“Let’s Do Business On-Line Editions”

Users Record Manager v2.0

Documentation

CONTENTS

1. GENERAL DESCRIPTION

The *Users Record Manager* is a tool for managing user accounts for Abacus “Let’s Do Business On-Line” courses.
There are four groups of users with different rights and limitations:

~ **Administrators** - users with all available rights.
~ **Account managers** - users managing data for the whole organisation.
~ **Teachers** - they can manage students’ accounts only.
~ **Students** - no rights to change anything, they can only view data.

2. LOCATION

All *Users Record Manager* files are located on the Abacus web server in the <http://www.language-software.com/**LDBMANAGER**> folder.

3. LOGIN SCREEN

Type in your Login ID and Password and select the interface language that you want to see on the *Users Record Manager* screens.

If your Login ID and Password is not correct or your account is not active, a message will appear on the screen and you will not be able to enter the *Users Record Manager*.

4. MAIN MENU

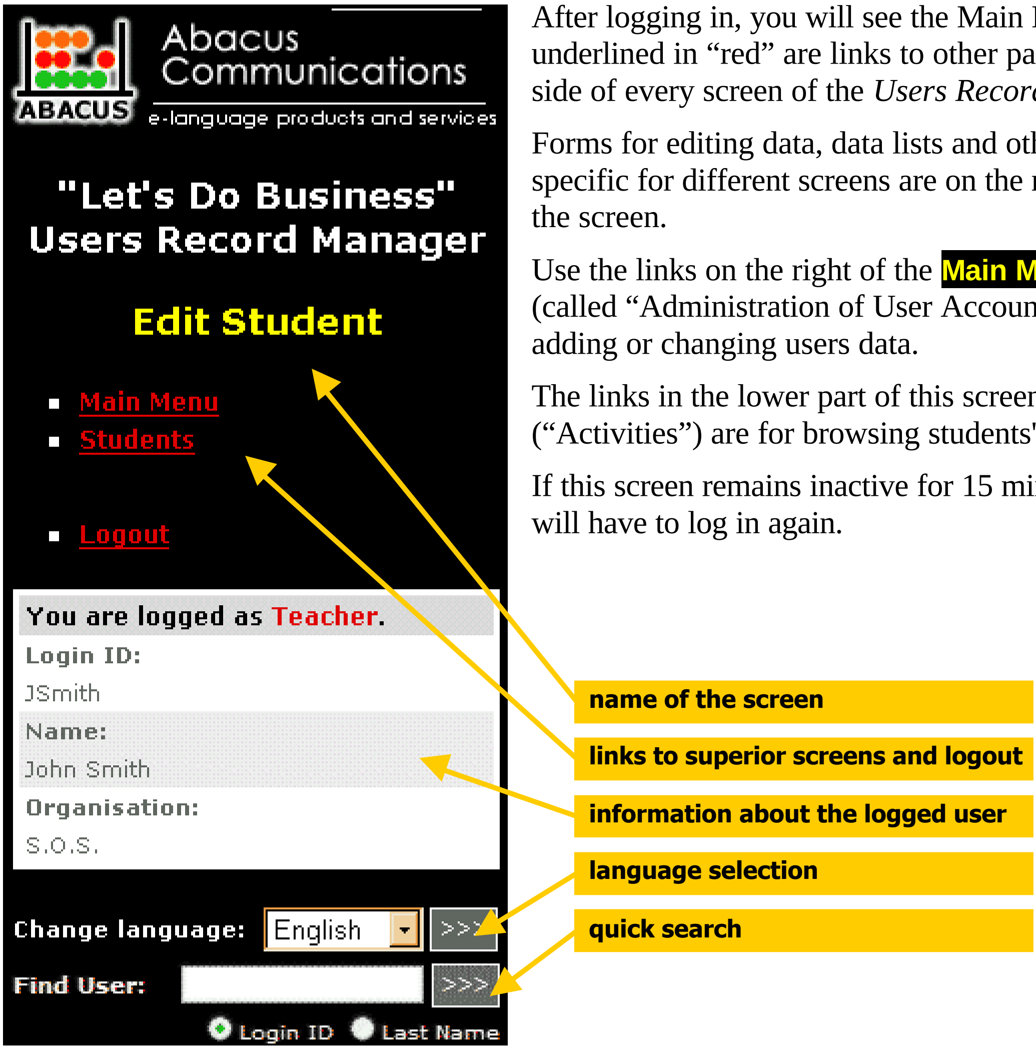
After logging in, you will see the Main Menu. Words underlined in “red” are links to other pages on the left side of every screen of the *Users Record Manager*.

Forms for editing data, data lists and other objects specific for different screens are on the right side of the screen.

Use the links on the right of the **Main Menu** screen (called “Administration of User Accounts”) for adding or changing users data.

The links in the lower part of this screen (“Activities”) are for browsing students' activities.

If this screen remains inactive for 15 minutes, you will have to log in again.



5. USER TYPES

5.1. ADMINISTRATORS

The Administrator has access to all features of the User Records Manager.

5.2. ACCOUNT MANAGERS

An Account Manager is a person that manages the Let's Do Business On-Line Courses for the whole organisation, its teachers and students.
If you are logged as an Account Manager you have access to these groups of Users:

~ Organisations
~ Teachers
~ Students

and you can browse all activities of all students.

See below the interface of the **Main Menu** screen for an account manager:

Administration of User Accounts:

Organisations	This will show you a list of all organisations you have registered for "Let's Do Business" Courses. You can edit, delete and add new organisations and assign courses purchased by them there.	HERE ...
Teachers	This will show you a list of all teachers of you have registered for "Let's Do Business" Courses. You can edit, delete and add new teachers there.	HERE ...
Students	This will show you a list of all students you have registered for "Let's Do Business" Courses. You can edit, delete and add new students and assign courses and teachers to them there.	HERE ...

Activities:

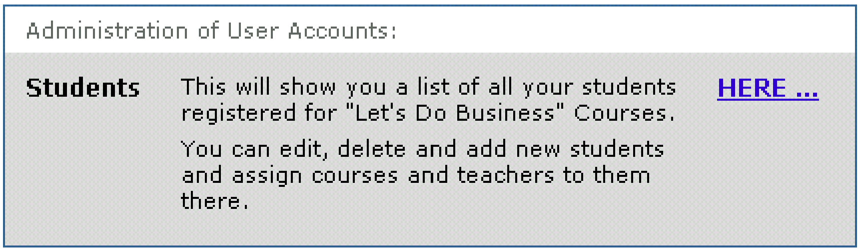
Activities in Courses	This will show you all activities of students in a selected "Let's Do Business" course.	HERE ...

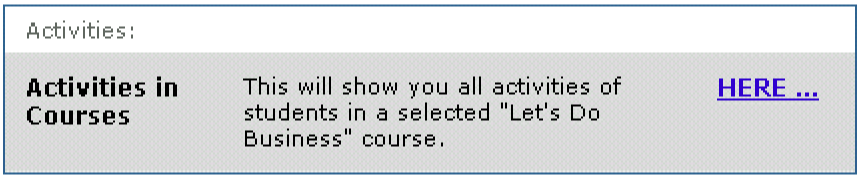
Use links on the right to get to the user accounts or activities.

5.3. TEACHERS

If you are logged as a teacher the only group of users you have full access to is:
~ Students.

The teachers can browse all activities in the **LET'S DO BUSINESS** Courses and **LET'S DO BUSINESS** Tests of their students.

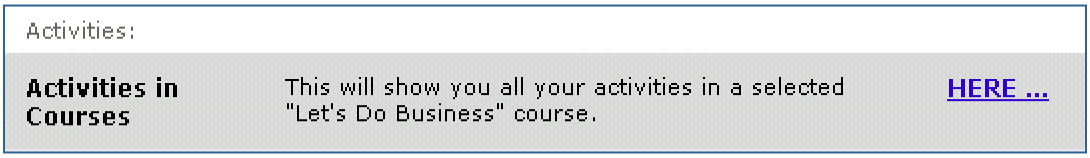




Use the links on the right of the Menu Screen to enter the students' accounts and preview their activities.

5.4. STUDENTS

If you are logged as a student you don't have a right to change any data.
The students can browse to view their teachers, courses and their activities in the **LET'S DO BUSINESS** Courses.



6. MANAGING USER RECORDS

6.1. ORGANISATIONS (OR CLASS GROUPS)

This feature is accessible to Account Managers only.

The Account Manager that is managing an organisation (or group of classes) can change all data of the organisation (or class) which includes not only the basic information about the group (e.g. name, contact person, email, etc.) but also its teachers and the courses that the organisation (or class) can use.

To make the relevant changes, click on the link **Organisations** on the **Main Menu** screen. Select the link **New ...** for creating a new account for an organization (or class groups). A full list of organisations (or class groups) already registered in the *Users Record Manager* will appear.

This feature can also be used to distinguish classes or learning groups.

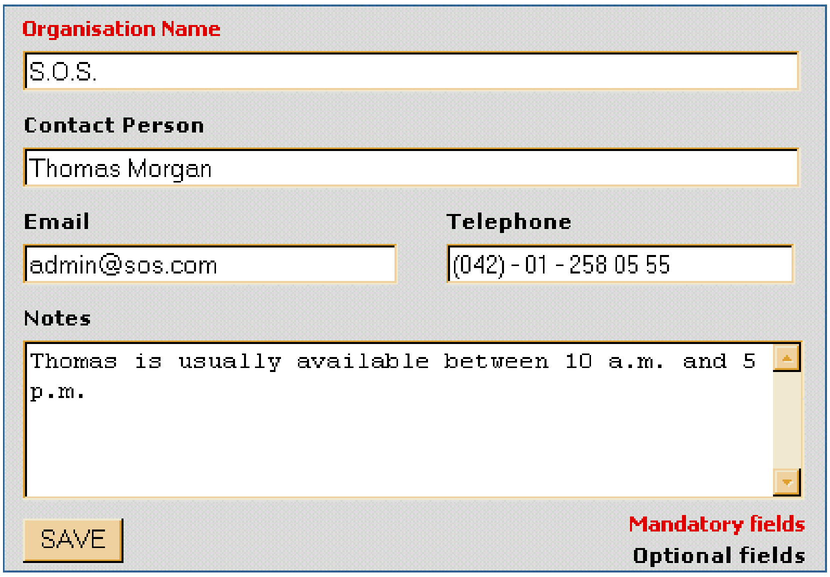
New ...
Click this link to create a new organisation.

Organisation	Contact Person/ Email	Added to DB/ Added by	Functions
Abacus		01 January 2003 Admin	edit delete courses
S.O.S.	Thomas Morgan admin@sos.com	14 May 2003 Admin	edit delete courses
UBA	Anna Marie Hogan am@uba.ie	14 May 2003 Admin	edit delete courses

There are 3 functions for every organisation:

~ **edit** – opens a form with data of the selected organisation where the account manager can change any information.
~ **delete** – deletes the selected organisation from database.
~ **courses** – opens a form for assigning **LET'S DO BUSINESS** courses to the organisation (or class group).

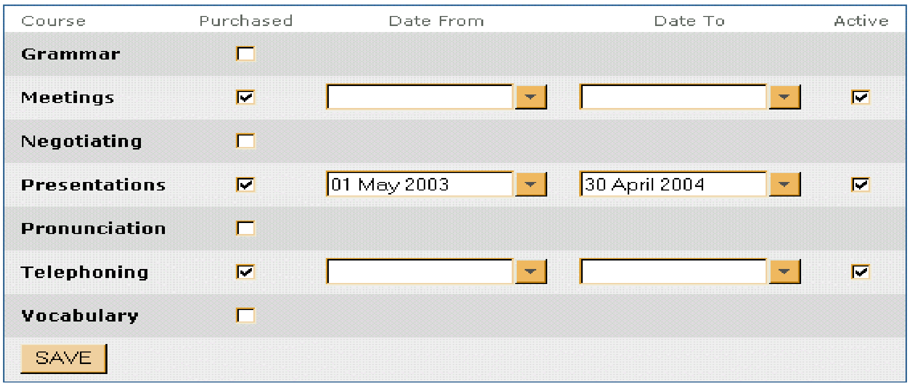
New Organisation and Edit Organisation


Organisation Name
S.O.S.
Contact Person
Thomas Morgan
Email
admin@sos.com
Telephone
(042) - 01 - 258 05 55
Notes
Thomas is usually available between 10 a.m. and 5 p.m.
SAVE
Mandatory fields
Optional fields

The screen **New Organisation** is almost the same as the screen **Edit Organisation**. Both contain a form for editing data about the organisation. There is only one mandatory field on the form - Organisation Name. After filling in the data, click **Save** to update all changes in the database.

Assigning Courses to an Organisation

The window below details courses purchased, dates of availability (date from/date to) and if the course is currently available to the students (tick the active box).



Course	Purchased	Date From	Date To	Active
Grammar	☐			
Meetings	☑			☑
Negotiating	☐			
Presentations	☑	01 May 2003	30 April 2004	☑
Pronunciation	☐			
Telephoning	☑			☑
Vocabulary	☐			

SAVE

6.2. ADDING AND EDITING USERS

Creating/Editing/Deleting Teacher Accounts

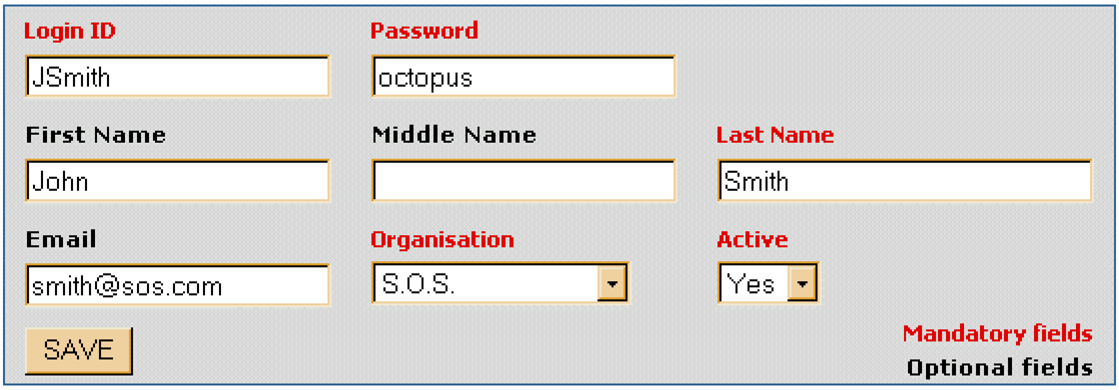
This feature is accessible to Account Managers only.

To add a new account for a teacher, to view or to change other teachers' accounts click on the link of the group Teachers on the **Main Menu** screen. It will bring you to the **Teachers** screen with a list of teachers.

Login ID	Name	Organisation	Added to DB/ Added by	Active	Functions
CBrooks	Catherine Brooks	S.O.S.	14 May 2003 Manager	**Yes**	edit delete
JSmith	John Smith	S.O.S.	14 May 2003 Admin	**Yes**	edit delete
Teacher1	Teacher 1	Abacus	29 March 2003 Admin	**Yes**	edit delete
Teacher2	Teacher 2	Abacus	02 April 2003 Admin	**Yes**	edit delete

There are these links on the screen:
~ new ... - opens a screen with a form for a new teacher.
~ edit – opens a screen with a form with data of the selected teacher.
~ delete – deletes the selected teacher from database.

This form is on the screens for editing or adding a teacher:



Fields Login ID, Password, Last Name and Organisation are mandatory. Other fields are optional. After filling in all the data, click **Save** to update your changes in the database.

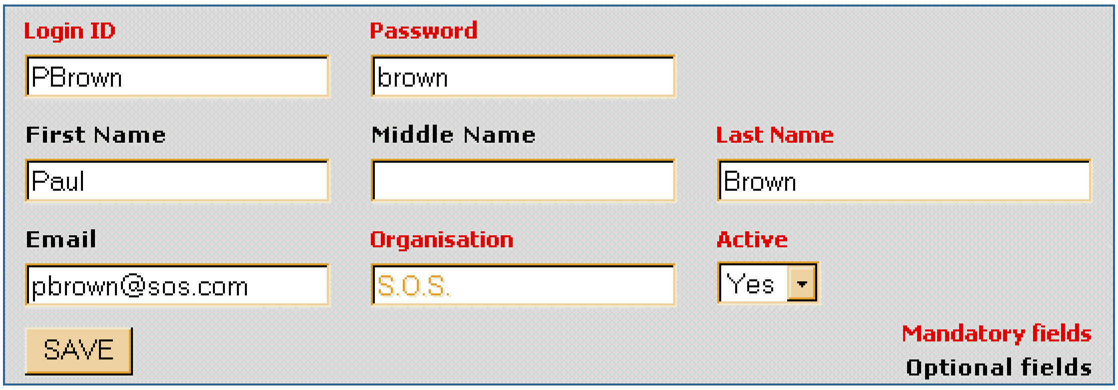
Creating/Editing/Deleting Student Accounts

This feature is accessible to Account Managers and Teachers only.
To add a new account for a student, to view or to change other students' accounts click on the link of the group Students on the **Main Menu** screen. It will bring you to the **Students** screen with a list of students.

Login ID	Name/Organisation	Added to DB/ Added by	Active	Functions
AOrange	Amanda Orange S.O.S.	14 May 2003 JSmith	**Yes**	edit delete teachers courses
PBrown	Paul Brown S.O.S.	14 May 2003 JSmith	**Yes**	edit delete teachers courses
SGreen	Steve Green S.O.S.	14 May 2003 JSmith	**Yes**	edit delete teachers courses

There are these links on the screen:
~ new … – opens a form to register a new student.
~ edit – opens a form with the data of the selected student.
~ delete – deletes the selected student from the database.
~ courses – opens a form to assign the relevant **LET'S DO BUSINESS** Courses to the selected student.
~ teachers – opens a form to assign teachers of the organisation to the selected student.

Form for editing and adding a student (screens **New Student** and **Edit Student**):



Fields Login ID, Password, Last Name and Organisation are mandatory. Other fields are optional. If the user editing the student is a teacher the Organisation field is automatically filled with the teacher's organisation and is disabled.

After filling in all the data, click **Save** to update your changes to the database.

Form for assigning teachers to a student (screen **Student's Teachers**):

Teacher's ID	Teacher's Name	Selected
CBrooks	Catherine Brooks	☐
JSmith	John Smith	☑
SAVE		

Just select or unselect teachers for a student by clicking on the checkboxes **Selected** and then click on **Save**.

Form for assigning courses to a student (screen **Student Courses**):

Course	Enabled	Date From	Date To	Active
Meetings	☑	not limited	not limited	☑
Negotiating	☐	from: 1 September 2003	to: 1 September 2004	
Presentations	☑	1 June 2003 from: 1 May 2003	to: 30 April 2004	☑
Telephoning	☐	not limited	not limited	
SAVE				

What you see on this screen above is a list of all available courses for a student. You don't see the courses not purchased by the organisation. When you want the student to have access to a course tick the checkbox **Enabled**. You can limit his or her access to the course by filling dates Date From and Date To (the buttons opens a calendar window).

These dates must be inside the period which was set for the whole organisation. You can see this period (if it is limited) below the fields for filling in dates.

You must tick the **Active** box to give a student access. You can close an individual's account by removing the tick in the **Active** checkbox.

After filling in all the data, click **Save** to update your changes to the database.

6.3. DEACTIVATING USERS AND COURSES

There are two ways of how to limit/deny access to the courses and the ***LET'S DO BUSINESS*** *User Records Manager*.

Deleting Accounts

~ If a student has no activities, no teachers and no courses assigned, you can simply **delete** him or her.
~ If the user is a teacher you cannot delete him if there are any students assigned to him. So you have to change the students' accounts first and then you can delete the teacher.

Deactivating User Accounts

~ If you don't want to lose the data of the student or the teacher, go to the **Edit Student** or **Edit Teacher** screen and remove the tick in the **Active** field.

This user will not be able to enter the **LET'S DO BUSINESS** courses or the account manager but his or her data will remain in the database so you will be able to activate him or her later again.

Setting Time Limits on Courses

If you want to deny access only to some of the courses:
~ If you want to deny access to one of the courses to all of the students of the organisation, go to the **Organisation Courses** screen and deactivate the course by clicking on the checkbox **Active.** When you want to reactivate the course, simply tick the same checkbox again.
~ If you want to deny access to that course only for a smaller group of students, go to the **Student Courses** screens for every chosen student and deactivate the course in the same way there (**Active** checkbox).

7. VIEWING STUDENT ACTIVITIES

The **Activities** link in the Courses section of the **Main Menu** screen opens the **Courses Activities** screen where users can browse for information about students' activities in the **LET'S DO BUSINESS** courses.

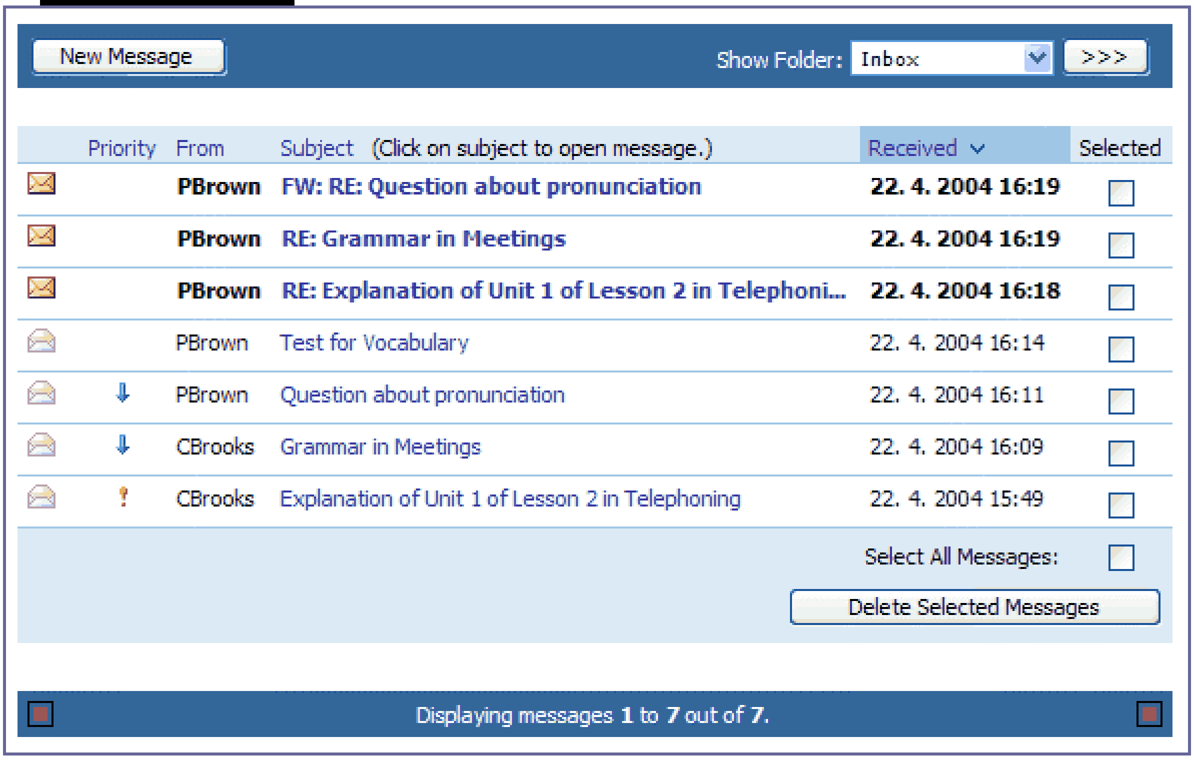
Please note that Abacus only tracks the time students spend following the course and the date of their most recent visit. No specific information on task performance is retained at this point. Specific task data is only retained when students take a test.

If a teacher or an account manager wants to see activities of some user he or she has to select a course in the list box at the top of the screen and click **Find** button. If there are any students registered for the selected course a list of them will appear. Students with some activities in the courses have a link **detail** enabled - click on it to see details about the activity.

8. DISCUSSION FORUM

The link **Discussion Forum** in the left black column of any page in the ***LET'S DO BUSINESS*** *User Records Manager* opens the screen called the **Discussion Forum**.

The **Discussion Forum** screen:



At the top of the screen is a button for creating new messages, a list box for choosing which folder to be viewed on the screen – an inbox with received messages or a folder with sent messages.

The list of messages follows. The first line can be used as a sorting tool – by clicking on any of the blue titles. If you want to change the direction of sorting (from A,B,C… Z to Z,Y,X…A) click on the selected title again.

The closed envelope icon on the left of any message indicates that the message was not read. You can read it by clicking on its subject.

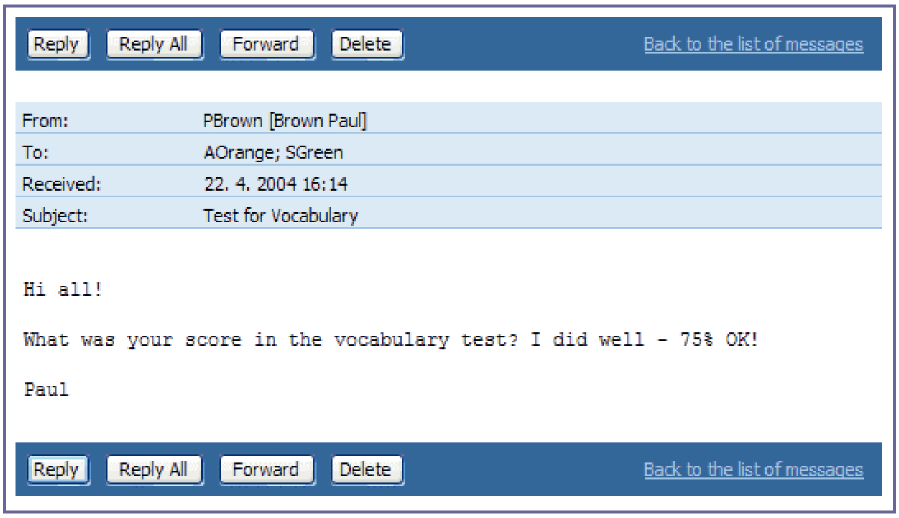
Under the list is a navigation bar you can use to browse through your older messages in case that the number of messages in the folder exceeds certain value set by an administrator.

Deleting Messages

Select the check box next to the message(s) you want to delete. Click **Delete Selected Messages** at the bottom. If you want to delete all messages on the screen select the check box Select All Messages and then click **Delete Selected Messages**.

Reading Messages

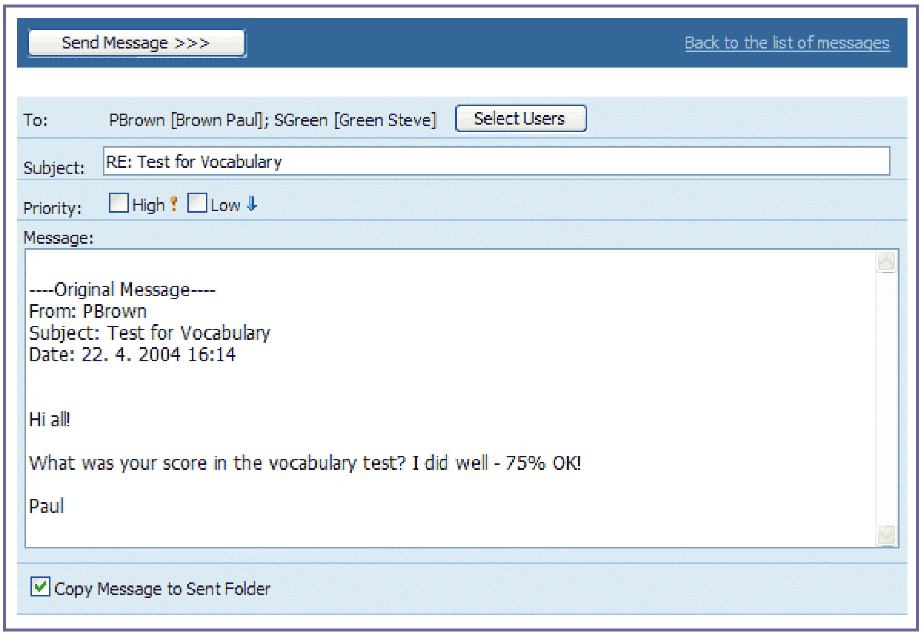
The screen shown after clicking at a subject of a message:



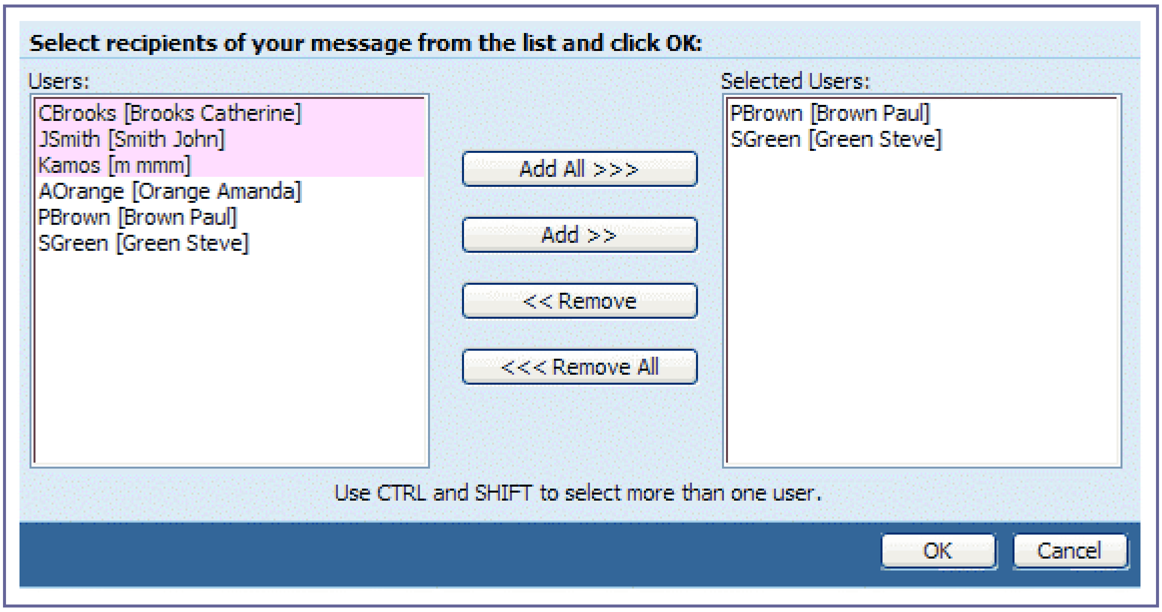
You can reply to a person who sent the message or reply to all users who received the message, forward it to someone else or delete the message by clicking on an appropriate button.

Writing and Sending a Message

The screen for writing and sending a message:



You can create a new message by clicking on the **New Message** button on the list of messages or by replying or forwarding a received message. If you are replying to another message the recipient of the message is already filled in the **To** field. Otherwise or if you want to change the recipient click on the **Select Users** button and the following dialog will appear:



Select recipients from the left list (tutors are highlighted) and click on the **OK** button.

Fill in the subject of the message, set a priority if needed, type your message and uncheck the check button Copy Message to Sent Folder if you do not want to keep track of messages you send. Then click on the **Send Message** button.

The **Discussion Forum** is also accessible from the LET'S DO BUSINESS courses screens by clicking on the **Tutor** button at the top of any screen.