

# PRESENTATION



The image shows a promotional banner for e-le@rnStation.com. It features a dark blue background with a large, stylized logo consisting of concentric circles in shades of green and blue, resembling a target or a signal. A white and green swoosh line curves across the banner. The text 'e-le@rnStation.com' is displayed in white on the left side. Below this, a green horizontal band contains the text 'UNE SOLUTION D'APPRENTISSAGE EN LIGNE' and a list of features: '100% web', 'ergonomique et conviviale', and 'pour la formation générale et professionnelle'. Two small images of a person using a laptop are visible on either side of the text. At the bottom right, the website address 'www.e-le@rnStation.c' is shown in green. Below this, there are two language selection options: 'FRANCAIS' and 'ENGLISH', each with an unchecked checkbox.

e-le@rnStation.com

UNE SOLUTION D'APPRENTISSAGE EN LIGNE

- 100% web
- ergonomique et conviviale
- pour la formation générale et professionnelle

www.e-le@rnStation.c

FRANCAIS  
 ENGLISH



Description of functions of the LMS (Learning Management System) « e-le@rnSTATION »

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- Definition of Actors and Terms
- Structure of Libraries
- School Module
- Author Module
- Tutor Module
- Learner Module



## Definition of Actors and Terms

## ***Glossary of terms***

**School:** entity which includes one or more classes and a course library. A school is characterised by its name/logo/number of licences granted by the general administrator and the identification card managed by its headmaster.

**Class:** entity composing the school (one or more classes form a school). A class includes learners, the authors, the tutors, the courses. A class is characterised by its name and the number of learners registered in the class.

**Library:** entity which includes the whole of the corpus of knowledge (courses) belonging to a school, a group of school or to Elearnstation. These corpora are created either by school authors or by e-learnstation authors.

**Course:** entity characterised by its title and containing a teaching guide. One can add a chapter in a course.

**Chapter:** entity characterised by its title and containing tests and a teaching guide. One can add a lesson in a chapter or directly attach a file (Word, Powerpoint, Acrobat etc...) or a hypertext link.

**Lesson:** entity characterised by its title and containing tests and a teaching guide. One can add a lesson in a chapter or directly attach a file (Word, Powerpoint, Acrobat etc...) or a hypertext link.

**Test:** entity including several MCQs. A test is characterized by its title and the number of questions contained in the test.

**MCQ:** Multiple Choice Question (the system proposes one " question " field and four "answer" fields)

**Group:** entity being used to classify schools and / or courses. Each group of schools is managed by an administrator of group.

**News:** entity used to convey information of an actor towards one and/or several actors of the platform.

**Assignment:** link used to connect two entities (while unassignment is used to remove this link), for example, a course to a school or one learner to a class.

**Teaching guide:** entity intended to enrich the lesson by teaching advises or hypertext links (brought either by the author or by the tutor).

# **1. Administrator**

## **1.1. Security Administrator**

- manages and modifies the passwords of the actors of the platform (except learners)
- validates/removes the courses created by the authors-Elearnstation
- removes the schools and all that they contain (classes, learners, tutors, authors, school courses, library of courses)
- creates and removes the general administrators

## **1.2. General Administrator**

- creates schools
- creates groups of schools
- creates the administrators of group and the headmasters
- moves schools between groups
- puts a school offline/online
- creates sets of courses' themes
- moves a course from one set of themes to another
- validates/invalidates a request for course publication (sent by an author-elearn or a headmaster)
- assigns/unassigns a course to a school
- publishes news in the home page
- adds (modifies/removes) news / sends news to the groups of schools

## **1.3. Group Administrator**

- creates sets of course themes
- moves a course from one set of themes to another
- assigns/unassigns a course to a school
- sends news to the schools of its group
- moderates the learners' and tutors' forums :

# **2. Learner**

- consults the courses available
- tests his/her own knowledge (with MCQs)
- consults all tests' results
- consults the list of the others learners in the class
- communicates via the forum with the tutors and the others learners in the class
- communicates via external messages (classical e-mail)
- communicates via internal messages (AeroGATES only)
- communicates via the chat
- contacts the principal tutor of class
- contacts each course tutor
- consults the news emitted by the headmaster
- consults the planning of tutors' obligations

# **3. Entering candidate**

- fills a pre-registration form and sends it to the headmaster of the school (following the purchase of a one-the-shelf licence) or to the general administrator (following the on line registration)

## **4. Author**

### **4.1. E-learnstation (elearn) author**

- designs a course (chapter/lesson/test/MCQ)
- request publication of his/her course in the e-learnstation (elearn) library

### **4.2. School author**

- designs a course (chapter/lesson/test/MCQ)
- request publication of his/her course in school's library

## **5. Headmaster**

- validates the requests for registration from learners
- modifies the identification card of the school
- creates/modifies/removes classes
- creates/modifies/removes learners
- creates/modifies/removes tutors
- creates/modifies/removes authors
- assigns/unassigns learners to classes
- assigns/unassigns tutors to classes (principal tutors)
- assigns/unassigns tutors to courses (course tutors)
- assigns/unassigns courses to classes
- puts the courses in right order of appearance
- validates/invalidates requests for publication of course in the library of the school (sent by a school author)
- removes a course from school library
- request for the provision of a course from his/her school in the library of group
- request for publication of a course in the elearn library
- consults the news emitted by the general administrator and/or the administrator of group
- transfers the news from the general administrator and/or group towards the tutors/learners of his/her school
- creates/modifies/removes the news / sends the news towards the tutors/learners in his/her school

## **6. Tutor**

### **6.1. Principal tutor**

- answers the questions of administrative nature asked by learners
- manages the planning of obligations for course tutors
- controls the advance of each learner in the training
- control the advance of each class in the training

### **6.2. Course tutor**

- answers in an asynchronous way (emails) the questions of learners relating to his/her speciality (i.e. his/her course)
- adds teaching (also called pedagogical) guides to courses and/or chapters and/or lessons
- inserts his/her own availability in the planning of obligations
- carries out an X number of hours of presence in order to answer the learners in a synchronous assistance
- controls the advance of learners in his/her speciality



## Structure of libraries

## How to manage libraries

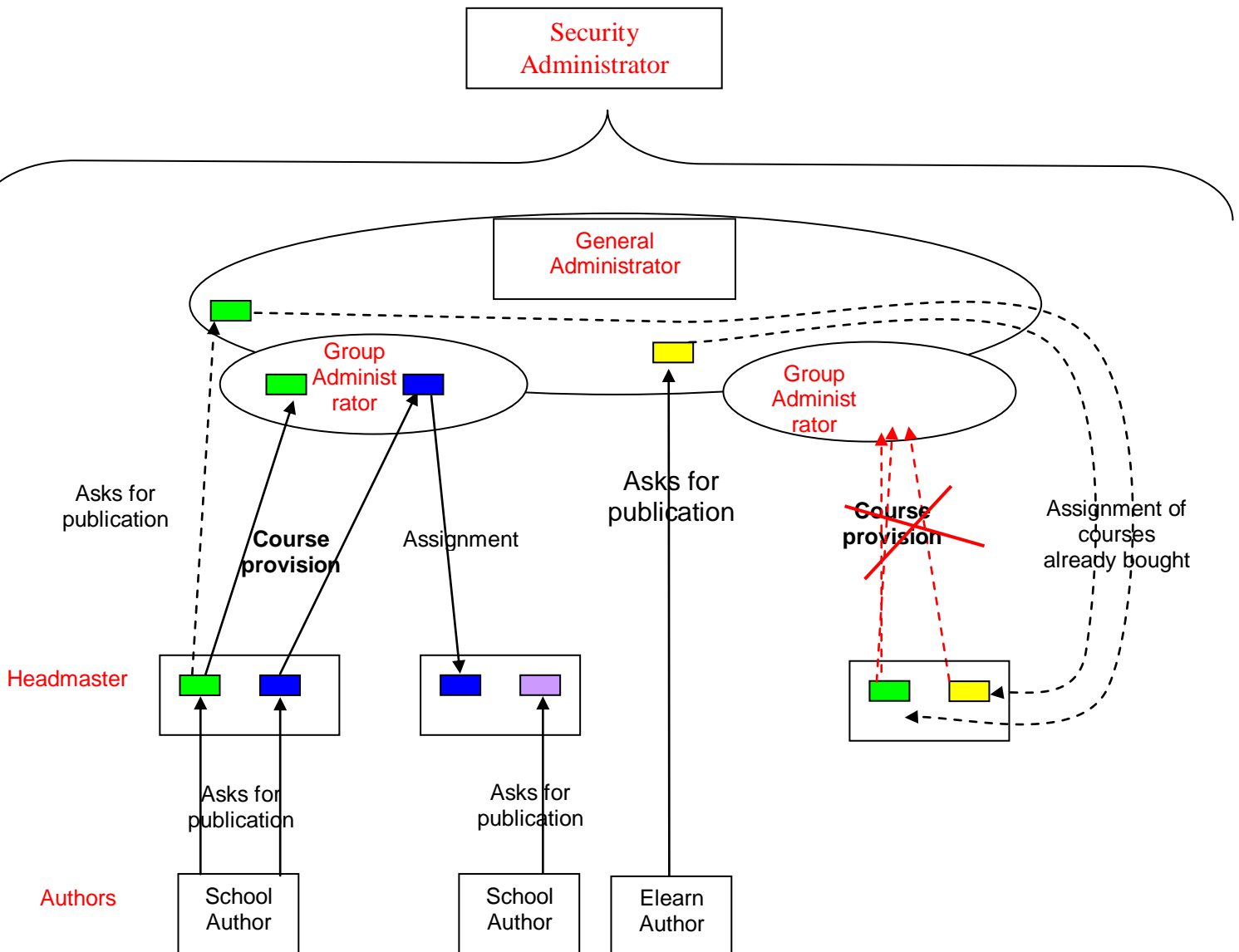
The scheme below shows how libraries are managed in e-le@rnSTATION.

Security Administrator isn't involved in courses management, but he/she creates General Administrators.

General Administrator can manage Elearn library (Elearn library is designed as a big inter-school library, helping different schools buying lacking/interesting courses). He/she validates requests for publication issued either by Elearn authors or by Headmasters of school. Then, the courses published in Elearn Library, can be bought by other schools / groups of schools (green and yellow boxes).

At the level of school / group of schools, the publication / provision is supposed to be free of charge. The school author asks the headmaster for publication of a course in the school. After positive validation of author's request, the course appears in the list of available courses in school's course list (green, blue and magenta boxes). The headmaster can then make a request for provision of that course at the level of group. After Group Administrator's validation, the course is accessible for all group's schools for free (green and blue boxes).

It is to be noted that a course, which was published at Elearn level and then bought by schools, can not be provisioned at group's level again (green and yellow boxes).



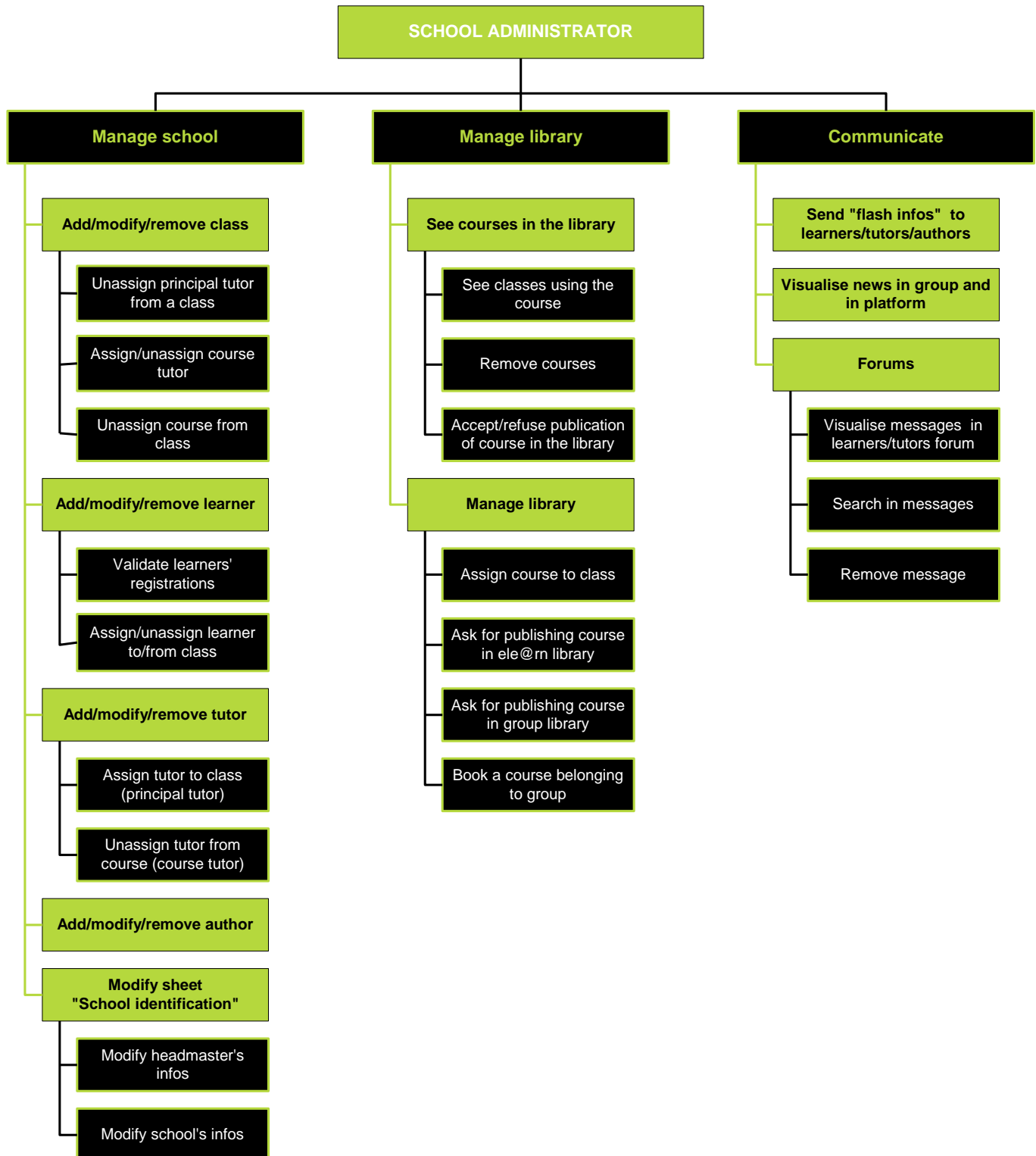











## "School" Module

[Description of functions]

Tree structure (menus and sub-menus) of the module " *SCHOOL ADMINISTRATION* " of the platform e-le@rnSTATION:



The table below shows the principal icons used in the module **SCHOOL ADMINISTRATION**

<i>icons</i>	<i>Description</i>
 Ajouter une classe	add a class in the school
 Ajouter un apprenant	add a learner in the school
 Ajouter un tuteur	add a tutor in the school
 Ajouter un auteur	add an author in the school
	remove a person or an object (notch the elements to be removed then click on the recycle bin)
	develop a group.
	reduce a group.
<u>course</u>	open a window relating to each part of the course (chapter/lesson/test) and presenting the syllabus of the course in the table on left side, the information (description of the teaching course/objectives/guide) in the table on right side.
<u>to ask</u>	Ask for publication of a course (in the group or the platform level).
<u>DD/MM/YYYY</u>	Cancel the request for publication (if it was not validated yet).

## School Management

The headmaster is **administrator of the school** (he/she can create classes, learners, tutors and authors. He/she can assign courses, learners and tutors to classes, but also assign tutors to courses).

In e-le@rnStation, in addition to the headmaster who is an administrator of the school and thus person in charge for correct school's operation, it is important to define the role of each of the three other principal actors of the platform who are:

- the learner
- the tutor
- the author

*Learner* is the **dominating actor** of the system. H/she is the principal recipient of all the functionalities developed in the platform. It is for him that the system was designed, so that he/she can be formed as effectively and as "dynamically" as possible. The concept of tutoring was developed also for learners. Behind the computer, learner does not have to feel alone but always connected to his/her tutors and to the other members of his/her class by the means of tools for synchronous (telephone, chat) or asynchronous (email, forum) communication.

*The tutor* is the **privileged interlocutor** of learner. At a distance he/she must be able to solve all the problems and to answer all the questions asked by the latter. For this purpose, , two types of tutors were identified inside e-le@rnStation: the principal tutor and the course tutor.

**The principal tutor** is there in order to answer the problems of the administrative type encountered by learner during the training.

**The course tutor** is specialist in a particular field, he/she is assigned to a course by the headmaster and must be able to answer all the questions asked by learners.

*The author* is the actor of the platform who **creates the contents** of learning. This module "author" in e-le@rnSTATIONa is designed in order to allow simply, homogeneous creating of course structures. For each level (course, chapter, lesson and test), the author creates a card which gathers information of the type course title / author name / author mail / objectives or description. Then, at the level of chapter and lesson, it is possible to attach a file (of type Word, Acrobat or Powerpoint for example) but also to attach a hypertext link, which will point towards a Web page.

On the level of the test, the author can dynamically create MCQ (Multiple Choice Questions).

Finally, the author can (on the level of the lesson or of the chapter) create a teaching/pedagogical guide that the tutor of course will be able to modify or remove.

*[ to be noted: a test is attached to a lesson or a chapter and serves the learner to test his/her knowledge].*

## **Classes**

In this section, the headmaster creates the classes in his/her school.

The headmaster also can:

- assign a principal tutor to the class
- assign a course to the class
- remove an assignment (for learners, tutors and courses)
- to remove a class and all its contents (all assignment links).

## **To modify school infos (card)**

*[ to be noted: the headmaster can change here all the parameters of identification for his/her school, except the number of licences which are granted to the school according to contract by the general administrator. ]*

## **Learners**

*[ to be noted: all the identification cards of various actors of the school (learner/tutor/author) automatically generate a password which will be sent automatically by email. ]*

The headmaster creates learners from inside his/her school.

The headmaster also can:

- assign one learner to a class
- remove an assignment
- remove one learner

*[ to be noted: one learner can be pre-registered in the school since the website e-le@rnStation. This learner will appear in the list of learners without class assignment. Then, the assignment to a class by the headmaster, starts the validation of the registration in the school (and decreases available number of licenses). Learner will receive an mail informing him/her that his/her registration was indeed achieved].*

## **Tutors**

The headmaster creates the tutors in his/her school.

The headmaster also can:

- assign a tutor to one (and only one) class (that tutor becomes in this case a principal tutor)
- remove an assignment
- remove a tutor

## **Authors**

The headmaster creates the authors of his/her school.

He/she also can:

- remove an author

*[ to be noted: in the concept e-le@rnStation, an author creates a course for the account of a school. The couple course-author is thus indissociable for the system (a course must be attached to an author). However the removal of an author does not involve the suppression of its courses if those are used ].*

## Management of library

### Courses list

The headmaster can:

- visualise the courses in the library of his/her school
- remove a course
- remove the assignments of course

The headmaster manages the entry and exit of the courses in/from the library with the functions " accept " and " refuse " (and a separate function for removing courses).

He/she can ask for the publication of the courses in the library e-le@rnSTATION on behalf of the authors of his/her school. The request is done while clicking on the button " ask ". This button " ask " is replaced by the current date, in order to confirm that the request was transmitted. You will note that as long as the request was not validated by the administrator, the system gives you the possibility to withdraw your request for publication while simply clicking on the date of publication request. The button will be transformed again into button " ask ".

### Validate course

The courses, ordered in the catalogue of the gate e-le@rnStation, are present in the table "Courses list". They were assigned to the school by the general administrator of the platform. In the table "validate the courses", the courses sent by the authors of the school are present. All the courses present in this table are " candidates to the validation ". It is necessary to remind here that the action of validation involves sending of the course to the library of the school as well as its disappearance from the list of the courses to be validated.

The validation is a significant action which implies the responsibility for the headmaster. Indeed, a course validated and assigned to classes by the headmaster can not be modified any more by its author. When the headmaster validates a course, he/she must check that the course corresponds in all points to the defined chart of quality.

## Communication

The headmaster can:

- send the news to learners, authors and tutors
- read the messages sent by the general administrator and the administrator of group
- read and remove the messages in the forums

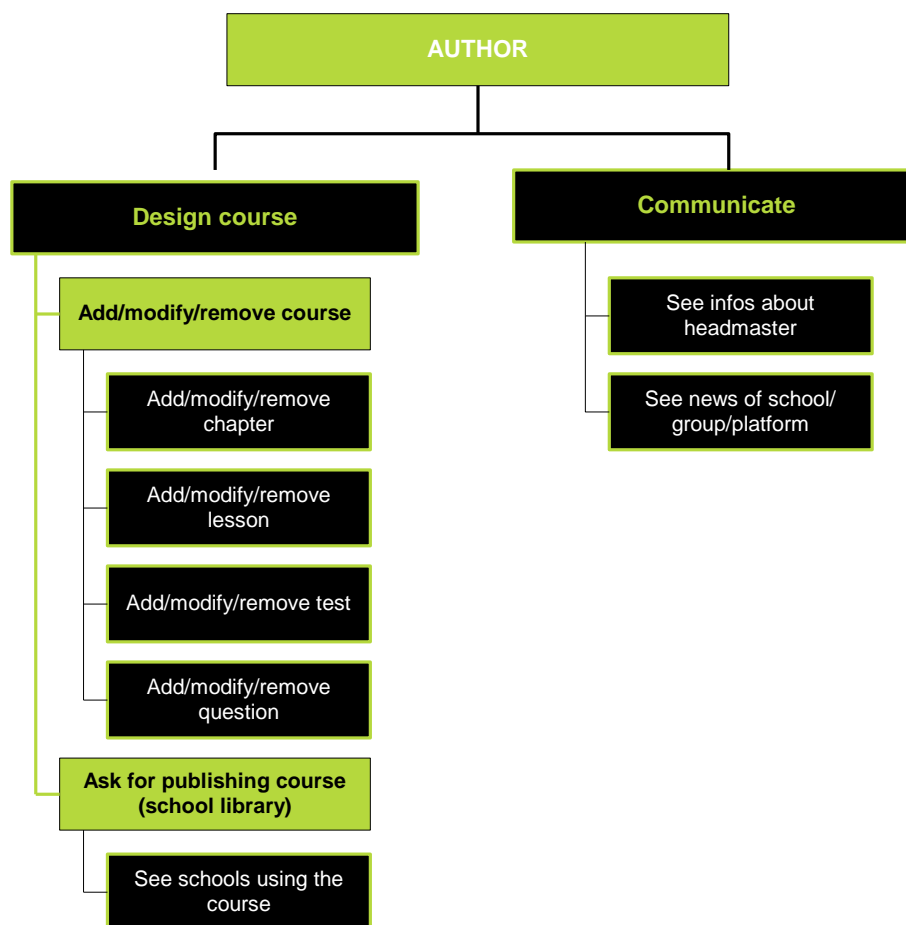
*[ to be noted: The learners forum is opened to the tutors and learners whereas the tutors' forum is only opened to the tutors ].*



## "Author" Module

[Description of functions]

Tree structure (menus and sub-menus) of the module " **AUTHOR ADMINISTRATION** " of the platform e-le@rnSTATION:



Here are principal icons used in this module:

<i>icons</i>	<i>description</i>
	develop a course (allows to build the course by creating chapters, lessons, tests and questions)
	reduce a course
	open a window relating to each part of the course (chapter/lesson/test) and presenting the syllabus of the course in the table on left side, the information (description of the teaching course/objectives/guide) in the table on right side.
	add a course
	give list of the schools to which this course is affected
	remove an object
	add chapter to the course
	add lesson to the chapter
	add test to the lesson
	add MCQ (Multiple choices Question) to the test
<u>course</u>	Allows to modify the name and the description of the course

The author submits his request for publication of course to the administrator of the school. If the latter validates the course, the course is sent automatically in the library of the school (and the modification of the course becomes impossible for the author). Then it is the administrator of the school which will ask the general administrator of e-le@rnSTATION for the publication of the courses (in case of a validation by the general administrator, the course is sent automatically in elearnstation library).

*[ to be noted: the request is done while clicking on the button "ask". This button "ask" is replaced by the current date to confirm that the request was transmitted. You will note that as long as the request was not validated by the general administrator or the administrator of the school, the system offers the possibility to withdraw the request for publication while simply clicking on the date. This one will be transformed again into button "ask" ].*

This module " author " of e-le@rnSTATION was designed to help authors create **simply** homogeneous structures of course.

It makes it possible to design courses, structured in chapters, lessons and tests. At the level of each lesson and chapter, the system allows to attach a file (several formats are accepted: doc (Word), ppt (PowerPoint), pdf (Acrobat)) and at the level of lesson, it makes it possible to attach a hypertext link which points towards a Web page

It makes it possible to create tests and MCQ (Multiple Choice Questions) dynamically in the system. A test is attached to a lesson or a chapter and allows learners to test their knowledge.

It also makes it possible to supplement the course by creating teaching/pedagogical guides. The concept of the " teaching guide " consists in the idea that the author brings to learners some teaching advises (for better course understanding, for example) but also gives addresses of Web sites, which can supplement the course.

You can thus design the syllabus of your course while creating:

- a title of course,
  - titles of chapters in this course (and to associate files to them)
  - titles of lessons in this chapter (and to associate files or hypertext links to them),
  - titles of tests in the lessons or chapters,
  - questions inside this test.
- to modify the assignments/order of the chapters, lessons and tests inside a course.

*[ to be noted: author has the possibility to modify*

- *the order of the chapters in course*
- *the order of the lessons in chapter*
- *the order of the tests in chapter*
- *the order of the tests in lesson*

*He/she can also create MCQ (questions). When the author creates his/her test, he/she determines a maximum number of questions for this test which the system randomly will select in the overall amount of the MCQ referring to the lesson.]*

It is important to retain that once that version 1 of a course was published by the general administrator or the administrator of the school, the author cannot modify it any more (the course is automatically locked by the system). If the author wishes to put modifications into version 1 of his course, the system will require from him/her to create a version 2 (by duplication) which will be again subject to the validation of the headmaster and/or the general administrator.

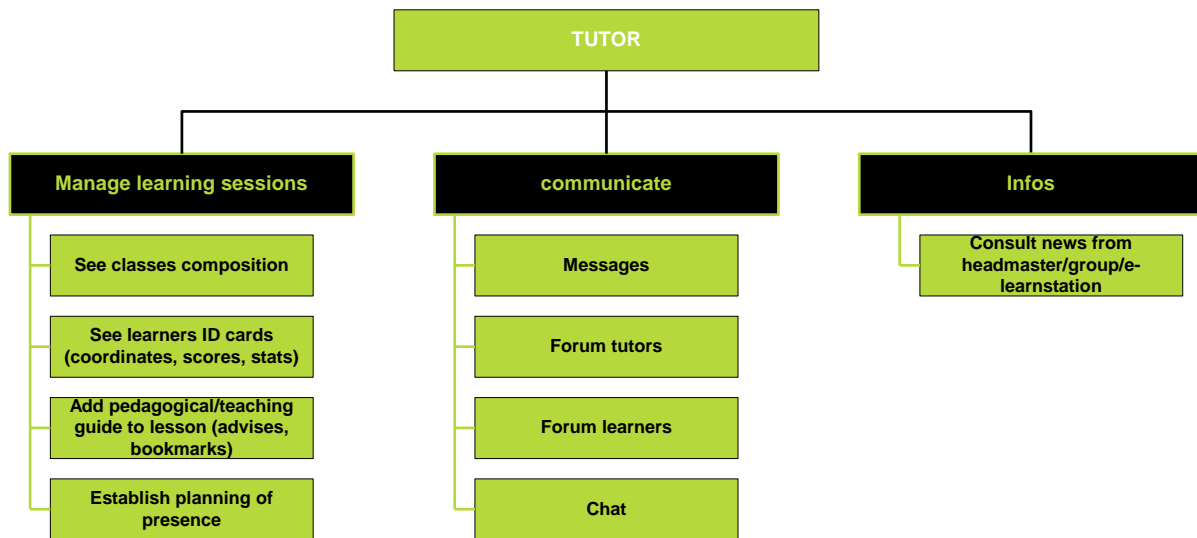




## "Tutor" Module

[Description of functions]

**Tree structure (menus and sub-menus) of the module " TUTOR " of the platform e-le@rnSTATION:**



Two types of tutors were defined: **the principal tutor** and **the course tutor**.

The administrator of the school assigns the tutors to the classes (principal tutors only, who have mainly administrative functions) but he/she also assigns tutors to courses (they are in this case course tutors). As a specialist in a field, only the course tutor will be able to answer the asked by learners). Learners will be able to communicate at the same time with their principal tutors (for questions relating to training in general) but also with the course tutors about questions relating to each particular course.

This module allows the tutor:

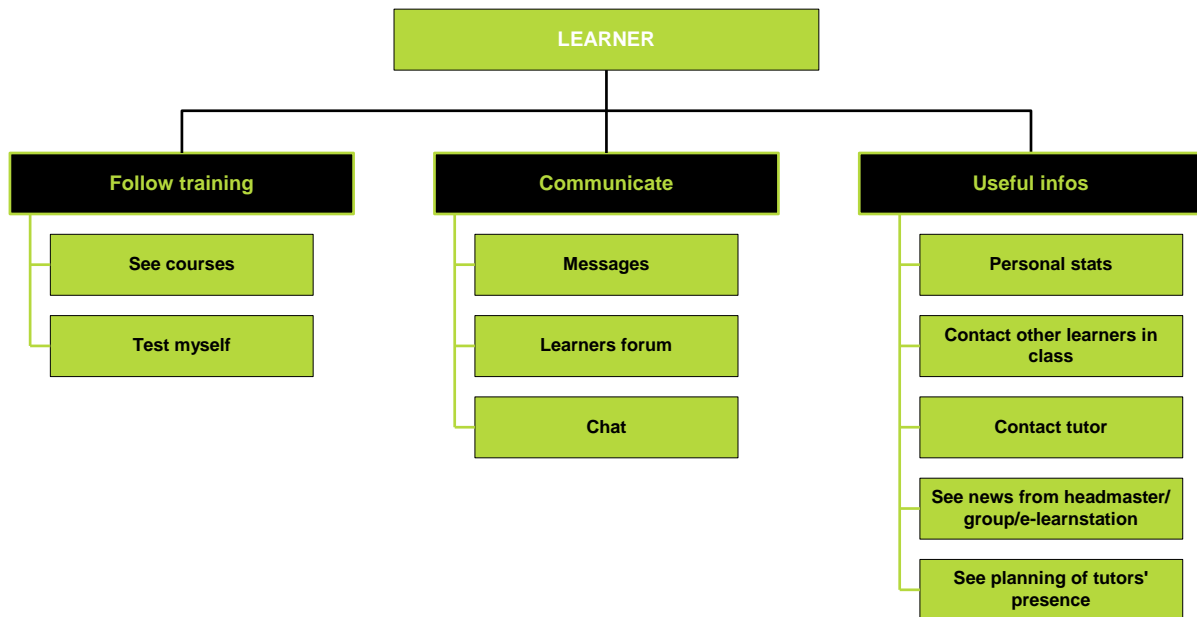
- to draw up the planning of its mandatory presence
- to overview classes for which he/she is responsible,
- to overview the course tutors assigned to a class.
- to see all learners in a class
- to see the progression of each learner in each lessons (nb. of lessons seen/total, scores in tests)
- to add or customise teaching guide within the lessons
- to communicate with each learner (by messages)
- to communicate with the other tutors of his/her school (via the forum)



## "Learner" Module

[Description of functions]

Tree structure (menus and sub-menus) of the module " *LEARNER* " of the platform e-le@rnSTATION:



This module allows learners to:

- access their courses
- test themselves
- consult their statistics (number of connections, last connection, scores in tests)
- contact others learners from the class
- communicate with others learners (forum, messages, chat)
- communicate with his/her tutors (forum, messages, chat)
- read the " News " of the headmaster (and of the administrators)
- see the planning of tutors