

**Canadore's Learner's Guide to
The Learning Manager Enterprise
Edition (TLM 4.0)**
Taking Courses Using iLearn

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Contact Information for Online Learning:

Joan Perron
TLM Administrator
100 College Drive
North Bay, Ontario
P1B8Z1

Canadore's TLM Site: <http://ilearn.canadorec.on.ca>

Email: joan.perron@canadorec.on.ca

Purpose and Scope

This manual contains the information you need in order to use The Learning Manager (TLM) effectively. There is a procedure for each task or function that TLM can perform.

Although TLM works together with an Internet browser, the manual does not provide detailed information about using any browser application or any other associated product (for example, Microsoft Outlook, which can be used with TLM to send e-mail).

This manual is intended for any person who needs to use TLM to participate in a course. It is assumed that anyone who uses TLM has a good working knowledge of the following:

- the conventions and common tools associated with using Windows-based computers
- browsing the Internet
- sending/receiving e-mail and participating in on-line chat and discussion groups

Additional Resources and Help

If you need extra assistance with any aspect of TLM, contact Joan Perron or your course instructor.

Introduction to The Learning Manager

What is TLM?

TLM is a software product that works together with an Internet browser to deliver instruction and learning material using computers and an intranet or the Internet. TLM is used effectively as a complement to classroom learning, or it can replace classroom instruction in situations where learners must work from home, the office, or a field location.

As a learner, for any course in which you are enrolled, you can use TLM for the following tasks:

- viewing or printing the course content (learning materials) and supplementary course resources
- taking a test on-line or printing it and entering answers later
- learning the details associated with different assignments and tests (for example, required grade to pass, time limit, due date, etc.)
- reviewing your scores from different assignments and tests and your cumulative grade to date
- communicating with instructors or other learners via e-mail, chat, whiteboard or discussion

TLM lets you work at your own pace and (as long as you have access to a computer) at times that are convenient to you.

Logging In and Out of TLM

Before you log into TLM, you must be assigned a user identification code and password for the system. If you do not have a User ID and Password for TLM, contact Online Learning.

Logging into TLM:

1. Start your browser (Internet Explorer 6 or higher) and enter the internet address <http://ilearn.canadorec.on.ca>. The logon screen will appear.
2. In the User ID field, type your **first initial.last name**. Some user IDs have a number following the last name. Please check your status sheet to confirm your Canadore User ID. You can use uppercase or lowercase letters.
3. In the Password field, type your **student number**. You can use uppercase or lowercase letters. For security, your password is displayed as asterisks (*) instead of letters.
4. Check the Global Announcements and click Go.
5. The Courses Page screen appears. The windows show courses in which you are enrolled ("Courses I Am Taking").
6. Select the course that you want to access by clicking on its title in the list "Courses I Am Taking." This display also shows your current status in each course and any due dates.
7. After selecting a course, proceed to use TLM by clicking on the course map item with which you want to work or by selecting an option from the list at the left side of the screen.

Log out of TLM:

NOTE: It is important to log out from TLM using the Log Out function instead of simply exiting from the browser. If you don't log out properly, one or more TLM processes are left "hanging," which may negatively affect the operation of active TLM sessions.

1. Select Logout from the top right side of the screen.



2. Select File Close to exit from your browser.

TLM Interface Conventions

TLM runs within your Internet browser, so the browser tool bar is always visible and functional across the top of the screen.

At the top right side is the title of the currently selected course as well as the Start, Courses, Help, and Logout functions.




Down the left side of the screen are menus and options that provide links to all of the functions of TLM.



Customizing the Display of the Menus

Based on what parts of TLM you use the most, you can modify the display to maximize your efficiency in accessing data and options.

To change the order of menus:

1. Select a menu you want to move.
2. Click on the  button at the right of the menu title.

3. Drag the menu to its new position.

To change the display of menus and options:

1. Click on Interface Assistance at the top of the menu list.

——— Interface Assistance ***

2. Select one of the following options to customize the menu display.
 - Need to Know Information – This provides an online lesson about the TLM interface.
 - Collapse All Menus – Use this option to close all the menus, leaving only their title bars.
 - Expand All Menus – Use this option to open up the menus, showing all the options for each.
 - Save Side Menu Positions – Once you have moved the menus to the locations you prefer and expanded those of immediate interest, this option will keep that setting.

Taking a Course Using TLM

In this section, you will learn to perform the following tasks that are associated with taking a course with The Learning Manager (TLM):

- Selecting a Course
- Using a Course Map
- Selecting Course Map Items
- Viewing Learning Materials
- Viewing Learning Resources
- Taking a Test
- Printing Learning Materials, Course Resources, Tests, Progress Summaries and Reports.
- Checking Your Status / Progress
- Viewing the History and Status Report

Selecting a Course

There are two ways to select a course in TLM:

- Click Courses at the top of the screen. Click on the title of the course that you want to access under "Courses I Am Taking." OR
- Click on the title of the desired course under "Courses I Am Taking" on the Start Page.

NOTE: There are two course lists, "Courses I Am Taking" and "Courses I Have Completed." The first shows courses in which you are enrolled and active or not yet started. The second shows courses you have finished. You can continue to access completed courses for review purposes but you cannot alter any exam results.

Using a Course Map

When you select an active course, its map is displayed. If you leave the map, clicking Map in the Course menu at the left of the screen returns you to it.

The course map guides you through the prepared learning material, assignments, and tests for the course. You select items on the map and perform the associated tasks, whether they be reading and studying, doing an assignment, or taking a test. The instructor grades your assignments and any tests that cannot be marked by the computer, and makes comments and scores available to you through the course map.

The conventions for using a course map are always the same, regardless of which course you are taking. Color codes help you to identify the status of each part of the course, as described below.

GREEN	GO! You can work with any item identified with green. It might be the next logical part of your course, or something that does not require any prerequisites.
WHITE	BROWSE! Learning materials identified with white are available at any time. Associated tests are not available.
ORANGE	WAIT! Items identified with orange are incomplete. For example, you may be waiting for your instructor to mark a test or assignment.
RED	STOP! You cannot work on any item identified with red. You may have failed all allowed attempts of a test, or your instructor may need to contact you. To make the item accessible, consult your instructor.
BLUE	DONE! Items identified with blue are complete. You may access the review test if there is one.
BLACK	NOT YET! You cannot access any item identified with black. There is prerequisite work that you must complete first.

Course maps may also include "branches," which represent a change or choices within the linear flow of a course. There are two possible types of branches:

- An All Of branch indicates that you must complete every item in the branch list (in any order) to be able to continue with the course.
- An Any Of branch indicates that you must complete at least one of the items in the branch list to be able to continue with the course.

Selecting Course Map Items

Each item on a course map can be selected by clicking with the left mouse button. When you select an item, a pop-up menu appears with the available actions you can perform.

Selecting Modules of Learning Material

If you click on a map item that contains only learning material and/or non-marked, non-tested assignments or grade items, the available actions are:

- View Module – If you select this action, the learning material appears.
- Mark Module Complete – If you select this action, TLM changes the status of the map item to indicate that it has been completed (blue). This is necessary when there is no test at the end of the module or assignment, because it lets TLM (and the instructor) know that you have worked through the material and acknowledges what you have completed. Once the item is marked complete, TLM lets you continue with the next item in the course.
- Detailed Information – If you select this action, a descriptive summary of the selected map item appears. The summary includes the course and module names, comments from the instructor, test details (if applicable), your progress to date (for example, started or not started), and your scores to date.

If you click on a map item that contains both learning material and a test, the following action replaces the Mark Module Complete selection:

- Take Test – If you select this action on a map item that is green or blue, TLM lets you access the test associated with the selected map item. It may be a supervised exam or a self-test.

Selecting Tests

If you click on a test item in the course map, the available actions are:

- Take Assessment – If you select this action and the assessment item is green or blue, TLM lets you access the test associated with the selected map item. It may be a supervised exam or a self-test.
- Previous Attempts – If you select this action you can retrieve a version of the test that you have already completed. In the Attempt field, enter the number of a past test version. The questions, your responses, and scores are displayed.
- Detailed Information – If you select this action, a descriptive summary of the selected map item appears. The summary includes the course and assessment names, comments from the instructor, test details (for example, supervised or unsupervised, passing

mark, possible number of attempts, etc.), your progress (for example, started or not started), and your scores to date.

Selecting Assignments

If you click on an assignment item in the course map, the available actions are:

- View Assignment – If you select this action, the assignment material appears.
- Detailed Information – If you select this action, a descriptive summary of the selected map item appears. The summary includes the type of item (for example, essay about "x"), comments from the instructor, your progress (for example, started or not started), and your scores to date.

Selecting Grade Calculations

If you click on a grade calculation item in the course map, the only available action is:

- Detailed Information – If you select this action, a descriptive summary of the selected map item appears. The summary includes the type and name of the item (for example, grade – final grade), comments from the instructor, and a breakdown of your scores and grade to date.

Viewing Learning Materials

On every course map, there may be a variety of different learning materials, including modules and un-marked assignments.

To view learning material:

1. Click on the desired map item.
2. From the pop-up that appears, select View Module. The learning material appears in the main window.
3. Read through and use the learning material with the help of the navigation buttons.
4. To close the learning material and return to the course map, click on Map at the left.

Viewing Course Resources

For most courses, there are usually several supplementary course resources available to you. They normally pertain to the entire course, not just a particular module. There are 10 different types of course resources, but not all types may be available for all courses.

All of the course resources that are available for a given course are included as links in the list of options at the left of the screen, which you access simply by clicking on the desired resource. Each type is described below.

- **Announcements** – A list of messages pertinent to the currently-selected course. Announcements are published by the instructor for all of the enrolled learners. If there are any new announcements, a special blue button appears alongside the course map. After you read the announcement, access it from the option at the left of the screen.
- **FAQs** – A list of frequently asked questions about the course learning material, prepared by the instructor. The resource is organized into different categories, with one or more frequently asked questions in each category. You can browse through the various categories and questions by clicking on them and reading the associated information.
- **Glossary** – A list of specialized terminology with definitions relating to the course material. The included terms pertain to the entire course, not just a particular module.
- **Handouts** – A source of information or non-credit exercises related to the course material. Handouts may be linked to websites, or they may be linked to documents or other files.
- **Links** – Links to Web sites that contain learning material relevant to the course. Links open a new browser window so that you can view the material in a full-screen window without exiting from TLM.
- **Outlines** – Summaries of the course, including such information as the modules and topics to be covered, assignments, tests, recommended reading, etc.
- **References** – A bibliography of resources related to the course material.
- **Schedules** – Timetables for the course, including such information as due dates for assignments, examination dates, penalties for late assignments, etc.
- **Team Work Items** – These projects and assignments are only issued to the collaborative study team of which you are a member.

Taking a Test

There are two kinds of tests (or assessments) that you can take using TLM: unsupervised tests and supervised tests.

Unsupervised tests are usually informal (quizzes or self tests) and tend to be worth a lesser percentage of your final grade. You can take these kinds of tests at any time as long as the map item is green.

Supervised tests are more formal, and tend to be worth a larger percentage of your final grade (for example, mid-term and final exams). These kinds of tests need to be released by your instructor or proctor.

1. If you want a paper copy of the test, click Print at the bottom of the test.
2. Answer each question on the test to the best of your ability. All the questions may be presented at once or you may see one question at a time. In the latter case, answer and mark the questions one by one.
3. Select Mark Test or Mark Assessment at the end of the test. TLM marks the test, and produces a pop-up window with an answer/feedback summary, similar to the one partially pictured here.

Final Score :20/22 (91%) Failed

Question 1	Value: 1	Path: 1: Customize the TLM Interface
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Which window on the Start Page lists the pages you've visited most recently?

Part: 1				
Module & Component	Your Score	Your Answer	Correct Answer(s)	Feedback
1: Customize the TLM Interface	1/1	HISTORY	History	The History window lists the places you've been recently working. Note that this feature must be enabled by the TLM System Administrator.

Question 2	Value: 1	Path: 2: Use the World View Search Tool
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- The initialization LCMS stands for
- A) Learning Curriculum Modular System
 - B) Learning Course Modules System
 - C) Learning Components Mastery System
 - D) Learning Content Management System

Part: 1				
Module & Component	Your Score	Your Answer	Correct Answer(s)	Feedback
2: Use the World View Search Tool	1/1	D	D	An LCMS is a Learning Content Management System

NOTE: If there are any instructor-marked questions on the test, the marks for those questions will not be indicated on the answer/feedback summary.

4. If you want a paper copy of the marking summary for your records, select Print All at the end of the summary. This will print the entire test, along with your scores, answers and, correct answers and feedback (if the instructor has enabled these). If you select Print Summary, the questions are not printed.

NOTE: If you want to review the answer/feedback summary at any time, return to the course map item and select Previous Attempts. Enter the number of the attempt and this summary is displayed.

5. Review the answer/feedback summary to see what questions you missed.

NOTE: You cannot re-submit any answers after the test has been marked.

6. When you are finished reviewing the test, click Map in the Course menu at the left. Check your status.
 - If you succeeded in mastering the material, the item on your course map turns blue to show that you have completed it, and you can proceed with the next green item in the course map.
 - If there is an instructor evaluated component, the item on your course map turns orange to show that you are waiting for a mark from your instructor.
 - If you did not succeed in mastering the material, you can review the related learning material and try taking the test again (assuming that you have not yet used up all allowable attempts). If you have used up all allowable attempts, then TLM locks you out of that test, and turns the item red in the course map. You must contact your instructor in this event. (In some cases, however, depending on what the instructor has set up for you, an automatic pass may clear the locked out map item even though you might not have attained mastery.)

Printing Learning Materials, Course Resources, Tests, Progress Summaries, and Reports

If your computer is connected to a printer, you can print any of the learning materials, course resources, tests, answer/feedback summaries, progress summaries, and reports.

Remember that certain multimedia resources will not be operational in a printed version of the materials, and some multimedia objects may be replaced by icons or hyperlinks when you print.

To print materials from TLM:

1. TLM reports have their own Print option at the bottom of the screen. Other learning materials, not created within TLM, may not have a Print option. For those materials, select File Print from the browser menu.
2. Make any necessary modifications to the printer properties and printing specifications in the window that appears. Remember to specify how you want the frames to be printed.
3. Select OK to close the window and send the job to the printer.

Checking Your Status / Progress

You can check your progress in a course at several different stages. In fact, any part of the course that lets you select Detailed Information as one of the available actions will let you access a progress summary to that point in the course.

For example: if you select a module of learning material with a test in the course map and look at the Detailed Information, you will see a progress report that looks similar to the one pictured here. (The content will vary slightly depending on the course and module you are looking at and what work you have done to this point.) You can print this summary if you like.

Course	TLM 4.0 User Training Course									
Assessment	Course Pretest									
Comment to class										
Comment to you										
Test Details	Pass Mark is 100 1 attempt(s) maximum After the test is passed, you may take 99 optional review(s)									
Progress	Started: 16-Jun-2003 11:21:39 AM Auto-Passed: 16-Jun-2003 11:23:25 AM									
Your Scores	<table border="1"><thead><tr><th>Attempt</th><th colspan="2">Scores</th></tr></thead><tbody><tr><td>1</td><td>18/19</td><td>94.7</td></tr><tr><td colspan="3" style="text-align: center;">Average Score: 94.7%</td></tr></tbody></table>	Attempt	Scores		1	18/19	94.7	Average Score: 94.7%		
Attempt	Scores									
1	18/19	94.7								
Average Score: 94.7%										

Viewing the History and Status Report

To view the History and Status report, click on the report name in the Reports menu at the left.

The History and Status report provides a list of all the course items along with your current status in each, start and end times, number of attempts, number of reviews, and scores for each attempt.

Using Other Features of TLM

In this chapter, you will learn to use The Learning Manager (TLM) to perform the following tasks:

- Using the Discussion Tool

- Saving Personal Notes
- Reviewing Your Browse History

NOTE: If any of the tasks are not available on your sidebar, it means that the task is not an option that your course will be using.

Sending and Receiving E-mail

TLM lets you quickly and easily send e-mail to your instructor(s) and any learners registered in your course who have active e-mail accounts. To send or receive e-mail you must have an email application (ie: Outlook) on your computer. If you do not have an email application installed on your computer you will not be able to use this tool.

To send an e-mail message:

1. Click on E-mail in the list of options available at the left. The e-mail directory of learners and managers for the currently selected course appears.
2. Click on the e-mail address for the person or persons to whom you want to send a message. This action launches a "new message" window in your usual mail application into which you can type your message.
3. Click on Send.

Using the Discussion Tool

The Discussion tool provides a place where you can post a question or comment on a particular topic (related to a particular course), and others can respond at a later time.

Discussions are organized by topics or categories and, within each, there are threads of discussion. If you have a problem or question that you want to post in the discussion forum, locate the appropriate category and then start a thread (the beginning of a discussion on that topic). Others can respond to your thread, or create new ones. You can also use discussion categories to make personal annotations about the module or to discuss it with others in the class. Discussions and threads are saved as long as the associated course and category exist. Once either is deleted, the messages are deleted.

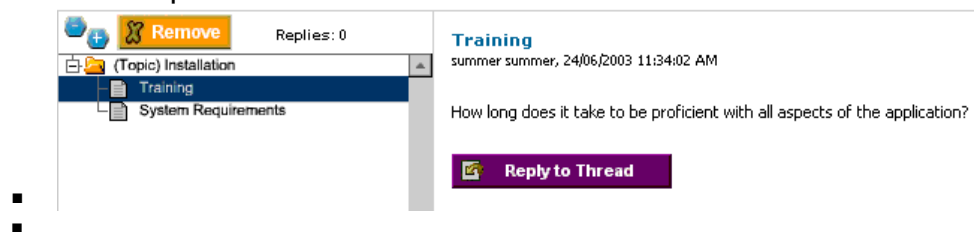
To create a new discussion thread:

1. Click on Discussion in the Communications menu at the left.
2. Click on the title of the category in which you are interested. Click on the Threads tab.
3. To start a new thread, click on Add Thread.

4. Enter the subject of the thread. In the text box, enter your message, using the formatting toolbar as required.
5. Scroll down, if necessary, and click Post Thread.

To reply to a discussion thread:

1. Click on Discussion in the Communications menu at the left.
2. Click on the title of the category in which you are interested. Click on the Threads tab.
3. Read through the various existing threads by clicking on each entry under the selected topic.



4. To reply to a particular thread, select the thread and then click Reply to Thread.
5. In the text box, enter your response above the original posting, using the formatting toolbar as required.
6. Scroll down, if necessary, and click Post Reply.

Saving Personal Notes

TLM provides a personal notepad feature that lets you jot notes and reminders about the currently-selected course and save them with your TLM account. For each course in which you are enrolled as a learner you can save personal notes.

To use your personal notes:

1. Click on Personal Notes in the Personal Options menu at the left.
2. Beside Show Notes for Course select one of the courses in which you are enrolled.
3. Click Add Personal Note.
4. Enter a Title of the note. In the text box, type the note or reminder that you want to save for yourself, using the editing toolbar as required.
5. Click on Save to save the notes you entered.