



Administration Guide

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Getting Started

About this Guide

This document is written for CAN-8 VirtuaLab users who are responsible for creating and managing classes and for registering students.

About CAN-8 Roles

Users are registered in CAN-8 with one of the following roles:

Users Registered as:	Can:
Students	<ul style="list-style-type: none">• study and record responses to CAN-8 lessons and tests
Instructors	<ul style="list-style-type: none">• create and manage classes;• facilitate classes, track progress and administer tests; and may also, depending on how the master has set up their User ID: <ul style="list-style-type: none">• register individual students;• create lesson plans and author lessons and tests;• delete student records.
Master	<ul style="list-style-type: none">• set system-level attributes which are used to define how / if access to course materials will be restricted;• create menus and sub-menus which determines how course material is organized;• register instructors;• import registration for groups of students;• manage video and system resources;• do anything instructors can do (except register individual students).

Signing on to CAN-8

Every CAN-8 user is assigned a unique User ID and password.

To sign on to CAN-8:

1. On your Windows desktop double-click the CAN-8 shortcut icon.
The CAN-8 Login dialog appears.
2. In the User ID field type your CAN-8 User ID.
3. In the Password field type your CAN-8 password, then click **Login**.
The Instructor Menu appears on the CAN-8 desktop.

Getting Help

Use the online *CAN-8 VirtuaLab Master Manual* any time you need more information.

To open the online Master Manual:

- ▶ Click the **Help** button.

The Introduction to the manual appears.

Note: For additional information, refer to the following documents:

- *CAN-8 VirtuaLab Teaching Guide*
- *CAN-8 VirtuaLab Authoring Guide*

Creating and Managing Classes

Creating a New Class

Use this procedure to create a new class. This allows you to restrict access to a lesson to only those students registered in this class.

1. From the Instructor Menu choose **Perform Class Functions**.
The Class Functions menu appears.
2. Choose **Create/Modify class**.
The Select Class Code dialog appears.
3. Enter a Class Code consisting of up to eight letters and numbers, then click **OK**.
The Class Information dialog appears, as shown in the example below.

Class Name:		ESL 101 - 2003					
Class Code:		ESL 101	Term:		Spring		
Instructor:		Marble, Peter					
Attributes: +		S	-			PTQURLVWGAF1Z2	
Class Schedule:							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
(1):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Enter up to 40 characters as the Class Name, an optional Term description (maximum eight characters) and your name as the Instructor.
5. If there are special menus which are to be included with this class, enter the corresponding attributes in the Attributes: + field.

6. If you want to make certain menus unavailable to students while this class is active, enter the corresponding attributes in the **Attributes: -** field.
7. If you want to specify starting times for the class, enter them using the 24-hour time format. For example, to start a class at 1 p.m., enter **1300**. (For additional information, see the next section on *Scheduling Classes*.)
8. When you are finished, click **OK**.

Scheduling Classes

CAN-8 allows you to specify which menus will appear to a student at different times of the day. Students who are registered in more than one class will see only the material for a given class at a given time.

For example, imagine that a student is registered in Class ESL 101 that starts at 10 a.m. and Class French 101 that starts at 2 p.m. Each of these classes will have different attributes and therefore different menus. When students sign on any time between 10 a.m. and 2 p.m., they will see the menu as specified by the attributes of Class ESL 101. When they sign on any time between 2 p.m. and 10 a.m., they will see the menu as specified by the attributes set for Class French 101.

Note: To schedule class starting times, complete *step 7* in the procedure on *Creating a New Class*.

Adding Students to a Class

Use this procedure when you want to add students to a class after they have already been registered. By grouping students into a class, you will be able to change the menu items available to the entire group of students at one time, rather than changing the attributes of individual students.

1. From the Instructor Menu choose **Perform Class Functions**.
The Class Functions menu appears.
2. Choose **Add student to class**.
The Add Student to Class dialog appears.
3. Use the **Browse** buttons to select the Student ID and Class Code, then click **OK**.

Removing Students from a Class

Use this procedure when you want to remove students from a class.

1. From the Instructor Menu choose **Class Functions**.
The Class Functions menu appears.
2. Choose **Remove student from class**.
The Remove Student From Class dialog appears.
3. Use the **Browse** buttons to select the Student ID and Class Code, then click **OK**.

Note: The CAN-8 Master can enroll or remove students from classes in a batch. For more information, see your system administrator (CAN-8 Master).

Listing Classes

Use this procedure to display a summary list of all classes.

1. From the Instructor Menu choose **Class Functions**.
The Class Functions menu appears.
2. Choose **List classes**.
A summary list of classes appears, showing the class code, class name, number of students and instructor's name.

Listing Students in a Class

Use this procedure to view details of a specific class, including the list of enrolled students.

1. From the Instructor Menu choose **Class Functions**.
The Class Functions menu appears.
2. Choose **List students in class**.
The Select Class Code dialog appears.
3. Enter the class code, or use the **Browse** button to select it, then click **OK**.
Details for the selected class appear, along with the list of students.

Deleting a Class

Use this procedure to delete all details associated with an existing class.

1. From the Instructor Menu, choose **Perform Class Functions**.
The Class Functions menu appears.
2. Choose **Delete Class**.

Registering Students

Registering New Students


To register a CAN-8 student:

1. From the Instructor Menu, choose **Register Students**.

The User Registration Menu appears.

2. From the User Registration Menu, choose **Register a User**.

The Change/Register User dialog appears, as shown in the example below:

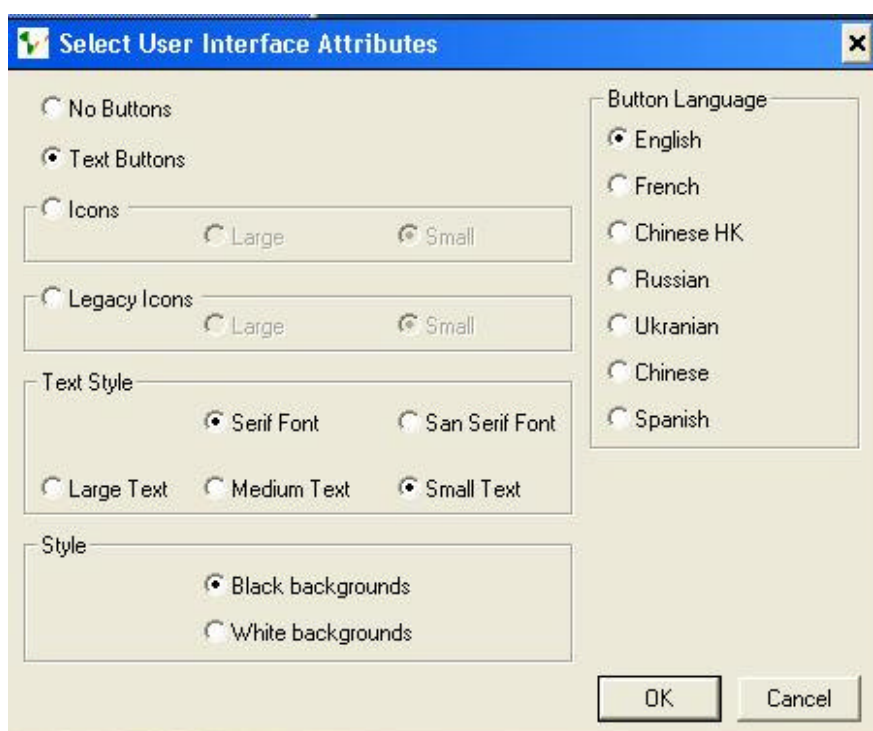


3. In the User ID Code field enter the unique code that identifies the student within CAN-8.
4. In User Name field enter the student's last name followed by a comma, then the student's first name.
5. In the Initial User Password field the default "pword" has been entered. You can change this or recommend that students do so when they first login.
6. In the Initial Menu field the default "stud" (student) menu appears. Changing this to a different menu is one way to restrict access to different menus for different users. Consult the Master manual for details.
7. By default, students inherit the user interface settings defined for their instructor. If you want to change these settings, use the **Set User Interface** button. (see *Changing the User Interface* below).
8. If you want to specify an image that appears in the background of the student's CAN-8 desktop, use the **Set Image** button.
9. When you are finished, click **OK**

Changing the User Interface

You can customize the interface of CAN-8 by selecting **Set User Interface** on the registration window (shown below). On this window you can choose to use text or icon buttons, serif or san-serif text, small or large text, and the language to display on the buttons.

To change the appearance of your (instructor) interface, ask your system administrator (CAN-8 Master) to change your account in the same way. The interface set for an instructor will be the default interface for all students registered by that instructor.



Changing Student Registration

Use this procedure to change the registration information for an existing student.

1. From the Instructor Menu choose **Register Students**, then from the User Registration Menu choose **Change a user**.
The Modify User dialog appears.
2. For the user whose registration information you want to change, enter the User ID Code, or use the **Browse** button to select it from a list, then click **OK**.
The Change/Register User dialog appears.
3. Follow the procedure for *Registering New Students*, beginning at *step 4*.

Note: You can make changes to everything except the User ID Code.

Viewing Information for Registered Students

Use this procedure to view the registration information for one or more students.

1. From the Instructor Menu, choose **Register Students**.
The User Registration Menu appears.
2. From the User Registration Menu, do one of the following:
 - To display registration information for a single student, choose **Display user information**.
 - To display registration information for all students registered by the Instructor who is signed on, choose **Display all user information**.

Deleting Registered Students

Use this procedure to remove all details associated with a registered student.

1. From the Instructor Menu, choose **Register Students**.
The User Registration Menu appears.
2. From the User Registration Menu, choose **Delete a User**.
The Delete User dialog appears.
3. Click the **Browse** button, double-click the student you want to delete, then click **OK**.

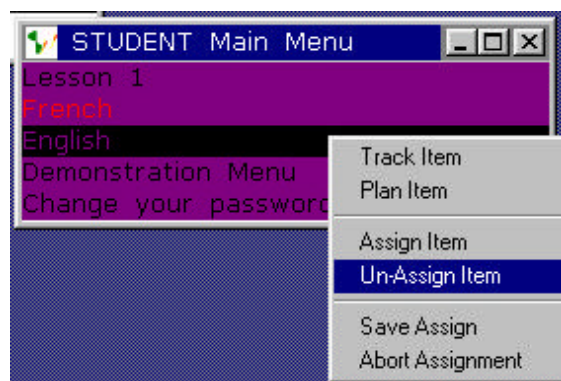
Creating Assignments

Use this procedure to temporarily remove items from a menu as a way of limiting the options available. Assignments can be made for individual students or entire classes.

To create an assignment for either a class or student:

1. Select the **Assign** menu option.
2. Choose to assign a student or a class and then enter the user ID or class code, depending on the option selected. Once the user or class is selected, the colour of the displayed menu will turn purple, indicating that assignment mode is active.
3. Highlight the menu entry you wish to modify, then right-click it.

The following pop-up menu appears.



4. Do one of the following:
 - To disable that item and prevent the student or class from accessing it, choose **Un-Assign Item**.
 - To re-enable a previously disabled item, choose **Assign** item from the menu.
 - To make the assignment available to the students, choose **Save Assign**.
5. When you do not need it anymore, from the Assign menu, choose **Remove Assignment**.