

Student Access Help Contents

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

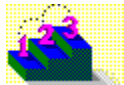


Using the Student Access application

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

Button commands

Descriptions to help you use the Student Access application.



Using the Student Access application

Click a topic below for more information.

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Button commands

Click a topic below for more information.

Student Access

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Student Access Login

Student Access Login (STUDENT.EXE)

See also...

Logs a student in to the CMS and opens the Student Access dialog box. Student accounts must first be created by an administrator before a student can log in.

Option	Description
Name	Specifies the student's login name. Only names that have been added to the user database in the CMS 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.



Step by step
[Logging in](#)



Invalid Login

Student Access Login (STUDENT.EXE)

See also...

Indicates that either the name or password entered in the Student 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 your administrator.



Step by step
[Logging in](#)



Take A Course

Take A Course (STUDENT.EXE)



Lists courses to which the student is assigned and lists open enrollment courses. To take a course, select the course from the list and click OK. To resume an incomplete course, click Incomplete Courses, select the course, and then click OK.

Option	Description
Assigned	Lists courses to which the student has been assigned.
Open Enrollment	Lists open enrollment courses, which any student can take.
Incomplete Courses	Indicates whether any courses have been started but not completed. If so, a dialog box appears and the student can resume the incomplete course.



Step by step

[Resuming an incomplete course \(student\)](#)

[Taking a course](#)



Incomplete Course

Take A Course (STUDENT.EXE)



Indicates that you have not completed a course that you started at a previous time.

Option	Description
Yes	Resume the course.
Not Now	Do not resume the course. You can later resume the course by clicking Incomplete Courses in the Take A Course dialog box.



Step by step

[Resuming an incomplete course](#)

[Taking a course](#)



Review Course Activity

Records / Review Courses (STUDENT.EXE)



Summarizes course activity for a student's courses.

Option	Description
Course	Lists the name of the assigned course or of any <u>open enrollment course</u> that a student has started or completed.
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 Report 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 course records](#)



Activity Detail

Records / Activity Detail (STUDENT.EXE)



Gives a detailed breakdown of course activity. 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).





Edit Student Information

Records / Edit Information (STUDENT.EXE)



Edits a student's personal information.

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 into 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.
Privileges	Specifies the types of actions the student is allowed to perform.
Password	Displays the <u>Change Password</u> dialog box. Changes the password for the account.



Step by step

[Reviewing and modifying personal information](#)



Set Password / Change Password

Records / Edit Information / Password (STUDENT.EXE)



Specifies the password for an account. 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.



Step by step

[Reviewing and modifying personal information](#)



Reports

Records / Review Courses / Report (STUDENT.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 course records](#)

CMS Student Step by step



Logging in

Step-by-step (STUDENT.EXE)



You log in to the Student Access application when you want to take a course, review course records, or review and modify personal information (including your password). 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 Student Access:

- 1 Double-click the Student 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 your administrator.



Menu commands
[Student Access Login](#)



Reviewing course records

Step-by-step (STUDENT.EXE)



You can review and print your course records.

To review course records:

- 1 If you are not already logged in to Student Access, log in.
- 2 Click Records.
- 3 To review your course records, click Review Courses to open the Review Course Activity dialog box. The dialog box lists the current status of all your courses.
- 4 To review a detailed version of your activity in a specific course, click Details on Selected Course... .
- 5 Optional. To print or save to a file the information displayed in the Review Course Activity or Activity Detail dialog boxes, click Reports, select options for the report, and then click Print.
- 6 When you are finished reviewing your course records, click Close to close the Review Course Activity dialog box.



Step-by-step

Reviewing and modifying personal information



Reviewing and modifying personal information

Step-by-step (STUDENT.EXE)



You can choose to review your course records, modify personal information, or change your password.

To review and modify your personal information:

- 1 If you are not already logged in to Student Access, log in.
- 2 Click Records.
- 3 In the Records dialog box, click Edit Information.
- 4 In the Edit Student Information dialog box, modify any available option.
Note Some information, such as the Login name, can be modified only by the superuser.
- 5 To change the password, click Password, type the old password, the new password and verification, then click OK.
- 6 When you are finished reviewing or modifying your personal information, click OK to close the Edit Student Information dialog box.



Step-by-step
Reviewing course records



Taking a course

Step-by-step (STUDENT.EXE)



You can take courses to which you have been assigned or for which enrollment is open. If you have an incomplete course, you can resume the course. If you choose not to resume an incomplete course, but instead take the course as if it were a new course, your score for the course is reset to 0 (zero).

To take a course:

- 1 If you are not already logged in to Student Access, log in.
- 2 Click Take A Course.
- 3 Under Courses, specify whether you want to take a course that has been assigned to you, or take a course for which enrollment is open.
- 4 Select the course you want to take, then click OK.



Step-by-step

Resuming an incomplete course



Resuming an incomplete course

Step-by-step (STUDENT.EXE)



If you don't finish a course before logging out, some courses may allow you to resume where you left off. If you start such a course and quit before finishing it, the course is designated as an "incomplete" course. (If the course does not allow you to resume where you left off, you'll have to start the course from the beginning.)

To resume an incomplete course:

- 1 If you are not already logged in to [Student Access](#), log in.
- 2 Click Take A Course.

If you have incomplete courses, a dialog box appears.

If you have no incomplete courses, the Take A Course dialog box appears.

- 3 Select the incomplete course you want to resume, then click OK.

You can choose not to resume an incomplete course when you first log in, and then resume it later during the same session.

To resume an incomplete course (after taking or resuming another course):

- 1 In the Take A Course dialog box, click Incomplete Courses.
If you have incomplete courses, a dialog box appears.
- 2 Select the incomplete course you want to resume, then click OK.



Step-by-step
Taking a course

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.

