental training attached to their profiles as well as details about the training that occurred. You can filter the results by selecting specific user groups and a date range that filters all training between the entered start date and end dates. *The External Supplemental Training report is only available to clients using the supplemental training feature.*

Brief description of the report fields

Field	Description
Title	The name of the training that was taken by the individual.
Instructor	The name of the instructor who taught the training, if applicable.
Vendor	The name of the vendor who offered the training, if applicable.
Location	The name of the location here the training was held.
Start Date	The date that the training began.
End Date	The date that the training was completed.
Price	The cost of the training, if applicable.

Example of R403

ARCHER, EILEEN

Title	Instructor	Vendor	Location	Start Date	End Date	Price
Load Securement Practical	Rob Reaper		Acheson AB	02/13/2013	02/13/2013	$0.00
Forklift Operator Practical Evaluation	Robert Reaper	The Alliance Group	Acheson, Ab	02/13/2013	02/13/2013	$0.00
Regular Coach Evaluation	Robin Hudson	The Alliance Group	Calgary, Ab	02/19/2013	02/19/2013	$0.00
Two Day Mountain Evaluation	Brandy George	The Alliance Group	Acheson, Ab	03/01/2013	03/01/2013	$0.00

BRIGGS, ROB

Title	Instructor	Vendor	Location	Start Date	End Date	Price
AMTA PDIC Course	Dan Lyttle		London,Ont	11/15/2012	11/15/2012	$0.00
Road Test	Bev Strachan		London,Ont	09/11/2012	12/10/2012	$0.00
Freight Handling Competency Test	Robert Reaper	The Alliance Group	Acheson, Ab	04/04/2013	04/04/2013	$0.00

R404 Internal Supplemental Training

dictionary label: reports_R404_name

View groups of users that have internal supplemental training attached to their profiles as well as details about the training that occurred. R404 can report the days until expiry for selected training based on today's date, a filtered amount of days, and an expiry date range you supply. You can filter the results by selecting specific user groups, products, only products or assets with expiries and use several date ranges: start date, end date and expiry date. *The R404 report is only relevant to clients using the supplemental training feature.*

Example of R404

WHMIS

Last Name	First Name	Username	User Groups	Training Completed	Product	Start Date	End Date	Expiry Date Duration
Bartlett	Zachary	[illegible]	Show	Y	WHMIS	09/15/2010	09/15/2010	0
Boroczki	Derek	[illegible]	Show	Y	WHMIS	08/03/2010	08/03/2010	0
Boroczki	Derek	[illegible]	Show	Y	WHMIS	08/03/2010	08/03/2010	0
Bourgeois	Vincent	[illegible]	Show	Y	WHMIS	07/04/2012	07/04/2012	0
Bowie	Chris	[illegible]	Show	Y	WHMIS	11/08/2009	11/08/2009	0
Brown	Lindsay	[illegible]	Show	Y	WHMIS	01/26/2011	01/26/2011	0
Brown-Scrbic	Lindsay	[illegible]	Show	Y	WHMIS	01/26/2011	01/26/2011	0
Chen	Boris	[illegible]	Show	Y	WHMIS	01/07/2014	01/07/2014	0

Fire Prevention and Safety

Last Name	First Name	Username	User Groups	Training Completed	Product	Start Date	End Date	Expiry Date Duration
Flora	Travis	[illegible]	Show	Y	Fire Prevention and Safety		02/07/2014	0
Hardin	Jack	[illegible]	Show	Y	Fire Prevention and Safety		01/27/2014	0
Howard	Gay	[illegible]	Show	Y	Fire Prevention and Safety		02/08/2014	0
Messerotes	Gary	[illegible]	Show	Y	Fire Prevention and Safety		01/17/2014	0
Modugno	Andrew	[illegible]	Show	Y	Fire Prevention and Safety		09/05/2013	0
Swanson	Erik	[illegible]	Show	Y	Fire Prevention and Safety		07/18/2013	0

Brief description of the report fields

Field	Description
First/Last Name	The name of the participant enrolled to the product.
Username	The username of the participant enrolled to the product.
User Groups	The user belongs to these user groups.
Training Completed	Indicates whether or not there is a training record attached to the user's profile for this product (Y/N). This field is particularly helpful if you choose not to run on expiry or the record has no expiry.
Product	The training is associated with this product.
Start Date	The date the user started the training.
End Date	The date the user completed the training.
Expiration	The training expires on this date. This date must be entered for items to appear on this report.
Duration	The number of days remaining before the training expires. This is based on the date the report is run compared to the expiry date.

R501 Access Code List with Balance

dictionary label: reports_R501_name

View how many times access codes have been used, the total number of uses made available, and the number of remaining times the codes can be used uses and user groups as well as for a specific access code or all access codes.

R404 can be exported to HTML, Excel and CSV formats.

Example of R501

Access Code	Description	Status	Price	Credits	Debits	Balance
AG6U64KL0B27H	eCommerce Purchase	active	$ 0	16	16	0
NUFSYSJ1W6YBT	Access code good for 16 registrations into eLearning suite	active	$ 39.95	16	12	4
12X24BSQJ1ZE1	eCommerce Purchase	active	$ 75	10	2	8
CISSPADDON		inactive	$ 0	Unlimited	333	Unlimited

Brief description of the report fields

Field	Description
Access Code	The designation assigned to the access code.
Description	The description of the acccess code, if one was entered.
Status	Displays which access codes are currently active and inactive
Price	The price assigned to the access code.
Credits	The total number of uses applicable to the access code.
Debits	The amount of times the access code has been used (this reduces the balance if the access code is not unlimited).
Balance	The number of available uses remaining for this access code.

R502 Group Certification Details

dictionary label: reports_R502_name

View information related to all available or selected certifications within a user group.

Example of R502

Certification	Description	Status	User Groups	Courses	Duration	Created	Edited
2010-2011 Safety Compliance Training Certification	All users must complete this training to be considered within their mandated compliancy.	active	General Users	*No courses in certification.*	Years:1	Sencia Administrator 8/5/2010 10:29:52 AM	Sencia Administrator 8/5/2010 10:29:52 AM
Demo Certification	This is the certificate that will be produced upon successful completion of the evaluation.	active	General Users	*No courses in certification.*	Never Expires	Sencia Administrator 9/13/2010 12:00:22 PM	Sencia Administrator 9/13/2010 2:14:44 PM
WHMIS	WHMIS	active	General Users	*No courses in certification.*	Years:2	Sencia Administrator 8/5/2010 2:21:47 PM	Sierra Trees-Turner 1/25/2012 3:31:35 PM
Defensive Driving Certification		active	Informetica Demo	*No courses in certification.*	Never Expires	Sierra Trees-Turner 8/9/2011 10:02:28 AM	Sierra Trees-Turner 8/9/2011 10:02:28 AM
Test for Certification		active	Informetica Demo	*No courses in certification.*	Never Expires	Sierra Trees-Turner 3/1/2012 10:22:02 AM	Sierra Trees-Turner 3/1/2012 10:22:02 AM

Brief description of the report fields

Field	Description
Certification	The name of the certification.
Description	The description of the certification if one is available.
Status	Indicates whether the certification is currently active or inactive.
User Groups	The user groups in which this certification is associated.
Courses	The name of the products the certification belongs to.
Price	The price charged for obtaining the certification, if applicable. *Note that price may not show on your report. Price is determined when creating a certification only if this configuration is turned on for your site.*
Duration	The length of time for which the certification is valid.
Created	The date the certification was created.
Edited	The date the certification was last edited.

R503 Test Question Details

dictionary label: reports_R503_name

View an overview of a single evaluation or questionnaire, generating a list of questions and weights for each answer or a single section of questions, generating a list of correct answers.

Example of report for an Evaluation showing feedback

Question #	Pool #	Question Type	Question Text	Distractors / Answers	Feedback (Incorrect)	Feedback (Correct)
1	1	Multiple Choice	What are the five important elements of defensive driving?	[x] Knowledge, alertness, foresight, judgement, and skill. [ ] Knowledge, alertness, stopping time, judgement, and reaction time. [ ] Knowledge, consideration, judgement, reaction time, and skill. [ ] Knowledge, eye-lead time, judgement, reaction time, and skill.	What are the five important elements of defensive driving?	**Great work!** Defensive driving consists of these five elements.
2	1	Multiple Choice	What is a typical parking lot hazard?	[ ] Scraping other parked vehicles while entering a tight parking spot. [ ] Hitting a moving vehicle while getting out of a parking spot. [ ] Collisions with pedestrians. [x] All answers are correct.	What is a typical parking lot hazard?	**Great work!** These are all typical parking lot hazards. When in a parking lot, remember to always back into the parking space.
3	1	Multiple Choice	What should you do if you suddenly go into a skid?	[ ] Take your foot off the gas. [ ] Turn your wheels in the same direction the rear of the vehicle is skidding. [ ] Squeeze the brake. [x] All answers are correct.	What should you do if you suddenly go into a skid?	**Great work!** If you go into a skid, don't panic and follow each of these steps. Remember, if you have ABS, do not pump the brakes.

Example of report for an Assessment showing no feedback.

Question #	Pool #	Question Type	Question Text	Distractors / Answers
1	1	Bucketed	I find new ways to solve problems.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
2	1	Bucketed	I know how and where to find information and how to use it	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
3	1	Bucketed	I find it easy to see things from someone else's point of view.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
4	1	Bucketed	I am someone who begins a task with little prompting from others.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
5	1	Bucketed	I speak and present clearly and effectively	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable
6	1	Bucketed	I produce accurate, clear, error-free writing.	0 = Not Developed 3 = Beginner 4 = Capable 5 = Very Capable

Brief description of the report fields

Field	Description
Question #	The question number. Evaluation questions are assigned a number when they are created and this is the order in which they are presented during an evaluation.
Pool #	Indicates which question pool the question was pulled from. A question can have up to 5 alternate versions, identified as pools. Question pools allow you to identify questions to be randomly selected from the evaluation so that not every exam is exacly the same.
Question Type	Lists the type of question.
Question Text	The question as the participant sees it on the desktop.
Distractors/Answers	The correct way the questions should be answered to be marked correct.
Feedback Incorrect	This text is returned for the participant to see when the answer given is incorrect.
Feedback Correct	This text is returned for the participant to see when the answer given is correct.

R504 Asset Exceptions

dictionary label: reports_R504_name

View information related to exceptions granted to users for selected assets within a single product.

Example of report

Final Test

Name	Created Date	Effective Date	Expiry Date	Duration (days)	Status
Cocker, Zoe	2/15/2013 9:37:28 AM	2/1/2013 12:00:00 AM	2/28/2013 11:59:59 PM	27	active
Leusink, Gwen	2/15/2013 9:39:30 AM	2/15/2013 12:00:00 AM	2/28/2013 11:59:59 PM	13	active
Vallis, Byron	2/15/2013 9:40:10 AM	2/15/2013 12:00:00 AM	2/28/2013 11:59:59 PM	13	active

Brief description of the report fields

Field	Description
Name	The last and first name of the user.
Created Date	The date that the exception was created.
Effective Date	The date that the exception takes affect.
Expiry Date	The date that the exception expires.
Duration	The number of days for which the exception is valid - essentially the expiry date minus the effective date.

R507 Product Exceptions

dictionary label: reports_R507_name

View information related to exceptions granted to users for selected products.

Example of report

Green Defensive Driving

Name	Created Date	Effective Date	Expiry Date	Duration (Days)	Status
Stack, Jennifer	2/15/2013 9:39:47 AM	2/15/2013 12:00:00 AM	3/31/2013 11:59:59 PM	44	active

Green Defensive Driving Course

Name	Created Date	Effective Date	Expiry Date	Duration (Days)	Status
KrishnaRaj, Sankaran	1/9/2012 1:49:41 PM	5/4/2011 12:00:00 AM	2/28/2012 11:59:59 PM	300	active

Field	Description
Name	The last and first name of the user.
Created Date	The date that the exception was created.
Effective Date	The date that the exception takes affect.
Expiry Date	The date that the exception expires.
Duration	The number of days for which the exception is valid - essentially the expiry date minus the effective date.

R601 Product Login Duration by Participant

dictionary label: reports_R601_name

View an historical snapshot of a user's account activity for all users within the selected user group within a date range, including the total time users have spent within a specific product. The system records timestamps every 15 seconds when the user opens a product. The user's recorded activity is not dependent upon which specific components within the product they visit (such as a modules or evaluations) or when those assets are started or completed. Users with no activity will be hidden from the report.

Brief description of the report fields

Field	Description
User	The first and last names of the user accounts.
From IP	The IP address of the computer the users accessed their account with.
Start Date	The date and time the user last navigated to the product.
End Date	The date and time the user last navigated away from the Product.
Duration	How long the user stayed logged in.
Total Time	Total duration of visits by the user.

Example of report

Name (username)

Maria Bennet (mbennet@sencia.ca)

Start	End	Duration
2/27/2012 3:51:27 PM	2/27/2012 3:53:14 PM	1m 47s
2/28/2012 2:02:00 PM	2/28/2012 2:02:02 PM	2s
2/28/2012 2:11:06 PM	2/28/2012 2:11:07 PM	1s
Total Time:		**1m 50s**

Julianne Blunk (jblunk@sencia.ca)

Start	End	Duration
2/27/2012 3:22:47 PM	2/27/2012 3:25:02 PM	2m 15s
Total Time:		**2m 15s**

Christina Bree (cbree@sencia.ca)

Start	End	Duration
2/27/2012 3:53:50 PM	2/27/2012 3:55:20 PM	1m 30s
Total Time:		**1m 30s**

Sebastian Brent (sbrent@sencia.ca)

Start	End	Duration
2/27/2012 3:55:45 PM	2/27/2012 3:57:45 PM	2m 0s
2/28/2012 3:12:09 PM	2/28/2012 3:12:11 PM	2s
Total Time:		**2m 2s**

R602 Access Code User Details

dictionary label: reports_R602_name

View accounts created by using an access code as well as access codes used in SSO, granted by a manager, and those used in the quick register box. You can run this report for a specific access code or all access codes.

Example of report

User Name (Last, First)	User Account	Account Created	Access Code	Access Code Used
Bateman, Amy	abateman@sencia.ca	11/2/2010 1:33:39 PM	CourseDemo	3/31/2011 9:10:10 AM
Bennet, Maria	mbennet@sencia.ca	3/18/2011 1:45:17 PM	sencia	3/18/2011 2:00:55 PM
Blunk, Julianne	jblunk@sencia.ca	2/27/2012 1:21:01 PM	123ABC	2/27/2012 2:13:35 PM
Bree, Christina	cbree@sencia.ca	3/18/2011 1:49:59 PM	stantecDemo	3/18/2011 3:22:09 PM
Brent, Sebastian	sbrent@sencia.ca	3/18/2011 1:50:50 PM	CourseDemo	3/18/2011 3:44:27 PM
Brook, Marisa	mbrook@sencia.ca	3/18/2011 1:49:08 PM	CourseDemo	3/18/2011 3:07:21 PM

Brief description of the report fields

Field	Description
User Name	The first and last names of the users who registered.
Account	The account name the user registered under.
Account Created	The date that the account was created.
Access Code Number	The designation assigned to the access code.
Access Code Used	The date the registrant used the access code. This date can sometimes differ from the account created date. If an access code is used from the enrolment box on the home page, the account will have been already created before the code was used to register to new products.

R603 System Registrations

dictionary label: reports_R603_name

View all user accounts created within date ranges for account creation or last login dates. If no users or dates are selected during the build, then the report will show all users in the user groups that the person running the report belongs to. This report is organized by user's last name.

Example of report

Accounts Generated within Date Range

Report generated:	2/13/2012 2:27:20 PM
User Groups:	1
Enroll Date Range:	02/13/2011 to 02/13/2012
Last Login Date Range:	Any to 02/13/2012
User Count:	9

Last Name	First Name	Username	Email	Enroll Date	User Group Count	User Groups	Discipline	Status	Account Type	Last Login
Bennet	Maria	mbennet@sencia.ca		3/18/2011 1:45:16 PM	21	Show	(none)	Registered	Participant	2/9/2012 2:38:55 PM
Bree	Christina	cbree@sencia.ca		3/18/2011 1:49:59 PM	3	Show	(none)	Registered	Participant	2/3/2012 2:44:51 PM
Brent	Sebastian	sbrent@sencia.ca		3/18/2011 1:50:50 PM	12	Show	(none)	Registered	Participant	1/6/2012 3:25:23 PM
Brook	Marisa	mbrook@sencia.ca		3/18/2011 1:49:08 PM	5	Show	Cooling	Registered	Participant	10/4/2011 10:34:32 AM
Demo	Sencia	demo-participant@sencia.ca		2/25/2011 3:05:42 PM	4	Show	(none)	Registered	Participant	1/6/2012 8:39:36 AM
Huhta	Irene	ihuhta@sencia.ca		1/10/2012 5:21:15 PM	1	Show	(none)	Registered	Participant	1/1/1900 12:00:00 AM
May	Rebecca	rmay@sencia.ca		3/18/2011 1:47:59 PM	3	Show	(none)	Registered	Participant	4/1/2011 10:13:56 AM
Participant	Informetica	Learner		4/19/2011 3:44:33 PM	1	Show	(none)	Registered	Participant	4/21/2011 2:38:02 PM
Saroyan	Camille	csaroyan@sencia.ca		10/3/2011 4:25:29 PM	2	Show	(none)	Registered	Participant	10/5/2011 3:53:02 PM

Brief description of the report fields

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Last Name</td><td>The last names of the user accounts created.</td></tr>
<tr><td>First Name</td><td>The first names of the user accounts created.</td></tr>
<tr><td>Email</td><td>The user's registered email address.</td></tr>
<tr><td>Enroll Date</td><td>The date the account was created.</td></tr>
<tr><td>User Groups</td><td>Show a list of the user groups this person belongs to. This field is interactive. By default, the user groups are hidden to conserve space. To view the user groups the user is registered to, simply click the blue + show link (Show).

Similarly, click the blue –hide button to collapse the list. The report output criterion also has this feature. Click the plus symbol ( ) in front of the user group number to see the user groups selected for the report or click the minus symbol ( ) to hide them.</td></tr>
<tr><td>Discipline</td><td>Lists which disciplines or classifications the user belongs to, if applicable.</td></tr>
<tr><td>Status</td><td>Indicates if the user is registered or if their registration is pending.</td></tr>
<tr><td>Account Type</td><td>Indicates the type of account this user has.</td></tr>
<tr><td>Last Login</td><td>Shows the date and time of the user's last login to the system.</td></tr>
</table>

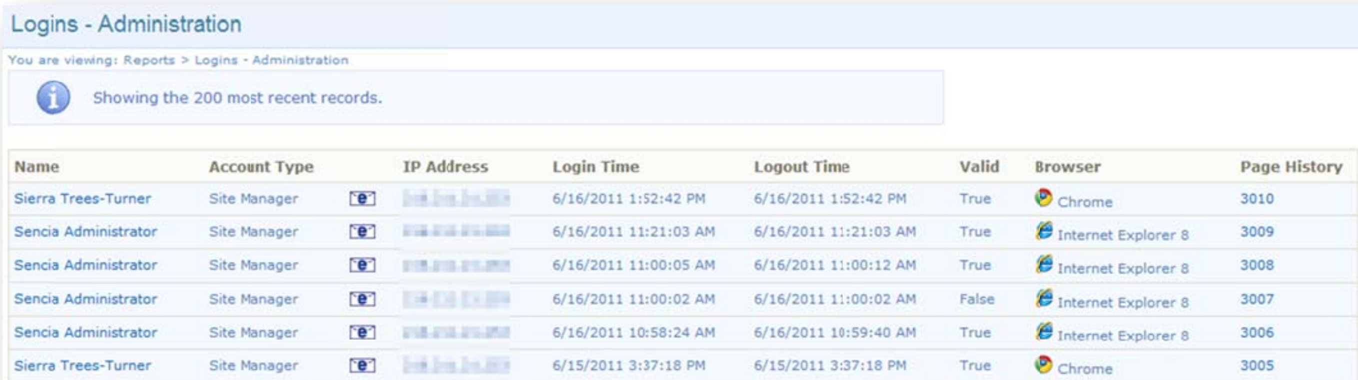
17.6 Site Manager Reports

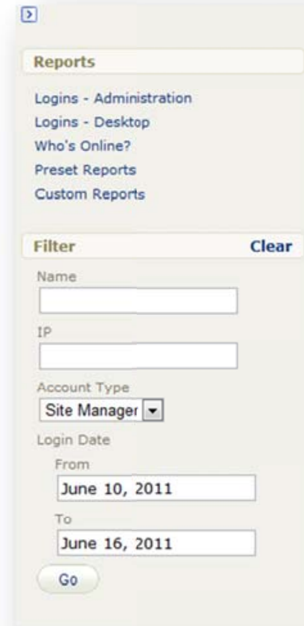
The following reports are accessible only by site managers.

Logins – Administration

View a detailed list of the 200 most recent login attempts by site managers and Sencia administrators and filter the page to view the report by account type or to search for specific names, IP addresses or login dates.

Example of report



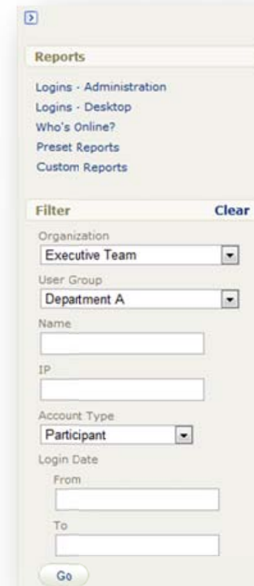


Brief description of the report fields

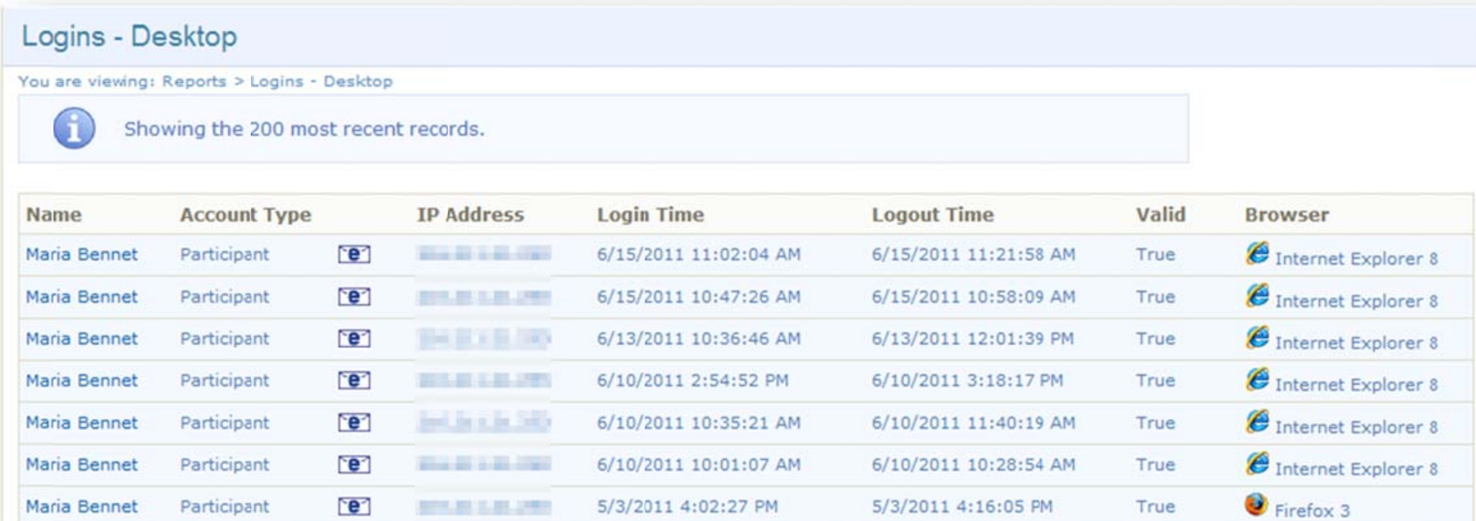
Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit site manager page.
Account Type	Displays the type of account that logged in (site manager or Sencia Administrator).
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login / Logout Time	Displays the login amd logout times and dates in the following format MM/DD/YYY hh:mm:ss AM/PM.
Valid	All successful logins will apprear as true in this column. Failed logins (incorrect password) will appear as false.
Browser	Displays an icon and the name of the browser and version used to login.
Page History	Each login session has a unique identifying number. Click the number to view a detailed URL list of all the pages that the user viewed during their session as well as the time that they viewed them.

Logins – Desktop

View a list of the 200 most recent login attempts on your Informetica desktop site (users that are not site managers). You can filter the list by organization, user group or account type and search for specific names, IP addresses or login dates.



Example of report



Brief description of the report fields

Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit user page.
Account Type	Displays the type of account that logged in.
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login Time	Displays the login time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Logout Time	Displays the logout time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Valid	All successful logins will apprear as True in this column. Failed logins (incorrect password) will appear as false.
Browser	Displays an icon and the name of the browser and version used to login.

Who’s Online

View a list of all users who are currently logged in to the desktop site as well as the total number of minutes that they have been logged in.

Example of report

Who's Online?

You are viewing: Reports > Who's Online?

Name		Account Type	IP Address	Login Time	Logout Time	Duration Online (minutes)	Browser
Nafees Bost		Participant	[illegible]	6/2/2011 9:39:18 AM	6/2/2011 9:40:55 AM	1	Internet Explorer 8
Tevin Parmer		Participant	[illegible]	6/2/2011 9:38:40 AM	6/2/2011 9:40:52 AM	2	Firefox 3
Alesa Pace		Participant	[illegible]	6/2/2011 9:38:20 AM	6/2/2011 9:40:53 AM	2	Firefox 3
Patrick Jean-Baptiste		Participant	[illegible]	6/2/2011 9:37:31 AM	6/2/2011 9:40:45 AM	3	Firefox 4
Michael Smith		Participant	[illegible]	6/2/2011 9:37:24 AM	6/2/2011 9:40:43 AM	3	Internet Explorer 8
david concepcion		Participant	[illegible]	6/2/2011 9:34:13 AM	6/2/2011 9:40:43 AM	6	Internet Explorer 8
Jordan Bonaparte		Participant	[illegible]	6/2/2011 9:33:47 AM	6/2/2011 9:40:51 AM	7	Firefox 3
shahrooz khan		Participant	[illegible]	6/2/2011 9:33:20 AM	6/2/2011 9:40:54 AM	7	Internet Explorer 8
Josh Smith		Participant	[illegible]	6/2/2011 9:32:50 AM	6/2/2011 9:40:54 AM	8	Chrome
Bryan Barron		Participant	[illegible]	6/2/2011 9:31:08 AM	6/2/2011 9:40:46 AM	9	Internet Explorer 7

Brief description of the report fields

Field	Description
Name	Displays first and last name of user. Click the name to open the account in the edit user page.
Email link	Click the icon to email the user (it will open in your default email client).
IP Address	Displays the IP address that the user logged in from.
Login Time	Displays the login time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Logout Time	Displays the logout time and date in the following format MM/DD/YYY hh:mm:ss AM/PM.
Duration	Displays the number of minutes the user has been logged into Informetica.
Browser	Displays an icon and the name of the browser and version used to login.