

Ele@rnstation user guide



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1. CONTEXT OF THE ELE@RNSTATION PLATFORM:

1.1. General:

Ele@rnSTATION is an e-learning platform developed by **AeroGATES**.

Why ele@rnstation solution is better than another one:

- ▶ Its **simplicity** of use and implementation
- ▶ Its **concrete structure** based on the analogy of a school / classroom with only 4 key actors:
 - The trainee (first)
 - The tutors/trainers involved in a classroom
 - The Authors of the courses
 - The headmaster of the school.
- ▶ Its **straightforward and easy** functionalities in terms of **sharing courses** (respecting copyrights) within the classroom, the school or even between schools belonging to either a same or a foreign group of schools.
- ▶ The fact that **Trainees don't need specific plugin** or piece of software to install.

Use of the e-le@rnstation environment is **100% webbased** with usual software (internet web browser).

- ▶ The fact that Authors and Tutors can also **create content only using their usual office tools** to create content that they will upload on the platform.

In this respect, e-le@rnstation accepts any type of documents or links.

- ▶ The fact that **we don't have any thing to manage** in terms of server and software as it is completely hosted and managed by Aerogates on dedicated servers.
- ▶ An **easy** way to **create classrooms for dedicated training** or dedicated clients/companies without recreating a complete content based on the existing library.
- ▶ An **easy and cheap licence systems** which enables us **to re-use licences** depending on training sessions or to facilitate the transfer of licences within a client's environment (we can even set up easily dedicated school or schools for an organization to which we give the rights of headmaster of that specific school and provide them with a dedicated library of courses so that they can manage users).

Licences are free for the authors, tutors and headmasters. Trainees can also pre-register directly on-line.

- ▶ The fact that the use of the platform **can be combined with the content of a CD-ROM of a DVD** which can be played locally on the equipment of the user.

This functionality also includes the possibility of playing the content of the CD or DVD only if the user is connected.

- ▶ Interface exists **both in English and in French** and we also made sure that it could be easily adapted in **any other languages** is needed (translation tables).
- ▶ ... and many other reasons.

Ele@rnstation user guide

1.2. Organization:

School/Training centre: includes one or more classes and a course library. A school is characterised by its name/logo/number of licences and is managed by its headmaster.

Class: one or more classes form a school. A class includes learners, authors, tutors, and courses. The access to the class is secured based on the connection details and licence of the learner who is considered as unique. As a Learner you can access several courses depending on the headmaster's decision within your class, but you will need a different access code for another class.

Library: includes the whole of the corpus of knowledge (courses) belonging to a school, a group of school or to ele@rnstation (each time different level of libraries which respect copyrights and IP).

Course: one or more courses form the knowledge content of a class. A course can be divided in Chapters and Lessons, and can contain a teaching guide.

The content of the Chapters or Lessons can directly include an attached file (Word, Powerpoint, Acrobat, slideshows ...) and an hypertext link.

A teaching guide is the possibility given to the Author of a course or a Tutor to enrich a lesson or a chapter by adding teaching advices, comments or hypertext links.

A course can be structured in a sequential or parallel path, respectively a mandatory learning path that you should follow or a free order in which you can access the various chapters and lessons.

2. ACTORS:

2.1. LEARNER:

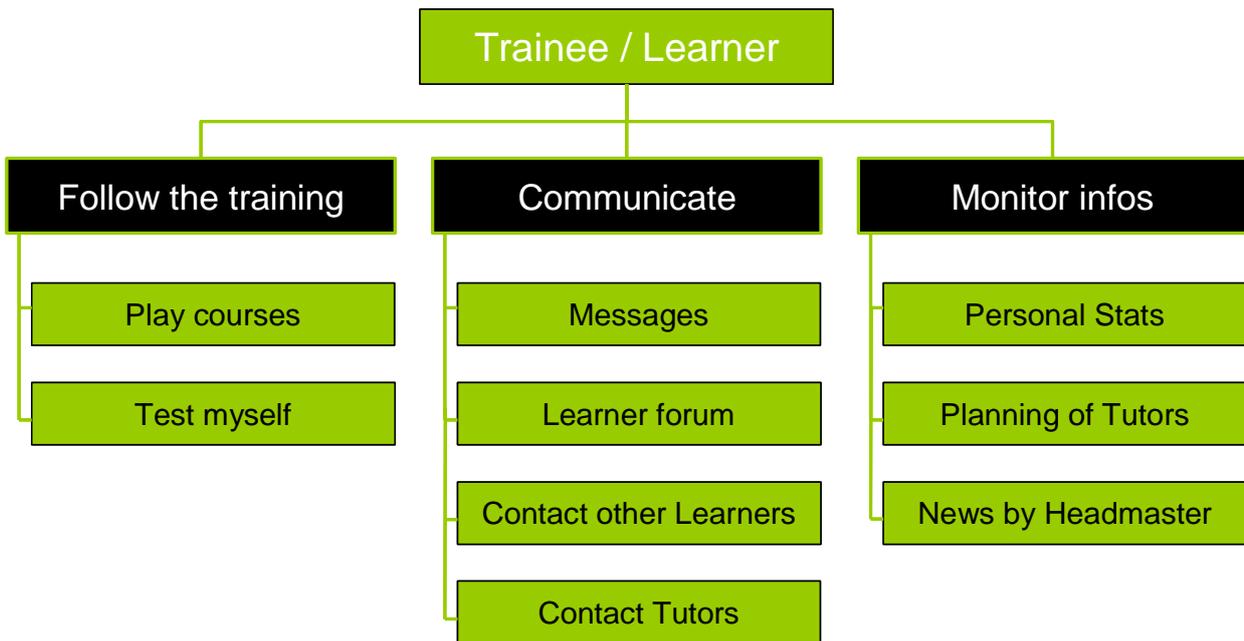
The Trainee or Learner is the dominant actor of the system. As a trainee you are the principal recipient of all the functionalities developed in the platform.

It is for you that the system has been designed, to be trained as effectively and as "dynamically" as possible.

As a Learner/Trainee you can:

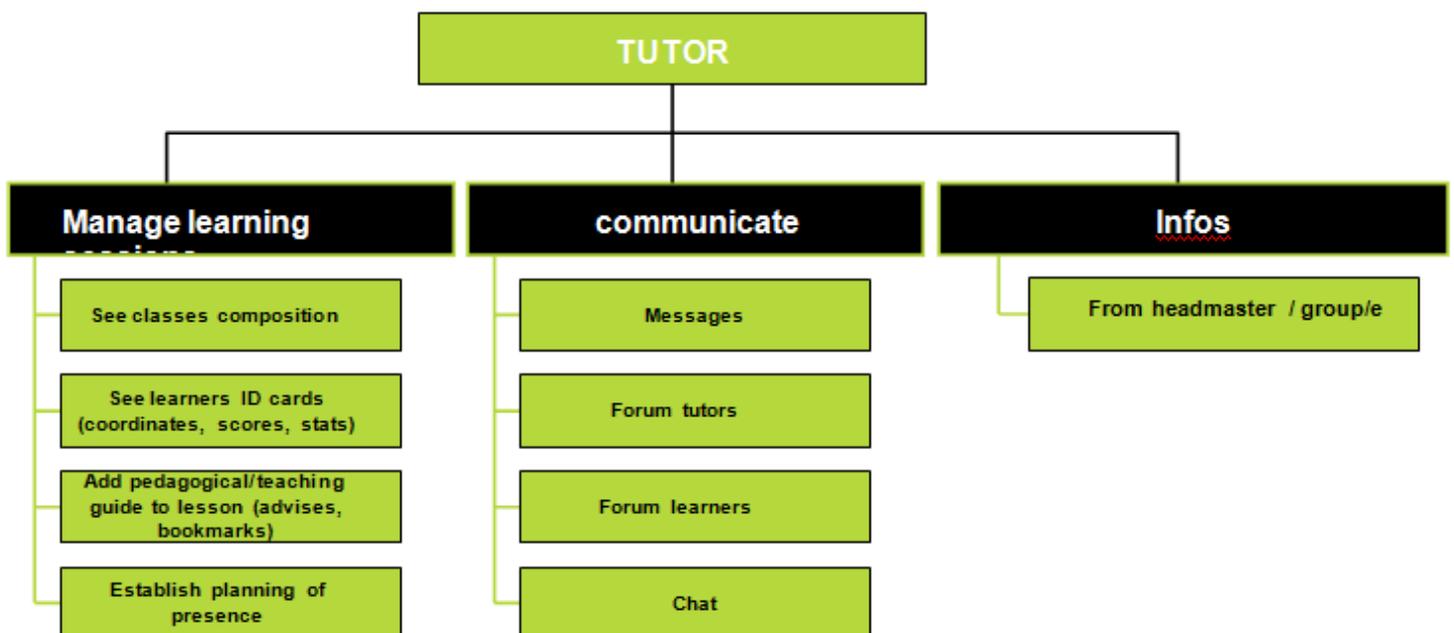
- ▶ consult the courses available in the class and play them,
- ▶ consult the list of the others learners in the class,
- ▶ consult the planning of tutors' obligations,
- ▶ test your own knowledge (with MCQs when available) and consults all tests' result,
- ▶ communicate via the forum with the tutors and the others learners in the class,
- ▶ communicate via external messages (classical e-mail),
- ▶ contact the principal tutor or each course tutor of the class,
- ▶ consult the news published by the headmaster.

Ele@rnstation user guide



2.2. TUTOR:

As a Trainee / Learner the main person you will be in contact with is the Tutor. The concept of tutoring is also developed so that behind your computer, you don't feel alone and can always reach your tutors as you need and to the other members of your class by the means of tools for synchronous (telephone, chat) or asynchronous (email, forum) communication.



The tutor is your privileged interlocutor.

Ele@rnstation user guide

Remotely he/she must be able to solve all the problems and to answer all the questions you may ask.

For this purpose, two types of tutors have been identified in e-le@rnStation:

- ▶ **The principal tutor** answers the administrative problems you may encounter in the training.
- ▶ **The course tutor** is the specialist on a specific topic, he/she is assigned to a course by the headmaster and must be able to answer all the questions you may ask.

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 the progression of each learner in each course (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).

3. AUTHOR:

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.

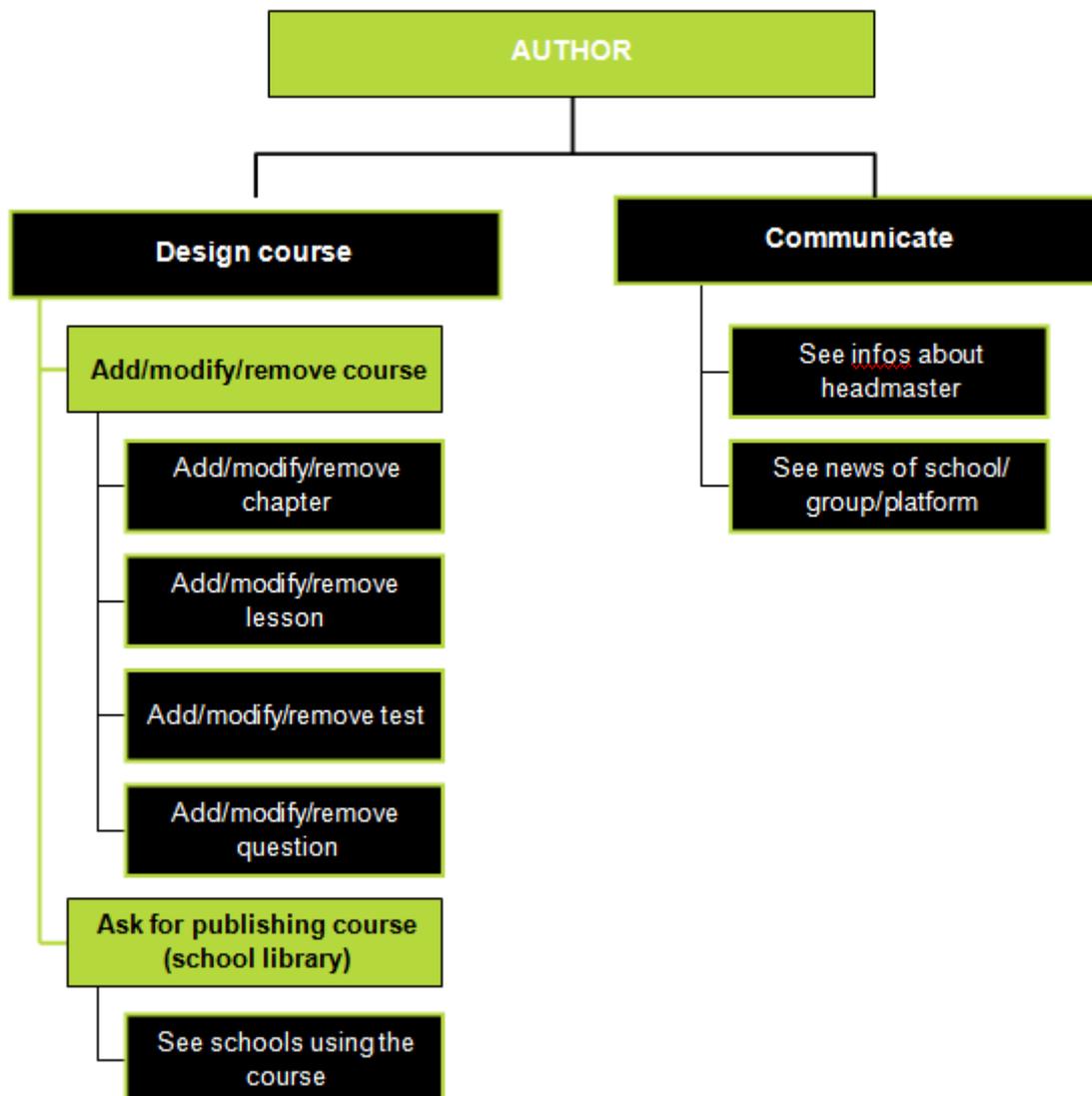
It makes it possible to design courses, structured in chapters, lessons and tests.

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.

Ele@rnstation user guide



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 be noted: author has the possibility to modify:

Ele@rnstation user guide

- ▶ 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.

4. HEADMASTER:

The **headmaster – the administrator of the school**. He/she can create classes, learners, tutors and authors, assigns courses, learners and tutors to classes, but also tutors to courses.

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

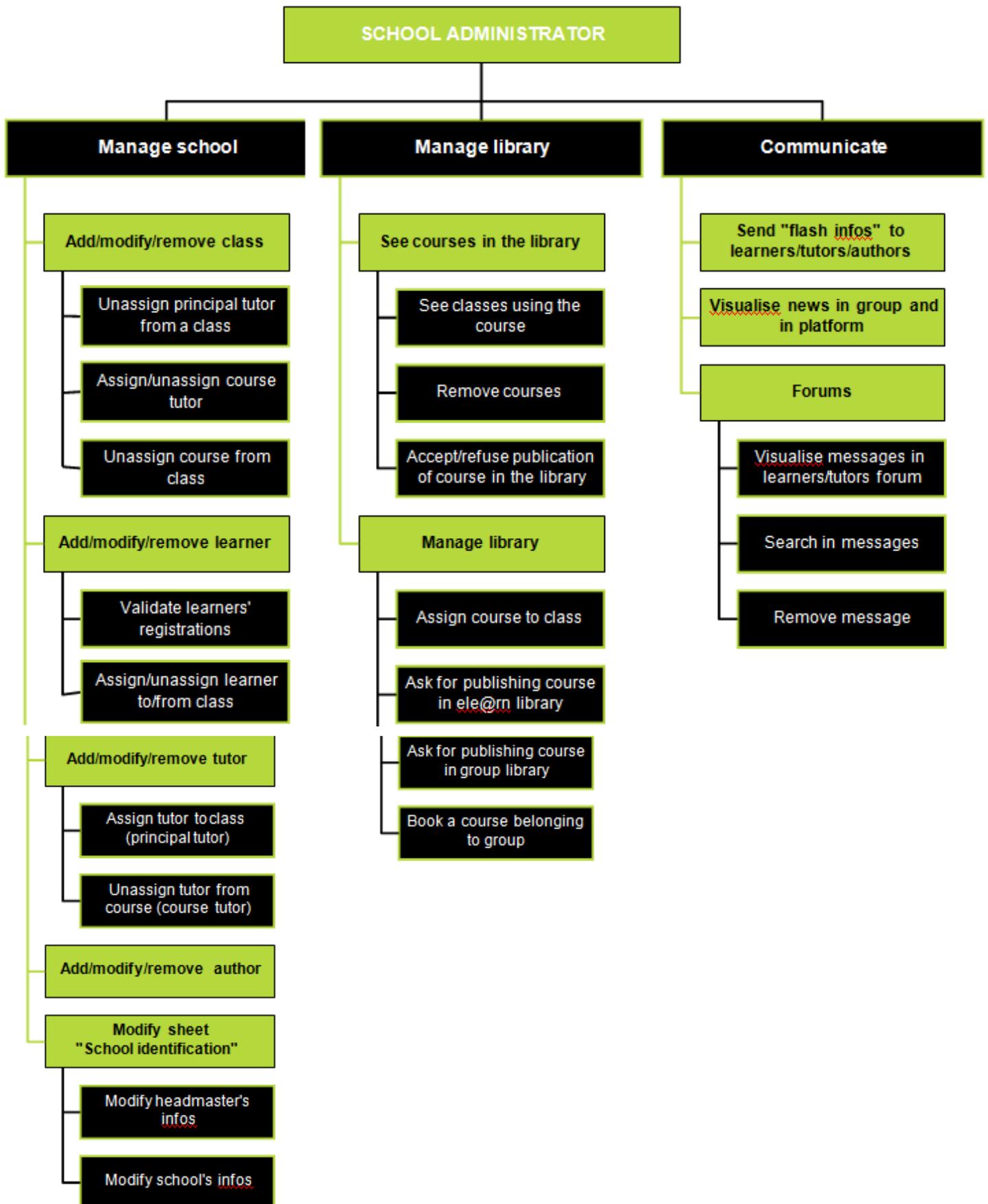
Learner is the main actor of the system. H/she is the principal recipient of all the functionalities developed in the platform.

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.

Ele@rnstation user guide



Ele@rnstation user guide

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).

Learners:

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

Ele@rnstation user guide

[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:

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:

Ele@rnstation user guide

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].

