

Administrator Access Help Contents

For more assistance, see [Multimedia ToolBook 4.0 CBT Edition Help](#).



Using the Administrator Access application

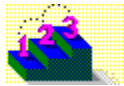
Information and step-by-step instructions to help you use the Administrator Access application in your tasks.

Button commands

Descriptions to help you use the Administrator Access application.

Reference information

General information about the Administrator Access application.



Using the Administrator Access application

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Button commands

Click a topic below for more information.

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Reference information

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Administrator Access Login

Administrator Access Login (ADMIN.EXE)

Logs an administrator into the CMS and opens the Administrator Access application. Administrator accounts must first be created by the superuser before an administrator can log in.

Login options are described in the following table. The options available to an administrator depend on the privileges specified for the administrator by the superuser.

Option	Description
Name	Specifies the administrator's login name. Only names that have been added to the user database in the administrative system are valid. Login names are not case-sensitive.
Password	Specifies the password for the account. For security, asterisks (*) appear in place of the letters you type. Passwords are not case-sensitive.

Administrator Access options are described in the following table.

Option	Description
Assignments	Opens the <u>Assignments</u> dialog box, in which you can assign <u>students</u> to or remove them from <u>courses</u> .
Courses	Opens the <u>Courses</u> dialog box, in which you can add or remove courses or modify course information.
Users	Opens the <u>Users</u> dialog box, in which you can add or remove users or edit information about users.
Activity	Opens the <u>Review Activity</u> dialog box. Summarizes course progress by student or course.
Maintenance	Opens the <u>Maintenance</u> dialog box, in which you can maintain the CMS database and configuration information.
Personal User Info	Edits personal information about the user.
Quit	Logs out of the CMS.





Invalid Login

Login (ADMIN.EXE)

See also...

Indicates that either the name or password entered in the Administrator Access Login dialog box is not contained in the administrative system. Check the accuracy of the name and re-enter the password. (Passwords must be entered exactly as they were originally entered, but are not case-sensitive.) If the problem persists, contact the superuser.



Step by step

[Modifyng personal information](#)



Assignments

Assignments (ADMIN.EXE)

See also...

Assigns students to or removes students from courses. Both students and courses must have already been added to the CMS.

Option	Description
By Student	Displays courses in the Available Courses list to which a student selected in the Student list can be assigned.
By Course	Displays students in the Available Students list who can be assigned to the course selected in the Course list.
Student	When By Student is selected, the list of students to whom courses can be assigned.
Course	When By Course is selected, the list of courses to which students can be assigned.
Available Courses	When By Student is selected, the list of courses that can be assigned to the student selected in the Student list.
Available Students	When By Course is selected, the list of students who can be assigned to the course selected in the Course list.
Assign	Assigns the selected student to the selected available course.
Remove	Removes the selected student from an assigned course.
Assigned Courses	When By Student is selected, the list of courses to which the student is assigned.
Assigned Students	When By Course is selected, the list of students assigned to the selected course.
Report	Opens the Reports dialog box, in which you can choose a report format for printing the data in the Assigned Courses or Assigned Students list.



Step by step

[Adding a student to a course](#)



Courses

Courses (ADMIN.EXE)

See also...

Modifies course information.

Option	Description
For Administrator	Specifies the <u>administrator</u> for whom course assignments are to be edited.
Courses	Lists courses assigned to the specified administrator.
Add	Opens the <u>Add Course</u> dialog box, in which you define a course by adding books and specifying options.
Edit	Opens the <u>Edit Course</u> dialog box, in which you can edit the options for the course selected in the Courses list.
Remove	Removes the course from the <u>CMS</u> .
Report	Opens the <u>Reports</u> dialog box, in which you can choose a report format for printing a list of courses.



Step by step

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[Modifying a course](#)

[Removing a book from a course](#)

[Removing a course](#)



Add Course / Edit Course Definition

Courses / Add or Courses / Edit (ADMIN.EXE)

See also...

Adds or modifies a course by specifying books to include, the order of books in the course, and other course attributes.

Option	Description
Name	Specifies the course name (required).
Version	Specifies the course version.
Administrator	Indicates the <u>administrator</u> assigned to the course. If an administrator is assigned to a course, only that administrator (and <u>superuser</u>) can view activity for the course. If no administrator is assigned to the course, all administrators can view activity for the course.
Description	Describes the course.
Open Enrollment	Specifies that anyone who has <u>privileges</u> for taking a course can take the course (rather than only those users assigned to it).
Active	Specifies that the course is active (administrators can assign the course to students, or students can take the course).
Books Of Course	Lists the books that comprise the course.
Earlier	Moves the selected book in the Books Of Course list to a position earlier in the list, which changes the order in which books are presented in the course.
Later	Moves the selected book in the Books Of Course list to a position later in the list, which changes the order in which books are presented in the course.
Add	Opens the <u>Add Book To Course</u> dialog box, in which you can select a book to add to the course.
Edit	Opens the <u>Edit Book Definition Of Course</u> dialog box, in which you can edit the course attributes of the book selected in the Books Of Course list.
Remove	Removes the book selected in the Books Of Course list from the course.
Navigate Books Automatically	Automatically navigates the course from one book to the next if the course contains more than one book. For details, see <u>Navigating course books</u> .



Step by step

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[Removing a course](#)



Remove Course

Courses / Remove (ADMIN.EXE)



Removes a course from the CMS. Removing a course permanently deletes all activity records associated with the course.

Note To change course options without deleting activity records, click Edit instead of Remove in the Courses dialog box.



Step by step
[Removing a course](#)



Add Book To Course / Edit Book Definition Of Course

Courses / Add / Add or Courses / Add / Edit (ADMIN.EXE)



Adds a specified book to a course or modifies an existing book specification.

Note If you add a book to or remove a book from an existing course, all activity records for the course are reset. If you want to change the content of a course by adding or removing books, but you want to preserve existing activity records, create a new course and mark the old one inactive.

Option	Description
File	Specifies the book name and path to add. Click the ellipsis (...) button to browse for and select the file. You can also use an expression (such as a function call) that returns the path of the book to be run. For example, the expression <code>%ASYM_CMS_DataDir()%eng101\book1.tbk</code> causes the CMS to search the subdirectory ENGL101 of the data directory for the book BOOK1.TBK. See the ASYM_ExpandString() function for details about the format of these expressions.
Version	Specifies the version of the file (optional).
Password	Opens the <u>Enter Book Password</u> dialog box, in which you can specify a password for the book (optional). If the book has a password assigned to it, specifying the password here prevents Multimedia ToolBook from prompting the user for the password when the book is run. The CMS adds the password to <code>sysPasswords</code> before executing the <code>goto book</code> command.



Step by step

[Adding a book to a course](#)

[Modifying a course](#)



Users / Students

Users or Students (ADMIN.EXE)



Lists all users included in the CMS. Allows the addition of new users, administrators, or students, editing of attributes for existing users, removal of users from the system, and printing of reports.

Option	Description
For Administrator	Specifies the administrator whose users will be displayed in the Users list.
Users	Lists users assigned to the selected administrator.
Add	Opens the <u>Add User</u> dialog box, in which you can add a new user to the CMS.
Edit	Edits information for a selected user.
Remove	Removes a selected user from the CMS.
Report	Opens the <u>Report</u> dialog box, in which you can choose a report format for printing the data in the Users list.



Step by step

[Adding a student or administrator](#)

[Deleting a student or administrator](#)

[Modifying a student or administrator](#)



Add User / Edit User

Users / Add or Users / Edit (ADMIN.EXE)



Adds new information about a user (student or administrator), or edits information about a current user.

Note Some items can be changed only by the superuser.

Option	Description
Last Name	Specifies the user's last name.
First Name	Specifies the user's first name.
Middle Initial	Specifies the user's middle initial.
Login	Specifies the user's login name, required when the user logs in to the <u>CMS</u> . This information can be changed only by an administrator.
Department	Specifies the name of the department to which the user belongs, if applicable. This information can be changed only by an administrator.
Administrator	Specifies the administrator to whom the user is assigned, if any. The option can be edited only if the user has been assigned the Take A Course <u>privilege</u> . It can be changed only by an administrator.
Supervisor	Specifies the supervisor to whom the user is assigned, if any.
Grade/Level	Specifies the user's grade or level. The option can be edited only if the user has been assigned the Take A Course privilege. It can be changed only by an administrator.
E-mail	Specifies the user's electronic mail address, if applicable.
Phone 1	Specifies the user's phone number, if applicable.
Phone 2	Specifies the user's alternate phone number, if applicable.
Fax	Specifies the user's fax number, if applicable.
Address 1	Specifies the user's address, if applicable.
Address 2	Specifies the user's address, if applicable.
City	Specifies the user's city, if applicable.
State	Specifies the user's state, if applicable.
Postal Code	Specifies the user's postal (zip) code, if applicable.
Memo	Contains additional information entered by the superuser. This information can be changed only by the superuser.
Password	Changes the password for the account.
Privileges	Opens the <u>User Privileges</u> dialog box (superuser only).



Step by step

[Adding a student or administrator](#)

[Modifying a student or administrator](#)



Edit User Information

Personal User Info (ADMIN.EXE)



Edits personal information for the current user (superuser or administrator).

Option	Description
First Name	Specifies the user's first name.
Last Name	Specifies the user's last name.
Middle Initial	Specifies the user's middle initial.
Login	Specifies the user's login name, required when the user logs in to the <u>CMS</u> . This information can be changed only by an administrator.
Department	Specifies the name of the department to which the user belongs, if applicable. This information can be changed only by an administrator.
Supervisor	Specifies the supervisor to whom the user is assigned, if any.
E-mail	Specifies the user's electronic mail address, if applicable.
Phone 1	Specifies the user's phone number, if applicable.
Phone 2	Specifies the user's alternate phone number, if applicable.
Fax	Specifies the user's fax number, if applicable.
Address 1	Specifies the user's address, if applicable.
Address 2	Specifies the user's address, if applicable.
City	Specifies the user's city, if applicable.
State	Specifies the user's state, if applicable.
Postal Code	Specifies the user's postal (zip) code, if applicable.
Memo	Contains additional information entered by the superuser. This information can be changed only by the superuser.
Password	Changes the password for the account.



Step by step

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User Privileges

Users / Add / Privileges or Users / Edit / Privileges (ADMIN.EXE)



Sets privileges for a specified student or administrator.

Note By definition, a student is a user who has the user privilege Take A Course. The Review Activity privilege is most appropriate for instructors who have no duties relating to the other privileges. This command can only be used by the superuser.

Option	Description
Assign Courses	Specifies that the user can assign students to and remove students from courses.
Add Courses	Specifies that the user can add courses to the <u>CMS</u> and assign them to administrators.
Remove Courses	Specifies that the user can remove a course, and permanently delete all information about the course from the CMS.
Edit Users	Specifies that the user can edit personal information about other users.
Review Activity	Specifies that the user can review course and student activity records.
Take A Course	Specifies that the user can take courses.



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Review Activity

Activity (ADMIN.EXE)



Summarizes course activity for courses and students by administrator.

Option	Description
For Administrator	Specifies the administrator for whom to display information. Only the administrator to whom the course is assigned, as well as the <u>superuser</u> , can review course activity.
By Student	Specifies that you will view the transcript for a student.
By Course	Specifies that you will view the gradebook for a course.
Student	When By Student is selected, displays the list of students for whom the selected administrator is the supervisor.
Course	When By Course is selected, displays the list of courses assigned to the administrator.
Courses	When By Student is selected, lists the name of the assigned course or of any <u>open enrollment course</u> that a student has started or completed.
Students	When By Course is selected, lists the students who are assigned to the course.
Points	Indicates the number of points earned (if applicable).
Maximum	Indicates the maximum number of points available (if applicable).
Percent	Indicates the percentage earned of the total possible points (if applicable).
Complete	Indicates whether the course has been completed.
Report	Opens the <u>Reports</u> dialog box, in which you can choose a report format for printing a list of courses. Courses labeled as "not begun" appear with 0 (zero) for all categories in the printed report.



Step by step

[Reviewing transcripts and course activity](#)



Activity Detail

Activity (ADMIN.EXE)



Gives a detailed breakdown of course activity for courses and students for which you are the administrator. The large table gives the breakdown for individual course modules (books). The small table gives the breakdown for the course as a whole (which may be comprised of one or more books).

Field	Description
Module	An ordinal number referring to a specific book in a course.
Points	The number of points earned by the student for the module (large table) or course (small table).
Maximum	The maximum number of points that are possible for the module (large table) or course (small table).
Percent	The percentage correct that the student achieved for the module (large table) or course (small table).
Complete	Indicates whether or not the student has completed the module (large table) or course (small table). yes = completed; - = not yet completed.
Sessions	The number of times that the student has visited the module (large table) or course (small table). Note that visiting more than one module during a single session counts as one visit to the course.
Time	The elapsed time that the student has spent logged in to the module (large table) or course (small table).



Step by step

[Reviewing transcripts and course activity](#)



Maintenance

Maintenance (ADMIN.EXE)



Performs maintenance on the CMS database, such as purging student or activity records that are out of date. This command is available only to the system administrator.

Option	Description
Activity Log File Location	Specifies the default directory for log files when a <u>course</u> is run from the CMS. The directory specified here is stored in the CMS.INI file, which is in the same directory as the databases. Enter the path directly, or click the ellipsis (...) button to browse for and select the path.
Change	<u>Encrypts</u> database tables using a password. Specifying a password prevents browsing or changing the tables using another application such as Paradox.
Purge Data	Permanently deletes data from the CMS database. See CAUTION and WARNING below.
Student Records	Deletes user accounts whose date stamp (that is, the last time the account was used) is older than the specified date. Activity records are not deleted.
Activity Records	Deletes all activity records whose date stamp is older than the specified date.
Date	Specifies the date prior to which the selected records (student or activity) will be purged. Enter a date or click the buttons to adjust the date.
Time	Specifies the time on the date prior to which the selected records (student or activity) will be purged. Enter a time or click the buttons to adjust the time.
Purge	Purges records based on the currently selected options. CAUTION: Activity records are not time-stamped until the user leaves a course module. Therefore, if you assign a course to a student, and then purge the database activity record before that student logs in, you will also purge the assignment for that student, since no activity will have been recorded. WARNING: Since records are time-stamped when you log into the system, administrators, and even the superuser, may lose all information from the database if no new activity is registered after the purge date has been set! For this reason, it is often safer to purge students individually. See Deleting a student or administrator .



Step by step

[Purging outdated information](#)



Remove User / Remove Student

Users / Remove or Students / Remove (ADMIN.EXE)



Warns that the indicated user (administrator or student) will be removed from the CMS. Removing a user prevents the user from logging in to the CMS, but the CMS does not remove activity records for the user, if any exist. To avoid removing the user, click Cancel.



Step by step

[Deleting a student or administrator](#)



Add Student / Edit Student Information

Students / Add or Students / Edit (ADMIN.EXE)



Adds new information about a student, or edits information about a current student.

Option	Description
Last Name	Specifies the student's last name.
First Name	Specifies the student's first name.
Middle Initial	Specifies the student's middle initial.
Login	Specifies the student's login name, required when the student logs in to the <u>CMS</u> . This information can be changed only by an <u>administrator</u> .
Department	Specifies the name of the department to which the student belongs, if applicable.
Administrator	Specifies the administrator to whom the student is assigned, if any. This information can be changed only by an administrator.
Supervisor	Specifies the supervisor to whom the student is assigned, if any.
Grade/Level	Specifies the student's grade or level. This information can be changed only by an administrator.
E-mail	Specifies the student's electronic mail address, if applicable.
Phone 1	Specifies the student's phone number, if applicable.
Phone 2	Specifies the student's alternate phone number, if applicable.
Fax	Specifies the student's fax number, if applicable.
Address 1	Specifies the student's address, if applicable.
Address 2	Specifies the student's address, if applicable.
City	Specifies the student's city, if applicable.
State	Specifies the student's state, if applicable.
Postal Code	Specifies the student's postal (zip) code, if applicable.
Memo	Contains additional information entered by an administrator. This information can be changed only by an administrator.
Password	Changes the password for the account. This information can be changed only by an administrator.



Step by step

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Reports

Assignments / Report (ADMIN.EXE)



Prints a report, or saves the report to a file.

Option	Description
Printed	Specifies that the report will be printed.
Exported File	Specifies that the report will be saved in a file.
Print	Prints or saves the report.



Step by step

[Reviewing transcripts and course activity](#)



Set Password / Change Password

Courses / Add / Add / Password or Courses / Edit / Add / Password or Users / Add / Add / Password or Users / Edit / Add / Password or Maintenance / Change or Personal User Info / Password (ADMIN.EXE)



Specifies the password for an account or book. You must know the current password in order to change it to a new one. Passwords are not case-sensitive. For security, asterisks (*) appear in place of the letters you type, and you must enter the same password in the Verify Password field.

Option	Description
Old Password	The password currently in effect, if any.
New Password	The new password to assign.
Verify Password	The new, assigned password to verify, exactly as entered in the New Password field.



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Required Fields Missing

Courses / Add (ADMIN.EXE)



This message indicates that you have not named the course in the [Add Course](#) dialog box, or that you have not selected at least one book. Enter the name of the course in the Name field, and select one or more books to add to the course by clicking Add.

Note Courses that you name in the Add Course dialog box do not have to be named the same as the books in the course.



Step by step

[Adding a course to the CMS](#)

CMS Admin Step by step



Logging in

Step-by-step (ADMIN.EXE)



You log in to Administrator Access when you want to add or modify courses, course assignments, or user information; review records; or review and modify personal information. If you log in as the superuser, you can also perform CMS database management tasks. Before you can log in, the superuser must have added you as a user and given you a login name and a password.

To log in to Administrator Access:

- 1 Double-click the Admin icon in the Program Manager.
- 2 Enter your login name and password (as provided to you by the superuser), then click OK.

Note If you are unable to log in, contact the superuser.



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Commands

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Adding a student to a course

Step by step (ADMIN.EXE)



You can either select a student to assign to an available course, or select a course to assign to a student.

Course assignments are recorded in the activity database of the CMS; a student assigned to a course appears in the student list for the course. In addition, a student who takes an open enrollment course appears to have been assigned to the course (in the student list for the course) until the course is completed.

Note To add a student to a course, you must have the Assign Courses user privilege.

To assign a course to a student:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Assignments.
- 3 Click By Student, then select a student from the list.
- 4 Select a course in the Available Courses list, then click Assign.
To select more than one course, press Ctrl and click each course you want to assign.
- 5 Select and assign additional courses, or select another student to whom you want to assign courses.
- 6 When you're finished assigning courses to students, click Close.

To assign a student to a course:

- 1 If you are not already logged in to Administrator Access, log in.
- 2 Click Assignments.
- 3 Click By Course, then select a course from the list.
- 4 Select a student in the Available Students list, then click Assign.
To select more than one student, press Ctrl and click each student you want to assign.
- 5 Select and assign additional students, or select another course to which you want to assign students.
- 6 When you're finished assigning students to courses, click Close.



Commands

CMS Administrator: Assignments



Adding a course to the CMS

Step by step (ADMIN.EXE)



Adding a course to the CMS allows you to assign students to the course, record student activity, and track student performance (if you've enabled this feature in the books comprising the course).

Courses are comprised of one or more Multimedia ToolBook books. The same book can be a part of any number of courses.

Note If you add a book to or remove a book from an existing course, all activity records for the course are reset. If you want to change the content of a course by adding or removing books, but you want to preserve existing activity records, create a new course and mark the old one inactive.

To add a course to the CMS, you must have the Add Courses user privilege.

To add a course:

- 1 If you are not already logged in to Administrator Access, log in.
- 2 Click Courses to open the Courses dialog box, then click Add.
- 3 For Name, specify a name for the course.
- 4 Optional. Specify a Version, Administrator, and Description for the course.
- 5 To specify that the course will be available for all students, rather than just those assigned to the course, click Open Enrollment.
- 6 To make the course available for students to take immediately, click Active.
A course must be active for students to be assigned to it.
- 7 Click Add to add a book to the course, select the book, and click OK.
- 8 When you're finished adding and arranging books, click OK, and then click Close.
Your new course is added to the CMS.



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Modifying a course

Step by step (ADMIN.EXE)



You modify a course by changing the name, version, administrator, or enrollment or active status. You can also add books to or remove books from a course, or rearrange books in a course.

Courses are comprised of one or more Multimedia ToolBook books. The same book can be a part of any number of courses.

Note If you add a book to or remove a book from an existing course, all activity records for the course are reset. If you want to change the content of a course by adding or removing books, but want to preserve existing activity records, create a new course and mark the old one inactive.

Note To modify a course in the CMS, you must have the Add Courses user privilege.

To modify a course:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Courses to open the Courses dialog box, select a course from the Courses list, and then click Edit.
- 3 Modify the course as you want:



To specify a new name, version, administrator, or description for the course, edit the Name, Version, Administrator, or Description options.



To make the course available for all students, rather than just those assigned to the course, click Open Enrollment.



To make the course available for students to take immediately, click Active. A course must be active before students can be assigned to it.



To add a book to the course, click Add, select a book in the [Add Book To Course](#) dialog box, then click OK.



To remove a book from the course, select the book in the Books Of Course list, then click Remove.



To arrange books, select a book, then click Earlier or Later.



To specify that books in the course open automatically in the sequence you specify, click Navigate Books Automatically.

- 4 When you've finished modifying the course, click OK, and then click Close.



Step-by-step

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Commands

[CMS Administrator: Edit Courses](#)



Removing a course from the CMS

Step by step (ADMIN.EXE)



Removing a course from the CMS removes the course and all student records for the course.

Note If you want to prevent students from being assigned to a course, but you want to preserve existing activity records, mark the course inactive in the [Edit Courses](#) dialog box rather than remove it.

To remove a course from the CMS, you must have the Remove Courses user privilege.

To remove a course:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Courses, then select a course to remove from the list.
- 3 Click Remove, then click Close.



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Adding a book to a course

Step by step (ADMIN.EXE)



You can add books to a new or existing course, and specify the order of books in the course.

Courses are comprised of one or more Multimedia ToolBook books. The same book can be a part of any number of courses.

Note If you add a book to or remove it from an existing course, all activity records for the course are reset. If you want to change the content of a course by adding or removing books, but want to preserve existing activity records, create a new course and mark the old one inactive.

To add a book to a course, you must have the Add Courses user privilege.

To add a book to a course:

- 1 If you are not already logged in to Administrator Access, log in.
- 2 Click Courses, select the course from the Courses list, and then click Edit.
If the course you want does not appear in the Courses list, you can create a new course.
- 3 In the Edit Course Definition dialog box, click Add.
- 4 In the Add Book To Course dialog box, for File specify a book to add, or click the Ellipsis (...) button to select the book.
- 5 Optional. To specify a version for the book, edit the Version option.
- 6 Optional. To specify a password for the book, click Password, type the password for the book, and then click OK.
Note If you specify a password, students will be required to type the password to use the book.
- 7 Click OK to close the Add Book To Course dialog box.
- 8 Optional. To adjust the order of books in the course, select a book in the Books Of Course list, then click Earlier or Later.
- 9 To specify that books in the course open automatically in the sequence you specify, click Navigate Books Automatically.
- 10 Click OK, then click Close.



Step-by-step[Modifying a course](#)[Removing a book from a course](#)**Commands**[CMS Administrator: Edit Courses](#)



Removing a book from a course

Step by step (ADMIN.EXE)



You can remove individual books from a [course](#) without removing the course itself from the [CMS](#).

Courses are comprised of one or more Multimedia ToolBook books. The same book can be a part of any number of courses.

Note If you add a book to or remove it from an existing course, all activity records for the course are reset. If you want to change the content of a course by adding or removing books, but you want to preserve existing activity records, create a new course and mark the old one [inactive](#).

To remove a book from a course, you must have the Add Courses user [privilege](#).

To remove a book from a course:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Courses, select a course from the Courses list, and then click Edit.
- 3 From the Books Of Course list, select a book to remove.
- 4 Click Remove, then click Yes to verify your choice.
- 5 Click OK, then click Close.



Step-by-step

[Adding a book to a course](#)

Commands

[CMS Administrator: Edit Courses](#)



Adding a student or administrator

Step by step (ADMIN.EXE)



You can add a student or administrator to the CMS. Students are distinguished from administrators by the privileges that you assign to them. A student is a user who is assigned only the Take A Course privilege. Any user to whom you assign additional privileges is defined as an administrator.

Note Only the superuser can add an administrator, or view and modify information about administrators. To add a student to the CMS, you must have the Edit Users privilege (see below).

To add a student or administrator to the CMS:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Users (if you are logged in as superuser) or Students to open the Users or Students dialog box, then click Add.
- 3 In the Add User or Add Student dialog box, specify a Login name, Password and, optionally, other information about the user.
- 4 Superuser only: To specify user privileges, click Privileges, click the options you want, and then click OK.



Assign Courses. Allows the user to assign students to courses.



Add Courses. Allows the user to create courses and add books to them.



Remove Courses. Allows the user to remove courses from the CMS.



Edit Users. Allows the user to edit information about other users.



Review Activity. Allows the user to review course activity by students.



Take A Course. Allows the user to take a course. Users who have only the Take A Course privilege are students.

- 5 To specify that the user is currently active and will appear in lists of students or administrators, click Active.
- 6 Click Close to add the user to the CMS, then click Close.



Step-by-step

[Modifying a student or administrator](#)

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Commands

[CMS Administrator: Users](#)



Modifying a student or administrator

Step by step (ADMIN.EXE)



You can modify a student or administrator in the CMS. Students are distinguished from administrators by the privileges that you assign to them. A student is a user who is assigned only the Take A Course privilege. Any user to whom you assign additional privileges is defined as an administrator.

Note Only the superuser can add an administrator, or view and modify information about administrators. To modify student information in the CMS, you must have the Edit Users privilege (see below).

To modify student or administrator information:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Users (if you are logged in as superuser) or Students to open the Users or Students dialog box, select a user, and then click Edit.
- 3 In the Edit User dialog box, modify any option, such as the Login name, password, or other information about the user.
- 4 Superuser only: To modify user privileges, click Privileges, click options in the Privileges dialog box, and then click OK.



Assign Courses. Allows the user to assign students to courses.



Add Courses. Allows the user to create courses and add books to them.



Remove Courses. Allows the user to remove courses from the CMS.



Edit Users. Allows the user to edit information about other users.



Review Activity. Allows the user to review course activity by students.



Take A Course. Allows the user to take a course. Users who have only the Take A Course privilege are students.

- 5 To specify that the user is currently active and will appear in lists of students or administrators, click Active.
- 6 Click Close to modify the user in the CMS.



Step-by-step

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Commands

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Deleting a student or administrator

Step by step (ADMIN.EXE)



You can delete a student or administrator from the CMS, which deletes information about the user. Course transcript information is not removed unless you purge activity information or remove the course.

To delete a student or administrator from the CMS:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Users to open the Users dialog box, then select a user.
- 3 Click Remove, then click Close.



Step-by-step

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Commands

[CMS Administrator: Users](#)



Modifying personal information

Step by step (ADMIN.EXE)



Administrators can view and modify their personal information in the CMS.

Note To modify student or administrator information in the CMS, you must have the Edit Users privilege.

To modify personal information in the CMS:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Personal User Info.
- 3 In the Edit User Information dialog box, modify any available option.
Some information, such as the Login name, can be modified only by the superuser.
- 4 Optional. To change the password, click Password, type the old password, the new password and verification, and then click OK.
- 5 Click OK to modify this personal information in the CMS.



Step-by-step

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Commands

[CMS Administrator: Edit User Information](#)



Reviewing transcripts and course activity

Step by step (ADMIN.EXE)



You can review student transcripts and course activity and print transcript reports.

Note To review a student transcript, you must have the Review Activity privilege.

To review transcripts and course activity:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Activity.
- 3 Optional. To list students assigned to a particular administrator, in the Review Activity dialog box select the administrator from the Administrator list.
- 4 Choose the activity that you want to review:



For a single student (that is, a report card), click By Student under Activity, then select the student from the Student list.



For all students in a course, click By Course under Activity, then select the course from the Course list.



For a detailed review of the activity in a course click [Details On Selected Course...](#) .

- 5 To print a report, click Report, select a report layout, and then click Print.
- 6 Click Close.



Step-by-step

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Purging outdated information (superuser only)

Step by step (ADMIN.EXE)



In addition to removing individual users and their records from the [CMS](#), you can purge all outdated [student](#) records and activity records based on a date you specify.

To purge outdated information:

- 1 If you are not already logged in to [Administrator Access](#), log in.
- 2 Click Maintenance, then under Purge Data, specify what to purge:



Student Records. Removes all information about all students (but not administrators) from the CMS.



Activity Records. Removes all activity (tracking and scoring) information but does not remove students from the CMS.

CAUTION: Activity records are not time-stamped until the user leaves a course module. Therefore, if you assign a course to a student, and then purge the database activity record before that student logs in, you will also purge the assignment for that student, since no activity will have been recorded.

WARNING: Since records are time-stamped when you log into the system, administrators, and even the superuser, may lose all information from the database if no new activity is registered after the purge date has been set! For this reason, it is often safer to purge students individually. See [Deleting a student or administrator](#).

- 3 Specify a Date and Time before which records should be purged.
To purge all records, specify the current day and time.
- 4 Click Purge, click Yes to verify your action, and then click Close.



Commands
Maintenance



Setting up the CMS on a network

Reference information (ADMIN.EXE)

The Course Management System (CMS) is a relational database system that uses the Borland Paradox Engine to manage Paradox tables. The tables contain course, student, and activity information. You can run the CMS on either a local workstation or on a network. The information that follows will help you run the CMS with the data files residing on a network instead of on your hard disk.

In general, to run the CMS on a network, you must



determine if other Paradox applications are in use on the network and, if so, configure the network control files to avoid problems using the other applications.



create a shared network directory and copy database, application, and other files to it.



specify file locations in initialization (.INI) files.

Network configuration

Paradox uses a network control file called PDOXWIN.USR to track all users running Paradox applications on the network, and uses a network control file called PDOXUSRS.NET to control table sharing. The PDOXUSRS.NET file makes it possible to install and concurrently run Paradox Engine applications, Paradox for Windows, and the Paradox Engine on the network. This capability allows multiple users to share data concurrently.

Specifying the location of PDOXUSRS.NET

The Paradox Engine stores its configuration information in the [Paradox Engine] section in the WIN.INI file:

```
[Paradox Engine]
NetNamePath=
```

The location of PDOXUSRS.NET is specified as the "NetNamePath" entry in the [Paradox Engine] section of the WIN.INI file. You must specify a single location, a shared data directory on the network, to which all CMS, Paradox and, if applicable, other Paradox Engine users have read/write/create rights. If a single directory is not specified, the CMS and other Paradox programs may not run correctly; in particular, if write/create rights are not available, the CMS will not be able to record student activity information.

If you are running other Paradox database applications that access network data files, edit the ASYMCBT.INI file (located in the Windows directory) and set the "setPXUserInfo" entry of the [CMS] section to "false". Then set the "NetNamePath" entry of the [Paradox Engine] section of the WIN.INI file of all CMS users to point to the common directory for the PDOXUSRS.NET file.

Creating a shared CMS data directory

For a network configuration, create at least one shared data directory on the network with read/write/create rights for all Paradox users. All users must have read/write/create rights to the network directory containing PDOXUSRS.NET because the first user to start Paradox creates this file, and all users read from and write to that file during their Paradox sessions.

You need one such directory for the PDOXUSRS.NET control file, and one in which to store shared Paradox databases. One shared directory stores both files. (You can give this directory any name; for purposes of this explanation, this directory will be referred to as CMSDATA.) Give all network Paradox users full (read/write/create) rights to the CMSDATA directory.

If you have already started working with the CMS on a local hard disk, copy all database files (USER.*, STUDENT.*, MODULE.*, COURSE.*, and ACTIVITY.*) to the CMSDATA directory. If you have not already started working with the CMS on a local hard disk, you need not copy these files; the CMS will create them when you first start the system. In either case, set the "CMSDataDir" entry in the [Paths] section of the ASYMRUN.INI file to point to this directory. This entry must include the trailing backslash. For example:

```
[Paths]
CMSDataDir=N:\CMSDATA\
```

Specifying file locations in .INI files

If the "setPXUserInfo" entry of the [CMS] section of the ASYMCBT.INI file is "true", the CMS reads the value of the "CMSDataDir" entry in that section and sets the "NetNamePath" entry of the [Paradox Engine] section of the WIN.INI file to that value. If users run Paradox for Windows or other Paradox applications, this could cause multiple network files to be created, which in turn are likely to cause "multiple network files found" errors. If

problems occur using the CMS or other Paradox applications, search the hard disk for PDOX*. * and delete all .NET and .LCK files.

Note Do not specify a location on a local hard disk for the PDOXUSRS.NET file; if you do, a user at another workstation might not be able to start Paradox or access shared data.

The PDOXUSRS.NET file is updated dynamically during a Paradox session. When the first user starts Paradox for Windows or the Paradox Engine on the network, Paradox for Windows or the Paradox Engine searches for the file in the location you specified. If either program cannot find the PDOXUSRS.NET file, it creates it in the specified location. Subsequent users will find that the file has already been created. If the file is accidentally erased, either program recreates it.

Paths for users

The path of PDOXUSRS.NET (the "NetNamePath" entry of the [Paradox Engine] section of the WIN.INI file) must be the same for each user on the network. Many network systems allow more than one drive letter to map to a single shared disk drive. Paradox lets you specify different drive letters for the location of the PDOXUSRS.NET file; however, the path--everything after the drive letter--must always be the same. If you do not designate the same PDOXUSRS.NET file location for each user and multiple PDOXUSRS.NET files are active during a Paradox session, some users might be prevented from accessing shared data. Persons who are using the same PDOXUSRS.NET file can share data, but other users who are using a different PDOXUSRS.NET file cannot work with the first groups data.





System limits for the CMS

Reference information (ADMIN.EXE)

The CMS can accommodate up to 500 users (including both students and administrators) and 500 courses. If you have many users with very long names, the total number of users the system can accommodate may be somewhat lower.





Navigating course books

Reference information (ADMIN.EXE)



The CMS allows you to automate student navigation between books in a course without doing any special scripting within the individual books. By using the CMS to specify navigation, you can easily add, remove, and rearrange the books that make up the course without changing the books themselves. Adding, removing, and rearranging the order of books is described in [Modifying a course](#); this topic explains how the CMS navigates between books.

Note Each book in a course must explicitly use scoring widgets or call the CMS API to record scores and information about the completion status of the book. For details, see online Help for scoring widgets.

For a course set to use default navigation, when a student logs in and takes a course using the Student portion of the CMS, the CMS automatically navigates to the first incomplete book in the course. If a course does not use default navigation, the CMS navigates to the first book in the course regardless of whether it is complete or incomplete.

When the student exits the book, the CMS determines whether the current book is marked as completed. If it is and there are more books in the course, the CMS prompts the user to continue with the next book. If the book is incomplete, or the course is completed, the CMS returns the student to the Student Access dialog box, where the student can either take another course or log out.

Because the order of books in a course is maintained by the CMS, you can add, remove, and rearrange books in a course without having to adjust hyperlinks between books. However, if you add or remove books in a course, the CMS resets scoring and tracking information for students in the course, because the makeup of the course will have changed.



Step by step

[Adding a book to a course](#)

[Modifying a course](#)

[Removing a book from a course](#)



CMS database specifications

Reference information (ADMIN.EXE)

The CMS is based on a Borland Paradox database that consists of five tables linked by relational fields. These tables are described briefly below. For details, click the table name.

Table	Description
<u>User</u>	Contains personal information for each CMS user.
<u>Student</u>	Contains information specific to users who have <u>student privileges</u> .
<u>Module</u>	Accesses the Multimedia ToolBook books that make up a <u>course</u> ; stores navigation information as well as passwords for password-protected books.
<u>Course</u>	Contains summary information about courses, such as course options, titles, description, and other information.
<u>Activity</u>	Contains course progress records for individual students, courses, and modules.

The five tables of the CMS are linked by relational fields. This table shows the fields that relate the respective tables to one another.

Table	Links to	Relational field
User	Student	UserID
	Course	UserID
Student	Activity	UserID
	User	AdvisorID
Module	Activity	Module ID
	Course	Course ID
Activity	Student	UserID
	Module	ModuleID
	Course	CourseID
Course	Activity	CourseID
	User	UserID





User Table

Reference information (ADMIN.EXE)

The User table stores personal information for each user of the CMS. The Login process uses this table to get the UserID of the user with the particular Login name. The UserID field is used in relational operations, such as establishing a link between a user and a course. Key variables are used to uniquely identify a record.

A field is required if it is referenced in the script for the CMS. Removing required fields can therefore cause problems unless you also modify the CMS script accordingly. A field is optional if it is referenced only indirectly in the CMS script. You can remove optional fields from the database (and remove the corresponding fields from CMS forms), modify the fields, or add your own fields without causing other problems in the CMS.

Note The actual names of fields consist of only the first 10 characters of the names shown below. For example, the actual field name of ActivityStamp is "ActivitySt".

Required fields

Field	Type	Description	Key
UserID	Numeric	Unique ID of the user for this system.	Primary
Login	Alpha	Unique Login name for the user.	Secondary
Password	Alpha	Password for access to the CMS.	
Lastname	Alpha	User's last name.	
Firstname	Alpha	User's first name.	Secondary
MiddleInitial	Alpha	User's middle initial.	
AccessRights	Numeric	See <u>ASYM_CMS_AccessRights()</u> for descriptions of these rights.	Secondary
Status	Numeric	0 = inactive, any other value = active; inactive students cannot log in.	
ActivityStamp	Numeric	Date and time, in seconds, that the user last logged in.	Secondary
UpdateStamp	Numeric	Date and time, in seconds, that the record was last changed in any way.	

Optional fields

Field	Type	Description
Supervisor	Alpha	User's supervisor.
Department	Alpha	User's department.
Email	Alpha	User's electronic mail address.
Phone1	Alpha	User's phone number.
Phone2	Alpha	User's phone number.
Fax	Alpha	User's fax number.
Address1	Alpha	User's address.
Address2	Alpha	User's address.
City	Alpha	User's city.
State	Alpha	User's state.
PostalCode	Alpha	Users's zip code.
Note1	Memo	User's notes.





Student Table

Reference information (ADMIN.EXE)

The Student Table stores information that is specific to users who have the Take A Course privilege. This table is also used to quickly search for all users who have the Take A Course privilege. The UserID field is used in relational operations, such as establishing a link between a user and a course. Key variables are used to uniquely identify a record.

A field is required if it is referenced in the script for the CMS. Removing required fields can therefore cause problems unless you also modify the CMS script accordingly. A field is optional if it is referenced only indirectly in the CMS script. You can remove optional fields from the database (and remove the corresponding fields from CMS forms), modify the fields, or add your own fields without causing other problems in the CMS.

Required fields

Field	Type	Description	Key
UserID	Numeric	User ID of student.	Primary
AdvisorID	Numeric	User ID of advisor.	Secondary

Optional fields

Field	Type	Description
Level	Alpha	Proficiency level (as designated by an administrator).





Module Table

Reference information (ADMIN.EXE)

The Module Table stores information about the Multimedia ToolBook files that make up a course. The ModuleID and CourseID fields are used for relational operations. The ModuleID field identifies the module (book). The CourseID field identifies the parent course of the module. Key variables are used to uniquely identify a record.

A field is required if it is referenced in the script for the CMS. Removing required fields can therefore cause problems unless you also modify the CMS script accordingly. A field is optional if it is referenced only indirectly in the CMS script. You can remove optional fields from the database (and remove the corresponding fields from CMS forms), modify the fields, or add your own fields without causing other problems in the CMS.

Note The actual names of fields consist of only the first 10 characters of the names shown below. For example, the actual field name of ModuleOrdinal is "ModuleOrd".

Field	Type	Description	Key
ModuleID	Numeric	Unique ID of the module (book) assigned by the system.	Primary
CourseID	Numeric	Unique ID of the course.	Secondary
Filename	Alpha	Path and name of the book file.	
Password	Alpha	Book password, if any. This field allows the <u>CMS</u> to run password-protected Multimedia ToolBook books.	
ModuleOrdinal	Numeric	Tells the CMS the order of the modules (books) in a course. If the course uses automatic book navigation, the CMS goes to the books in the order specified by this field. If automatic navigation is not enabled, the CMS runs the book designated as the first module, and the books must provide navigation from one book to the next.	Secondary
UpdateStamp	Numeric	Date and time, in seconds, that the record was last changed in any way.	
Version	Alpha	Version of the module.	
VersionDate	Numeric	File date, in seconds.	
iOrderModules	Numeric	Compound key created from CourseID and ModuleOrdinal.	Secondary





Course Table

Reference information (ADMIN.EXE)

The Course Table stores summary information about courses, modules and books such as a course's options, title, and description. Deleting a course record causes the module records for the course to be deleted as well. The CourseID and UserID fields are used for relational operations, such as establishing a link between a user and a course. Key variables are used to uniquely identify a record.

A field is required if it is referenced in the script for the CMS. Removing required fields can therefore cause problems unless you also modify the CMS script accordingly. A field is optional if it is referenced only indirectly in the CMS script. You can remove optional fields from the database (and remove the corresponding fields from CMS forms), modify the fields, or add your own fields without causing other problems in the CMS.

Note The actual names of fields consist of only the first 10 characters of the names shown below. For example, the actual field name of OpenEnrollment is "OpenEnroll".

Field	Type	Description	Key
CourseID	Numeric	Unique ID of course assigned by the system.	Primary
UserID	Numeric	User ID of the course <u>administrator</u> ; only the course administrator can review grade books.	Secondary
Course Title	Alpha	Name or title of the course.	
Status	Numeric	Non-zero for active; inactive courses cannot be taken.	
OpenEnrollment	Numeric	Non-zero for open enrollment (anybody can take the course).	Secondary
DefaultNavigation	Numeric	Non-zero means that the <u>CMS</u> provides navigation between books in the course.	
UpdateStamp	Numeric	Date and time, in seconds, that the record was last changed in any way.	
Description	Memo	Course description.	
Version	Alpha	Version identifier, in xx.xx.xx format.	





Activity Table

Reference information (ADMIN.EXE)

The Activity Table stores course progress on a per-student / per-course / per-module (book) basis.

The ModuleID, CourseID and UserID fields are used for relational operations, such as establishing a link between a user and a course. The ModuleID field identifies the module (book), unless the ModuleID is 0 (zero), in which case it identifies the course as a whole. The CourseID field identifies the parent course of the module. The UserID identifies the user. Key variables are used to uniquely identify a record.

An activity record is created when a student is assigned to a course. The CMS also creates activity records for the course and for each module in the course. An activity record consists of the key fields CourseID, UserID, and ModuleID, along with values for fields such as the student score, maximum possible score, accumulated session time, number of times the student visited the course, the path to the module (book), and the path to the log file.

When a student completes a module, the score for the student is written to the activity record for the student-module-course combination that uniquely identifies the record. The CMS then checks the module activity record to determine whether all the modules of the current course are marked as completed and, if so, writes the results to the course activity record.

A field is required if it is referenced in the script for the CMS. Removing required fields can therefore cause problems unless you also modify the CMS script accordingly. A field is optional if it is referenced only indirectly in the CMS script. You can remove optional fields from the database (and remove the corresponding fields from CMS forms), modify the fields, or add your own fields without causing other problems in the CMS.

Note The actual names of fields consist of only the first 10 characters of the names shown below. For example, the actual field name of ActivityStamp is "ActivitySt".

Field	Type	Description	Key
ModuleID	Numeric	Unique ID of the module.	Primary/Secondary
UserID	Numeric	User ID of the student.	Primary/Secondary
CourseID	Numeric	Unique ID of the course.	Primary/Secondary
Status	Numeric	Non-zero for a completed module or course.	
Score	Numeric	Points scored in the module or for the course.	
MaxScore	Numeric	Maximum available points in the module or course.	
SessCnt	Numeric	Number of times the student visited the course	
AccumTime	Numeric	Total amount of time that the student has spent logged in to the course.	
ActivityStamp	Numeric	Date and time, in seconds, that the secondary user last logged in.	
Bookmarks	BLOB	When the <code>ASYM_AutoBookmarks</code> property is set, this field stores the pages that the student visited.	
UpdateStamp	Numeric	Date and time, in seconds, that the record was last changed in any way. The <u>superuser</u> can purge activity records based on the value of this update stamp.	
LogType	Alpha	Format of the log file: ASCII, pdx (Paradox), or none (no log file).	
LogFilename	Alpha	Name of the log file.	
SessLog	BLOB	Reserved for future use and custom configurations.	
ResumeFilename	Alpha	Name of the file containing information necessary for resuming	

Activity Numeric incomplete courses.
Compound key created from Secondary
ModuleID and ActivitySt(amp).



access right

A right specified for a user by the superuser in the CMS (Course Management System). Access rights determine which tasks users can perform in the CMS, such as taking a course, adding a course, and reviewing student transcripts.

administrator

Any user entered in the CMS (Course Management System) who has privileges other than Take A Course, such as Edit Users and Remove A Course.

application builder

The portion of the book script of a Book Specialist that carries out the task of building the new application.

backdrop

A bitmap that Multimedia ToolBook - CBT Edition imports as a resource of the book and displays as a bitmap of a background button called "backdrop".

Book Specialist

A utility that prompts you for all the information required to build a new, empty CBT application book, including the page layout, page count, and CBT-specific features such as scoring and logging. CBT Edition includes Book Specialists for creating content books, quizzes, and glossaries. You can also create your own Book Specialist.

CMS

Course Management System. Collectively, the three utilities (ADMIN.EXE, STUDENT.EXE, and DECRYPT.EXE) that come with CBT Edition and provide capabilities to create courses, define students, assign courses to students, and allow students to take courses.

course

One or more books defined in a sequence in the CMS (Course Management System). As the student finishes one book, the CMS can automatically navigate to the next book in the course (if this feature is enabled).

decrypt

To decode encrypted course log files using the Decryption Utility (DECRYPT.EXE) application that comes with CBT Edition.

See also

[encrypt](#)

encrypt

To code course log files so they cannot be read unless first decrypted by an authorized administrator.

See also

[decrypt](#)

incomplete course

A course that has been started using the CMS (Course Management System), but not finished. If books in the course allow resuming work, the incomplete course can be finished at a later time.

layout template

A Multimedia ToolBook - CBT Edition book used by the Book Specialists to define the basic design of a new book, including its color scheme, the position of text and location of navigation buttons, and what decorative elements the book contains.

log file

A file maintained by CBT Edition that stores information about a student's progress in a course, such as the pages visited, the student's score, the time, the date, and the elapsed time.

open enrollment course

A course designated in the CMS (Course Management System) as one that any student may take.

privilege

A right specified for a user by the superuser in the CMS (Course Management System). Privileges determine which tasks users can perform in the CMS, such as taking a course, adding a course, and reviewing student transcripts.

student

Any user entered in the CMS (Course Management System) whose access right is Take A Course.

superuser

The system administrator for the CMS (Course Management System). Logging in as superuser provides privileges for all CMS functions, including adding and removing other users.

widget

An object with pre-written scripts and user properties that you can add to your book to provide functionality without programming. For example, CBT Edition includes widgets you can use as test questions, which already contain scripts to accept student responses, provide feedback, and tally the student's score.

Widget Catalog

A Multimedia ToolBook - CBT Edition book in which widgets are located.

