MarineNet Learning Management System (LMS)
Courseware Manager's Guide

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Distance Learning Center (DLC)
Training & Education Command (TECOM)
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Revision History

Date	Version	Description	Author
04-09-2003	1.0	First Draft	MITRE

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1. Introduction

The MarineNet Learning Management System (LMS) provides a suite of utilities to help system users perform various functions in accordance with their user role. This Courseware Manager guide is intended to describe functionality of Courseware Managers for managing the creation, modification, and administration of courses in MarineNet. Courseware Managers also have the capability to enroll users into courses, and to run web reports.

2. Courseware Manager's (CM) Privileges

When a Courseware Manager (CM) logs in to MarineNet, the first screen displayed is the MarineNet homepage. The administrative tasks available to the CM are found in the Administration pull-down list, which is located at the bottom center of the screen.

Figure 1. MarineNet Home Page

Each user role has access to administrative tasks that are appropriate to their user role assignment. This guide will show a CM how to accomplish the following administrative tasks:

- Account Unlocking
- Bulk Enrollment
- Course Catalog Management
- Proctor Password Search

- Web Reporting

The Test Admin task is covered in a separate guide titled, 'MarineNet LMS Test Administration Guide'.

3. Account Information

The CM can verify the user role they are assigned by clicking on the Account Information button from the left menu. Figure 2 displays the Account Information screen, which shows an example of a user with the Account Type of Courseware Manager.

Figure 2. Account Information

From the Account Information screen, a CM can also change their password, change their first name, and set an e-mail address. The changes are initiated once the CM clicks on the Update button at the bottom of the screen.

Help is also accessible from the left menu. However, Help focuses primarily on basic student functionality rather than CM specific functions.

4. Account Unlocking

DESCRIPTION:

If a user fails the login process after three attempts, MarineNet will lock their account. This means that the user cannot access MarineNet until a CM or a System Administrator has unlocked their account. CMs have the ability to unlock user accounts from MarineNet. The account unlock capability can be selected from the Administration pull-down list located at the bottom of the MarineNet homepage.

PROCESS STEPS:

Following are the steps required to unlock a user account:

- Login as CM to MarineNet
- Select "Account Unlocking" from the Administration pull-down list (see Figure 3) :

Figure 3. Select "Account Unlocking"

- Click on the "Go" button next to the Administration pull-down list.
- A Search screen will be displayed with the following criteria:
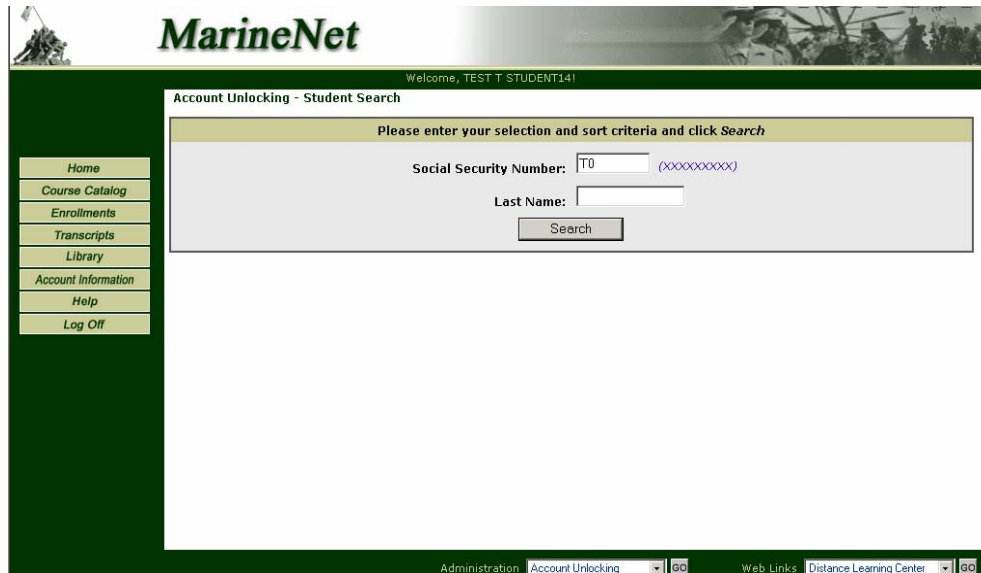   - Social Security Number (SSN)
    - Last Name

Figure 4. Search Screen

- SSN will be displayed as a masked field.
- Enter the required criteria and click on the "Search" button.
    - If no search criteria are entered, the search will display only the first 200 records stored in the MarineNet database listed in alphabetical order by student name...
- Search criteria provided will be case insensitive.
- Search will result in list of user accounts that fulfill the criteria (see Figure 5) :
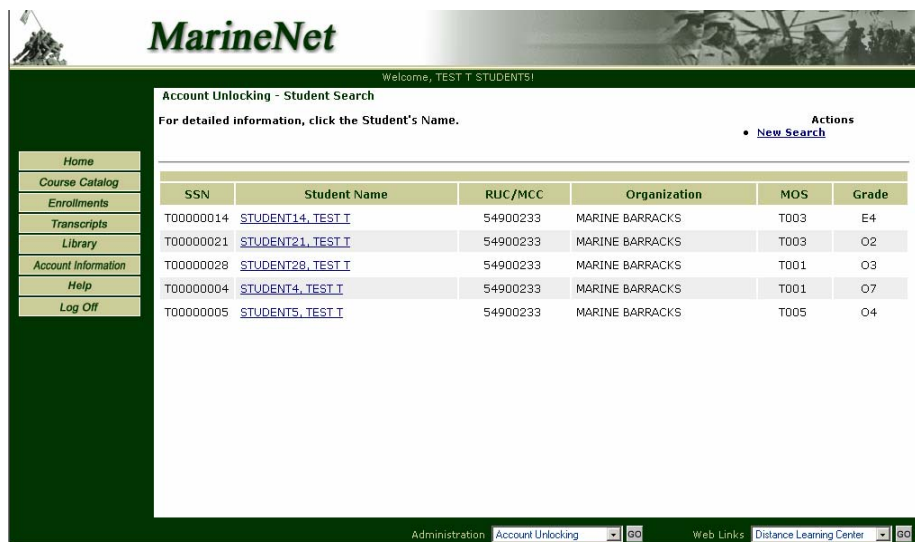

Figure 5. List of User Accounts

- For detailed information on any user, click on the student's name hyperlink.
- The Account Lock Information screen will be displayed with the following details (see Figure 6) :
  o Student ID
  o Last Name
  o Middle Initial
  o First Name
  o Social Security Number
  o Grade
  o Service Component
  o Lock Status
  o RUC/MUC
  o E-mail
  o Date of Birth
  o Rank

Figure 6. Account Lock Information

- Only Lock Status and E-mail can be changed from the Account Lock Information screen; the CM cannot change any other details.
- After changing the Account Lock Status (i.e., clicking the box next to 'Locked" to remove the checkmark), click on the "Update" button.
  Account Lock Status Information will be saved to the database and the account is unlocked.
- An Update Account Information screen will come up to inform the CM that the Account Lock information was successfully updated.

- Click on "Return to Account Search" hyperlink to navigate to the Account Unlocking – Student Search screen and then click on the "New Search" hyperlink to search for another user account to unlock..
- To exit the Account Unlocking procedure, click on one of the menu buttons from the left menu or select a different function from the Administration pull-down list.

5. Bulk Enrollment

DESCRIPTION:

CMs have the ability to enroll multiple students in to a single course at one time. This process, known as bulk enrollment, makes it fast and easy for CMs to enroll large numbers of students simultaneously. CMs may access the Bulk Enrollment function from the Administration Pull-down list. CMs may also use the bulk enrollment capability to enroll students into active courses that do not allow self-enrollment (e.g., courses that have an access level of 4).

PROCESS STEPS:

To access the Bulk Enrollment function, the CM must log into MarineNet, select the "Bulk Enrollment" option from the Administration pull-down list and click the "Go" button.

Figure 7 - Administration Pull-Down

5.1 "Bulk Enrollment – Student Search"

The Bulk Enrollment – Student Search screen is displayed with the following filtering criteria (see Fig 8):
- o SSN
- o Last Name
- o RUC/MCC
- o MOS
- o Organization

The results of the search can be displayed in order by clicking on any of the following "Sort Order" radio buttons:
- o SSN (default)
- o Last Name
- o RUC/MCC
- o MOS
- o Organization

Figure 8. Bulk Enrollment - Student Search Screen

To perform a student search, the CM enters the required search criteria and clicks the "Search" button. Marinenet will perform the following validations against the data entered in the search fields:

Validation Field	Error Condition	Warning/ Message/Instruction
"All students from" RUC/MCC checked	no data in RUC/MCC text field	You have selected All Students from unspecified RUC/MCC. Please enter search criteria in RUC/MCC text field
"All students from" MOS checked	no data in MOS text field	You have selected All Students from unspecified MOS. Please enter search criteria in MOS text field
"All students from" Organization checked	no data in Organization text field	You have selected All Students from unspecified Organization. Please enter search criteria in Location text field
"All students from" RUC/MCC checked	data in RUC/MCC text field does not match any dB values.	The RUC/MCC you entered was not found
"All students from" MOS checked	data in MOS text field does not match any dB values.	The MOS you entered was not found
"All students from" Organization checked	data in Organization text field does not match any dB values.	The Organization you entered was not found
"All students from" RUC/MCC checked	search results return more than one RUC/MCC	There is more than one RUC/MCC Starting with "_". Please narrow your search.
"All students from" MOS checked	search results return more than one MOS	There is more than one MOS Starting with "_". Please narrow your search.
"All students from" Organization checked	search results return more than one Organization	There is more than one Organization Starting with "_". Please narrow your search.
any of "All students from" checkbox is checked	search criteria are entered in SSN and/or Last Name text field(s)	Search on SSN and/or Last Name criteria cannot be performed if any "All students from" checkboxes are checked

5.2 "Bulk Enrollment – Student Search Results" – Individual Students (*None of the "All students from" checkboxes were selected as search criteria*)

Search results are displayed in the form of a table with the following fields:
- Select All/Deselect All (checkbox)
- Social Security Number
- Student Name
- RUC/MCC
- MOS
- Organization

The first step of the Bulk Enrollment process is to select all the students that the CM wants to enroll in a particular course. To select an individual student for enrollment, the CM will click on the checkbox next to a student's SSN in the first column of search results table. To select multiple students, the CM can simply click on multiple checkboxes.

In some cases it could be cumbersome for the CM to select all students **on the page** by clicking each checkbox. For this reason, enhanced search results are provided (see Figure 9 below). In the first column header two hyperlinks are displayed: "**Select All**" and "**Deselect All**". To select all the students on the page, the CM can click the "Select All" hyperlink and the checkboxes for every student on the page will be automatically selected.

Select All Deselect All	SSN	Student Name	RUC/MCC	MOS	Organization
☑	T00000004	STUDENT4, TEST T	54900233	T001	MARINE BARRACKS
☑	T00000005	STUDENT5, TEST T	54900233	T005	MARINE BARRACKS
☑	T00000014	STUDENT14, TEST T	54900233	T003	MARINE BARRACKS
☑	T00000021	STUDENT21, TEST T	54900233	T003	MARINE BARRACKS
☑	T00000028	STUDENT28, TEST T	54900233	T001	MARINE BARRACKS
☑	T00000045	Student45, Test E	99999W99		ENROUTE TO CONUS DESTINATION UNKNOWN
☑	T11400121	Manager3, Training	11400121		1ST CBTENGR BN 1STMARDIV

Figure 9. Search Results for Bulk Enrollment

To select other students that were not a part of the original search results, the CM can click on the "Select Additional Students" hyperlink found on the right side of the screen. This will allow the CM to perform a new search and select additional students to be added to the original group of students selected for bulk enrollment.

5.3 "Bulk Enrollment – Student Search Results" – Group Selection (*"All students*

from" checkboxes were checked as search criteria)

If the CM checks any of the "All students from" checkboxes on the Search form page and enters valid data in the appropriate text field(s), a message will be displayed informing the CM of how many students were retrieved in this search.

In Figure 10 below, the "All students from" RUC/MCC checkbox was selected and "000111JA" (matching RUC/MCC) was entered in the RUC/MCC text field:

Figure 10. Search Criteria Entered

The search results will find all students who have a RUC/MCC that matches the one entered in the RUC/MCC field. In this example, the system responded with the following message: "***Search results have returned 207 Students for RUC/MCC 000111JA (MAG-11 3D MAW FMFPAC)***". The message provides the number of students returned, RUC/MCC, and organization name:

IMPORTANT: For search results in scenarios when any of "All students from" checkboxes are checked, no actual Student information will be displayed. Presented in Figure 11 below is an example of the results returned for this scenario:
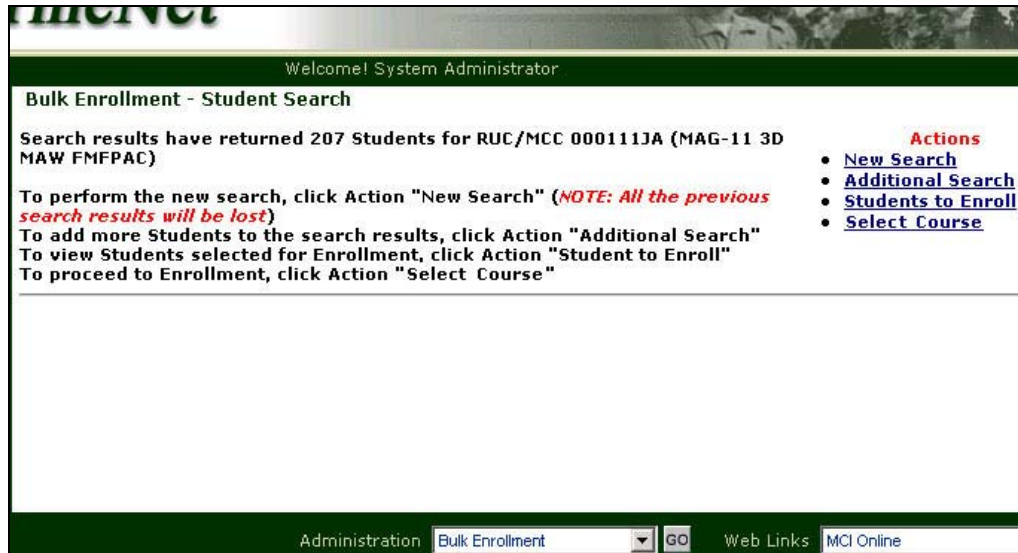
Figure 11. MarineNet Screen UI for "All students from"

5.4 "Bulk Enrollment – Student Search Results" - Actions and Navigation

The following Actions will be displayed on the right side of every search results page:

1) **Select Additional Students**.
   This action takes the CM back to the "Bulk Enrollment - Student Search" screen (see Figure 8) – however, in this case, the currently selected list of students to enroll will **NOT** be discarded after performing another search; instead the CM will be able to add more students to already selected ones.

2) **New Search**.
   This action takes the CM back to "Student Search" screen (see Figure 8) – all the list of selected students to enroll will be discarded and the new search will be performed.

3) **Students to Enroll**.
   If the CM has not selected any students to enroll and clicks this Action, a JavaScript alert is displayed that says *"Please select Students for Bulk Enrollment by checking boxes next to Student's SSN".*

   If the CM has selected one or more students to enroll in previous steps, the screen "Students to Enroll" is displayed that contains the list of groups and individual students selected for bulk enrollment (See Figure 12):
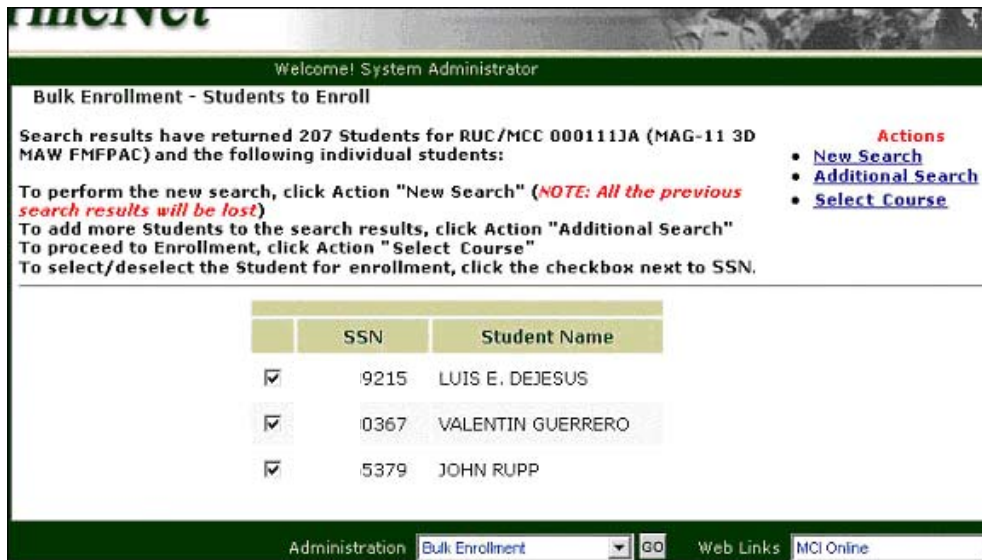
Figure 12. Bulk Enrollment - Students to Enroll

The CM has the capability to view the list of individual students selected for bulk enrollment and also to make modifications to this list by clicking displayed checkboxes to deselect/select students from the list.

When finished viewing/modifying the list of selected students, the CM can click any of displayed Actions hyperlinks. If the CM has made any changes, they will be automatically applied.

Course Search.
After selecting all the students to be enrolled, the CM must then select the course to be used for enrollment. The Action hyperlink "Course Search" is used to find and select a course.

If the students were selected in previous steps and the CM clicks this Action, the following warning alert will be displayed ***"You are about to search Course Catalog to select the course. Student Search will no longer be available. Click [OK] to go to Course Catalog or [Cancel] to continue Student Search"***. If the CM clicks the "Cancel" button, the CM can proceed with Student Search. If the CM clicks the "OK" button, the Bulk Enrollment - Course Catalog screen will be displayed.

5.5 "Bulk Enrollment – Course Catalog"

The "Bulk Enrollment - Course Catalog" screen has the same user interface as the existing MarineNet "Course Catalog" Search screen.

Figure 13. "Bulk Enrollment - Course Catalog" Search screen

The Search screen is displayed with the following filtering criteria:
- Course Code
- Course Title (embedded criterion)
- Course Type
- MOS
- Display ACE Accredited Courses Only (checkbox)

Course search has exactly the same functionality as in the current version of MarineNet LMS - the CM enters the required search criteria and clicks the "Search" button. No validation is provided.

5.6 "Bulk Enrollment – Course Search Results"

When the CM clicks the "Search" button, Course search results screen displays list of active courses in form of a table with the following fields:
- Select column (radio button)
- Course Code
- Course Title
- ACE Accredited
- Course Type

Course Code	Course Title	ACE Accredited	Course Type
001AP	PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO	Yes	Paper
0034@C	FUNDAMENTALS OF MARINE CORPS LEADERSHIP (CD)	Yes	CD

Figure 14. Search Results

If an unmanageable number of courses are presented, the CM can sort the courses by clicking on one of the Sort Order radio buttons and clicking the Go button. The CM can select only one Course for bulk enrollment. The course

is selected by checking the radio button found in the left column next to the desired course.

After a bulk enrollment has been completed successfully, MarineNet provides the capability to enroll the same students into a different course. (For *Example: Enroll all students from RUC/MCC "A" in to Course "B" and then select a new Course "C" and enroll the same students in Course "C" bypassing the Student search step.*)
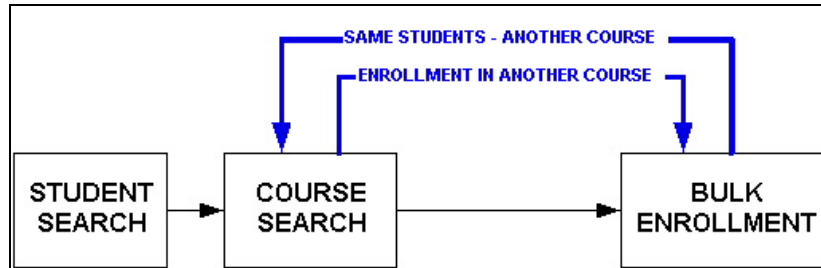

Figure 15. User Flow for Multiple Enrollments

Some courses that are unavailable for enrollment (DL Formal curriculums) are also displayed on the Course Catalog search result page, however radio buttons next to them are not provided, so the CM won't be able to select them for Bulk Enrollment.

Once a course is selected, an Action hyperlink "Continue Bulk Enrollment" will be activated. If a course is not selected, clicking on this hyperlink will display the message "***Please select Course first.***"

5.7   "Bulk Enrollment - Final Confirmation Page"

Once the course is selected and the CM clicks the Action hyperlink "Continue Bulk Enrollment", a Bulk Enrollment - Final Confirmation screen is displayed. This screen is provided to enable the CM to verify the students being enrolled as well as the course to enroll them in. If the information provided is correct, the CM can proceed with the bulk enrollment. If the information is not correct, the CM can cancel the bulk enrollment at this point..
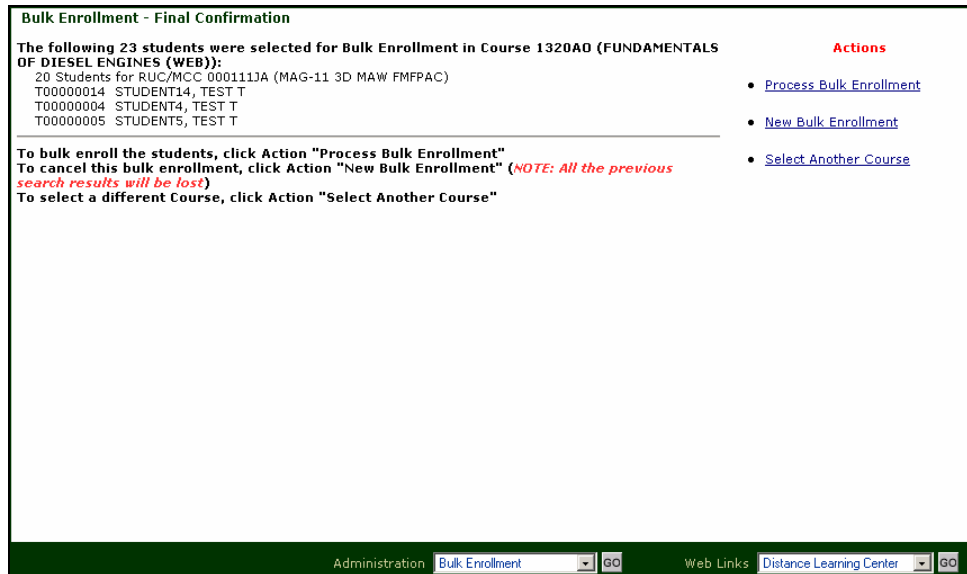
```
Bulk Enrollment - Final Confirmation

The following 23 students were selected for Bulk Enrollment in Course 1320AO (FUNDAMENTALS     Actions
OF DIESEL ENGINES (WEB)):
   20 Students for RUC/MCC 000111JA (MAG-11 3D MAW FMFPAC)
   T00000014  STUDENT14, TEST T                                                    • Process Bulk Enrollment
   T00000004  STUDENT4, TEST T
   T00000005  STUDENT5, TEST T                                                     • New Bulk Enrollment

To bulk enroll the students, click Action "Process Bulk Enrollment"               • Select Another Course
To cancel this bulk enrollment, click Action "New Bulk Enrollment" (NOTE: All the previous
search results will be lost)
To select a different Course, click Action "Select Another Course"




                          Administration [Bulk Enrollment ▼] GO    Web Links [Distance Learning Center ▼] GO
```

Figure 16. Final Confirmation Page for Bulk Enrollment

The following Actions will be displayed on the right side of the Bulk Enrollment
- Final Confirmation page (see Figure 16 above):

1) **Process Bulk Enrollment**.
   This action actually initiates the request to process the bulk enrollment
   procedure.

2) **New Bulk Enrollment**.
   This action takes the CM back to "Student Search" screen (see Figure
   8):
   - all the selected students to enroll will be discarded
   - previously selected Course to enroll to will be discarded
   - new Student search for the new Bulk Enrollment could be
     performed.
     .
3) **Select Another Course**.
   This action takes the CM back to "Course Catalog" page (see Figure
   13):
   - previously selected Course to enroll to will be discarded
   - selected students to enroll are the same
   - new Course search can be performed.

A warning will be displayed if the number of selected students is more than
100.

5.8 "Enrollment"

When the CM clicks Action hyperlink "Process Bulk Enrollment" from the Final Confirmation page, the actual bulk enrollment takes place. The bulk enrollment process is performed in the background and may take awhile depending on the number of students being enrolled. A processing request screen is displayed to inform the CM that the bulk enrollment is being processed.
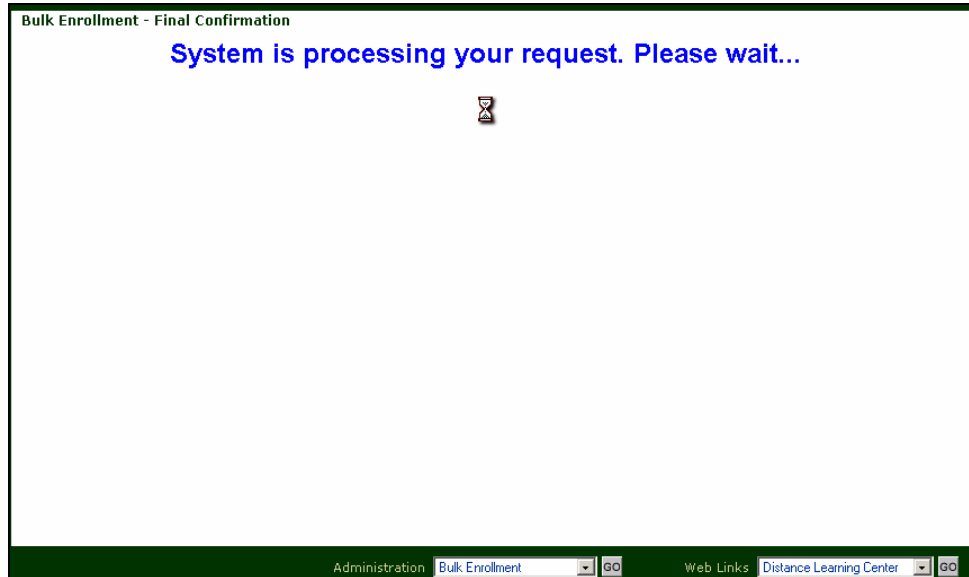

Figure 17. "Processing Request" message

NOTE: This screen can also be displayed in other areas that need extensive processing time, i.e. Student Search or Course Search.

After the bulk enrollment is processed, a confirmation message should be displayed, saying something similar to:
> *"Thank you. Bulk Enrollment in COURSE_CODE (COURSE_NAME) was successfully processed:*
>> *23 students were selected for Bulk Enrollment.*
>> *22 Students Accepted*
>> *1 Students Already Enrolled*
>
> *To view Bulk Enrollment details, click Action "Bulk Enrollment Details"*
> *(The new window will open. In this window:*
>> *- to print Bulk Enrollment details, select "File => Print".*
>> *- to save Bulk Enrollment details, select "File => Save As")*
>
> *To bulk enroll different students, click Action "New Bulk Enrollment"*

To bulk enroll the same students in different Course, click Action "Select Another Course"
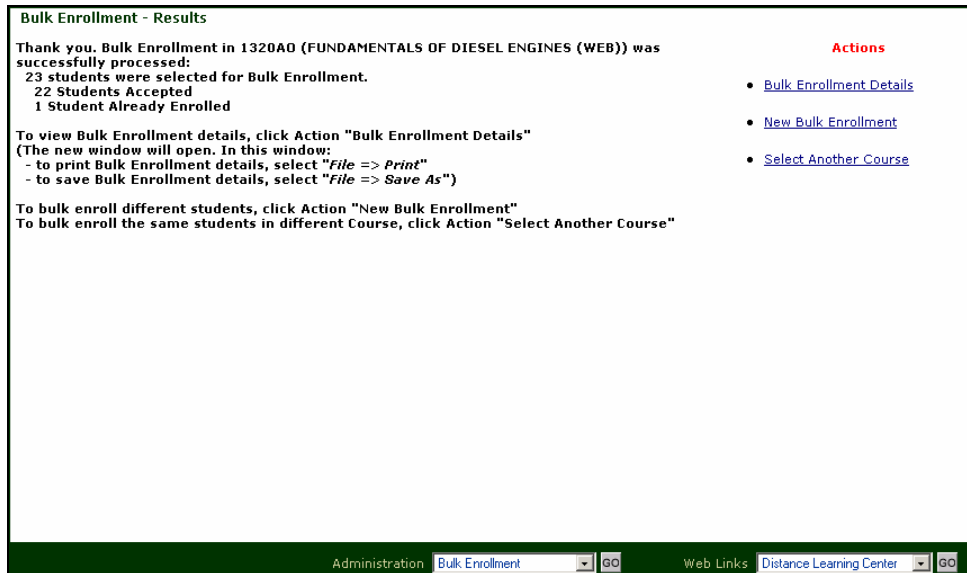

Figure 18. "Bulk Enrollment - Results" Screen

To bulk enroll different students, the CM clicks the Action hyperlink "New Bulk Enrollment". To bulk enroll the same students in different Course, the CM clicks the Action hyperlink "Select Another Course".

When the CM clicks the Action hyperlink "Bulk Enrollment Details", a new window will open. In this window a text file will be displayed that contains the Course name and number, the name of the CM, date and time of the bulk enrollment, a summary of the number of students enrolled, and a detailed list of students who were already enrolled in the course.

```
BULK ENROLLMENT IN COURSE 1320AO (FUNDAMENTALS OF DIESEL ENGINES (WEB))
System Administrator - STUDENT4, TEST T
04/01/2003 10:47PM

SUMMARY:
23 Students Processed:
     22 Students Accepted
     1 Students Already Enrolled

DETAILS:Students Already Enrolled:
             T00000014 STUDENT14, TEST T

Students Accepted:
                5918 BRAMMER, CHRISTOPHE A
                5877 BURNAM, TERRANCE K
                7111 CHILDRESS, JAMES B
                2461 DOHL, ERIC M
                7324 GATES, MICHELLE D
                8117 HOLMES JR, MEMZIE
                2713 HORNBUCKLE, SCOTT K
                6399 INNOCENTI III, THOMAS
                2386 JACKSON JR, JIMMY L
                0286 LATTEN, MATTHEW K
                6271 MARTINEZ, LUZ C
                3671 MERRILL, REID K
                3498 MITCHELL, LONNIE R
                6719 RAFFA, THOMAS R
```

Figure 19. "Bulk Enrollment Details" window

To print Bulk Enrollment details, the CM selects "File => Print" from the browser menu. To save Bulk Enrollment details, the CM selects "File => Save As" from the browser menu (See Figure 20).
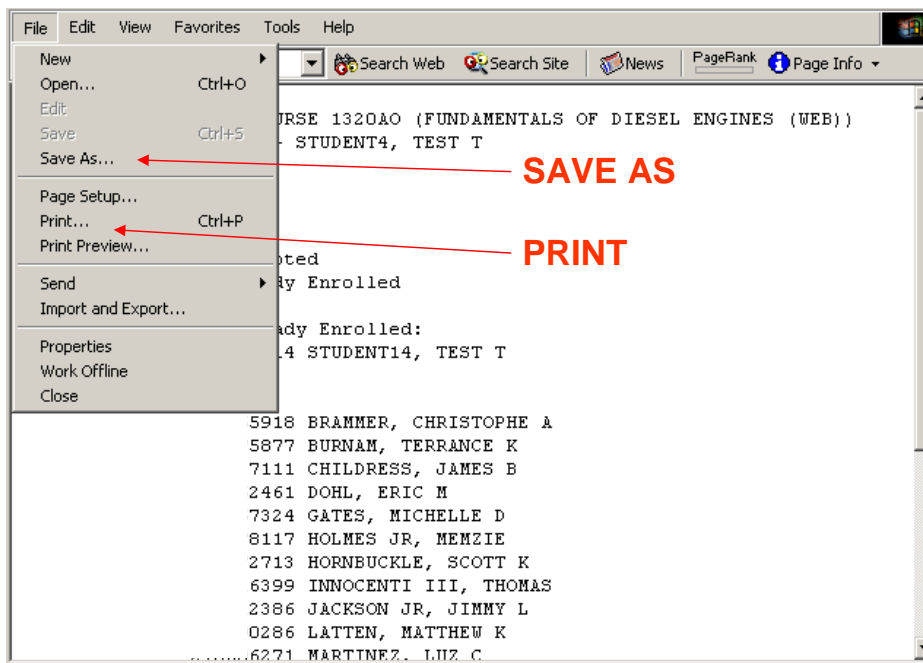
Figure 20. Saving or Printing Bulk Enrollment Details

6. Course Catalog Management

DESCRIPTION:

CMs have the ability to manage course catalog entries in MarnineNet. They have the ability to create new course catalog entries and also to modify existing course catalog entries. CMs will be able to view and manage all courses, regardless of the course access level (e.g., 1, 2, 3, 4) or status (e.g., active, inactive, etc.).

PROCESS STEPS:

To access the course catalog management functionality, the CM must log into MarineNet, select "Course Catalog Mgmt." option from the Administration pull-down list and click the "Go" button. See Figure 21.
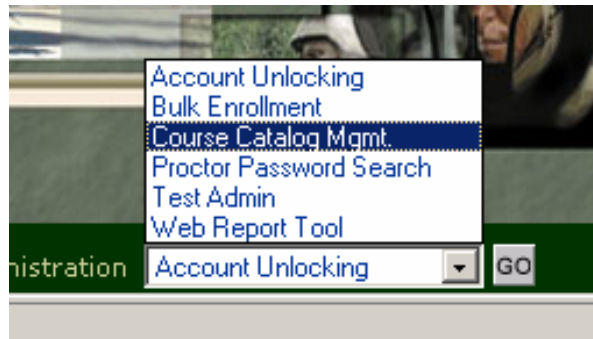
Figure 21. Select "Course Catalog Mgmt."

6.1 Course Catalog Management – All Course Categories

"Course Catalog Management" All Course Categories page has the same user interface as the existing MarineNet Course Catalog - All Course Categories page.

Figure 22. Course Catalog Management - All Course Categories page

Navigation from this page is exactly the same as in existing MarineNet functionality. However, one new Action is added: Create New Course.

CM clicks this Action hyperlink and the page "Course Catalog Management – Create New Course" is displayed.

6.2 Course Catalog Management – Create New Course Form

The New Course form will be displayed containing the following fields:
- Course Code
- Course Title
- Course Type
- Course Status
- Access Level
- CBT Launch String
- Credit Hours
- Study Hours
- Course Description
- Designed For
- Prerequisites
- ACE Accredited
- MCI Course

The following table identifies which of the fields in the new course form are required fields and gives a description of the element type of each field:

MarineNet Labels	Required	Form Element Type
Course Code	YES	Text Field
Course Title	YES	Text Field
Course Type	YES	Drop-Down
Course Status	YES	Drop-Down
Access Level	YES	Drop-Down
CBT Launch String		Text Field
Credit Hours		Text Field
Study Hours		Text Field
Course Description		Text Area
Designed For		Text Area
Notes		Text Area
ACE Accredited		Radio: Yes/No (No - default)
MCI Course		Radio: Yes/No (No - default)

Figure 23. "New Course Form"

The following five fields on the new course form are required fields:
- Course Code
- Course Title
- Course Type
- Course Status
- Access Level

A required field is indicated with a check-mark next to the form label (see Figure 23).

JavaScript validations will be provided to ensure that the CM has entered the required information for the new course and also has chosen the correct data type.

The following validations of the form elements are implemented:

MarineNet Labels	Required	Form Type	Validation
Course Code	YES	Text Field	**NOT NULL and New Value**
Course Title	YES	Text Field	**NOT NULL**
Course Type	YES	Drop-Down	**Selected**
Course Status	YES	Drop-Down	**Selected**
Credit Hours		Text Field	**No decimal points**
Access Level	YES	Drop-Down	**Selected**
Study Hours		Text Field	**No decimal points**

6.3 Course Catalog Management – Saving a New Course

To complete the new course creation process, the CM enters data in the new course form and clicks the "Save" button located at the top or bottom of the form. The request for a new course is processed in the background and can be time-consuming. A processing request screen is displayed to inform the CM that the new course request is being processed.
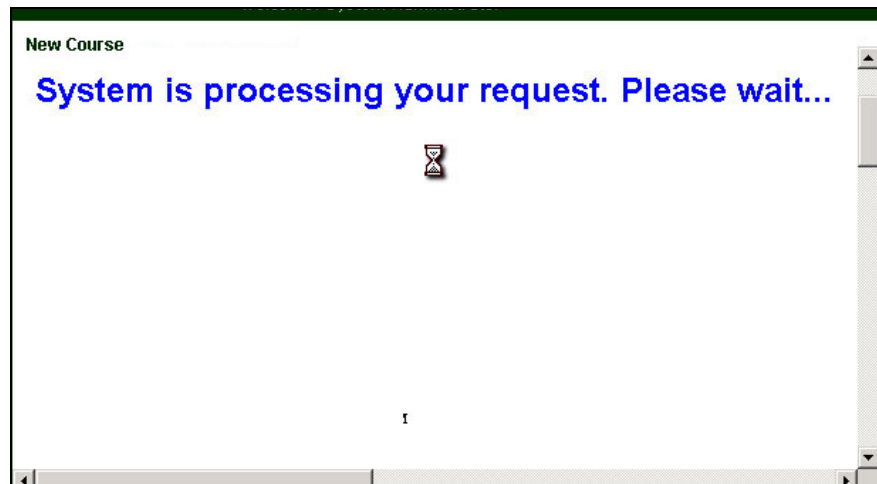
Figure 24. "Processing Request" screen for New Course

When the processing for the new course is complete, a confirmation screen is displayed with a message saying: "***Thank you. A new Course***

COURSE_CODE – COURSE_NAME was successfully created."

At this stage a CM can proceed with the following Actions:

1. **Return to All Course Categories**
   This action takes the CM back to the "Course Catalog Management - All Course Categories" screen (see Figure 22).

2. **Return to Course Catalog List**
   This action takes the CM to the "Course Catalog" list page with the MarineNet existing functionality (see Figure 25).

Figure 25. "Course Catalog" list screen

3. **Create New Course**.
   This action takes the CM back to the "Create New Course" form screen – in this case the CM will be able to create another course.

6.4 Course Catalog Management – Existing Course Update

To update an existing Course, a CM first has to search for the course and then select it. Course Search for Course Catalog Management functionality is the same as the search in the Course Catalog section of MarineNet. The only difference is that in Course Catalog Management, a search will return all courses that meet search criteria, regardless of the course status (e.g., active, inactive, discontinued, etc.) A course search in the Course Catalog only returns active courses.

When the selected course is displayed (see Figure 24), the following message is displayed above search results: "***To modify Course date, click the Course Title.***"

The CM clicks the Course Title hyperlink to go to the "Course Summary page" (see Figure 26).

Figure 26. "Course Catalog Management – Course Summary" screen

The Course Summary page displays the following form elements:

MarineNet Labels	Required	Form Element Type
Course Code	YES	Text Field
Course Title	YES	Text Field
Course Type	YES	Drop-Down
Course Status	YES	Drop-Down
Access Level	YES	Drop-Down
CBT Launch String		Text Field
Credit Hours		Text Field
Study Hours		Text Field
Course Description		Text Area
Designed For		Text Area
Notes		Text Area
ACE Accredited		Radio: Yes/No (No - default)
MCI Course		Radio: Yes/No (No - default)

All the fields in the table, with the exception of the Course Code, can be updated by the CM. After the modifications to the course have been completed, the CM clicks the "Save" button.

When the request to update an existing course has been completed, a confirmation screen is displayed with a message saying: "***Thank you. Course COURSE_CODE – COURSE_NAME was successfully updated.***"

At this stage the CM can proceed with the following Actions:

1. **Return to All Course Categories**
   This action takes the CM back to the "Course Catalog Management – All Course Categories" screen (see Figure 22).

2. **Return to Course Catalog List**
   This action takes the CM to the "Course Catalog" list page with the MarineNet existing functionality (see Figure 25).

3. **Create New Course**.
   This action takes the CM back to the "Create New Course" screen.

7. Proctor Password Search

DESCRIPTION:

CMs have the ability to query MarineNet to find the password for an End of Course (EOC) test by searching by a course number or course name/title.

PROCESS STEPS:

Following are the steps required for the CM to find the EOC Test passwords associated with a particular course:

- Login as CM to MarineNet.
- Select "Proctor Password Search" from the Administration Pull-down list (see Figure 27):

Figure 27. Select "Proctor Password Search"

- Click on "Go" button.
- The Search screen will be displayed with the following criteria (see Figure 28):
    o Course Code
    o Course Title

Figure 28. Proctor Password Search

- Enter the required criteria and click on the "Search" button.
- If no search criterion is entered, the system will return passwords for all tests.
- Search on Course Title will display all the courses containing the search string.
- Search inputs will be case insensitive.
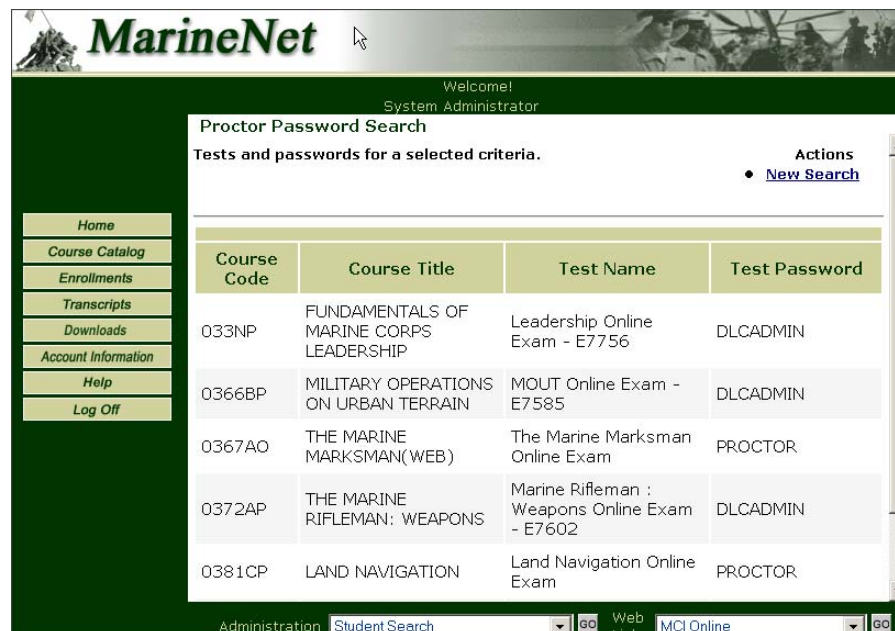
Figure 29. Proctor Password Search screen

- The Proctor Password Search screen will be displayed with the following fields:
  - o Course Code
  - o Course Title
  - o Test Name
  - o Test Password
- If the search results do not bring up the desired information, the CM can click on the "New Search" Actions hyperlink and conduct a new search using different search criteria.

8. Web Reporting Tool

DESCRIPTION:

CMs have the ability to run reports that display the performance of students in a particular Course, Location, and Rank or with a particular Status.

PROCESS STEPS:

Following are the steps required to access the Web Report Tool from MarineNet

- Login as CM to MarineNet
- Select the "Web Report Tool" from the Administration Pull-down list.
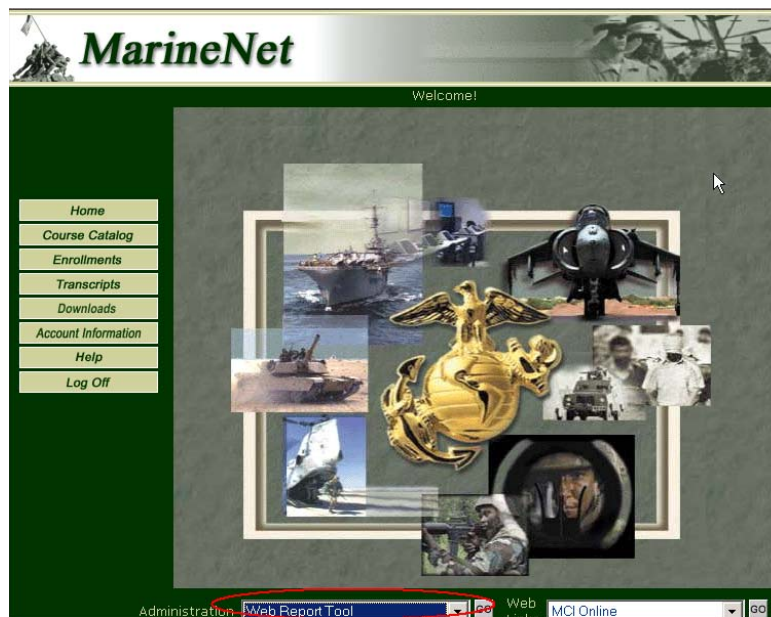
Figure 30. Select 'Web Report Tool"

- The "Web Report Tool" screen will be displayed (see Figure 31):

Figure 31. Web Report Tool

- All available reports can be viewed by clicking on the 'Select Report' drop down list. See Figure 32. The majority of these reports are designed for users other than CMs.

Figure 32. Available Reports

The web reports that were specifically designed for use by the CM are listed below:

- Course Demographic Report
- Course Summary Report
- Test - Top N Correct Responses
- Test - Top N Incorrect Responses

To select a report, click on the report name from the drop-down list. Before a report can be generated, the CM must designate the Course Code or Course Title from the filter section. The CM can further customize a report before it is generated by modifying the Header/Footer Section or specifying the sort order. Clicking the Action links "Show Header/Footer Section", "Show Filter Section", and "Show Sort Section" on the right side of the screen displays the following (see Figure 33):

Figure 33. Filter and Sort Sections Displayed

To run a Course Summary Report displaying summary results for the Fundamentals of Diesel Engines (web) course, complete the following steps:

- Select 'Course Summary Report' from the drop-down menu
- Click on the "Show Filter section" Action link
    - In the Report Fields, select 'Course Code'
    - Select 'Like' from the Filter Section
    - Select the magnifying glass next to Value. This will open up a separate window.

Figure 34. Course Summary Report

- o Type the course code '1320' in the text box at the top of the screen. (See figure 34)
- o Under the Query section, click on the left button 'Apply Integrated Filter'. This action will initiate the system to search for the course code.
- o All the course codes that include the value '1320' will be displayed.
- o To select the appropriate course code, click on the button to the left of the course code. This action will move the selected course code into the 'Selected Value' field.
- o Click OK.
- o The selected course code will now appear in the 'Value' field of the Filter Section.
- o Click the 'Add' button. This action takes the value and creates the filter criteria. See figure 35.
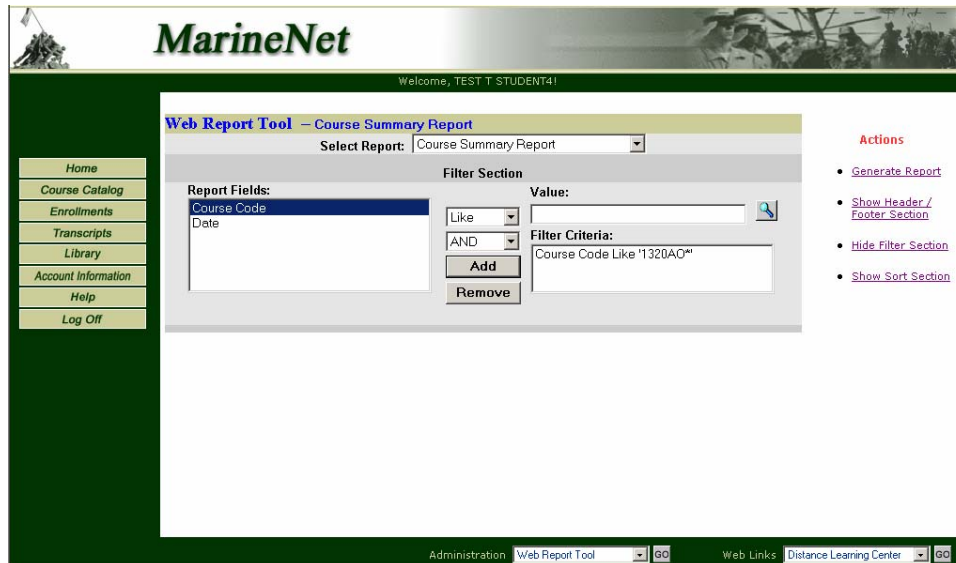- o Select 'Add' to fill in Filter Criteria.

Figure 35. Filter Criteria Added

At this point, select 'Generate Report' to run the Course Summary Report with the included Filter criteria. A report will be returned that is similar to Figure 36:
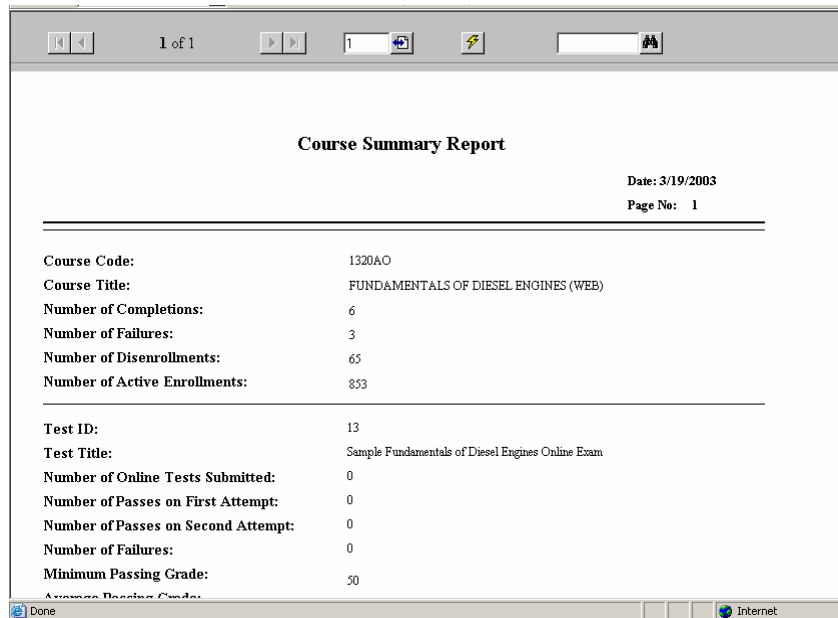

Figure 36. Example of Course Summary Report

If the report is longer than one page, the CM can page through the results by clicking on the right arrow at the top of the screen. Similar filters can be applied to any of the web reports. As mentioned previously, the CM may also customize the reports further by specifying a header and/or footer, to include page numbers

and the run date for the report, and by specifying the sort criteria which determines how the report data will be displayed.