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iLearn
Student Management System

Administrator's Manual

Preamble

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This manual is prepared for ADMINISTRATORS ONLY. Administrators will be responsible for the overall management of iLearn which includes but is not limited to managing users, printing reports, backing up files, maintaining a log of activity done on the program, closing off the semester.

Table of Contents

Part I - Starting iLearn

To start iLearn double click the icon named iLearn on your desktop.
Alternatively, you can locate it from your Start menu under the folder iLearn.

Part II - Login

You must enter a user name and password to access iLearn. As the adminstrator, you will create the accounts for all users. This will be shown to you further on in the manual.

After starting iLearn, you will be presented with the login screen below:

Type in the user name and password given to you by the creators of iLearn and click the Login button. If login is successful, the login window will disappear and the program will load the main window.

If your user name and / or password do not match those on file, you will be asked to enter them again.   You have three chances to login before the program exits.
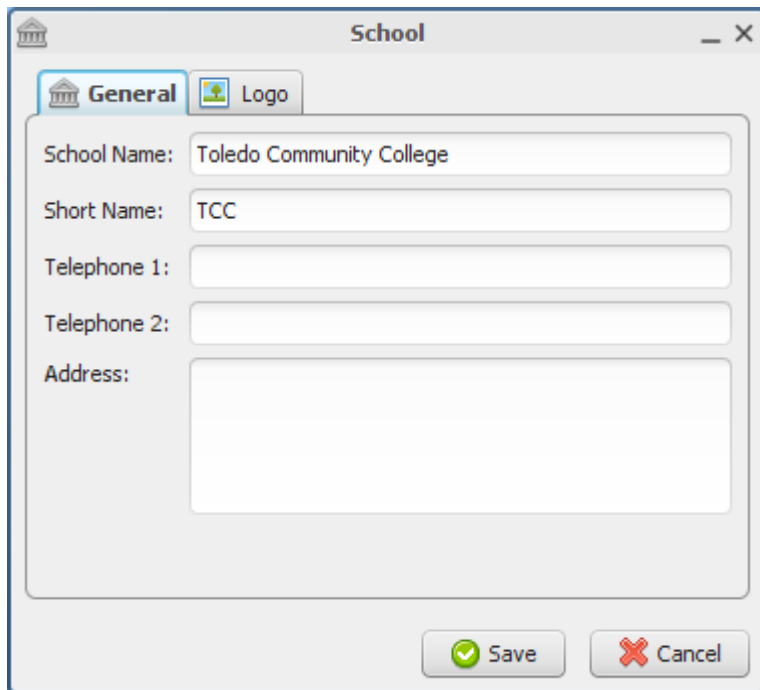
Part III - Main Window

As the administrator, you will have more priviliges than teachers. Note in the main window below the teacher's login will automatically have the Student, Reports, and Manage feature disabled. You will be able to select which teacher will have which privilidges.

Part IV - Managing iLearn

This is one of the most important menus in iLearn; therefore all necessary features under this menu must be set up before teachers are able to enter information into the system.

Managing School

Inititally, information on the school must be set up. It is essenial that information entered here is correct and up to date. Reports generated by iLearn such as report cards and transcripts will have whatever information is entered under school. Below is a sample of window.
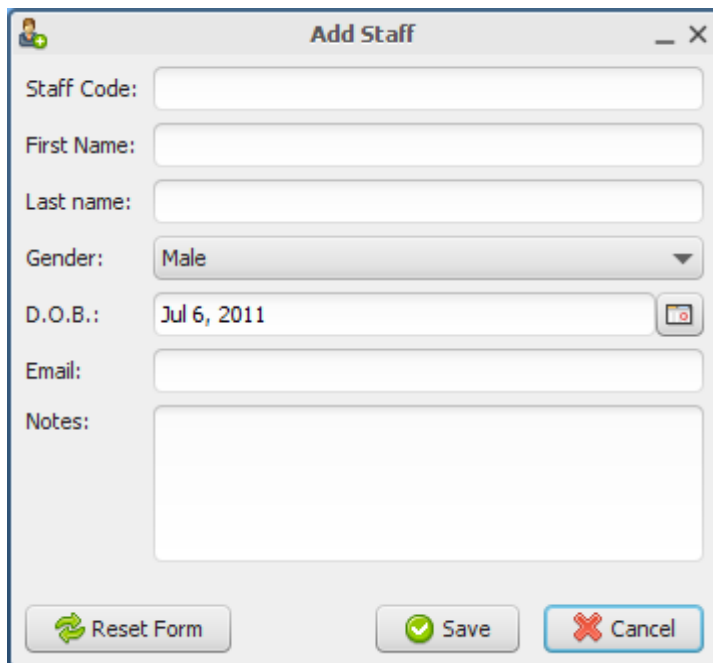
Enter all information the school has regarding the fields in this menu. Select the Logo **tab** to insert the logo for T.C.C. Once all information has been entered correctly, click on the Save button.

Creating Staff

Before creating users, staff should be added to iLearn's database. Below is a sample of how to create staff members.
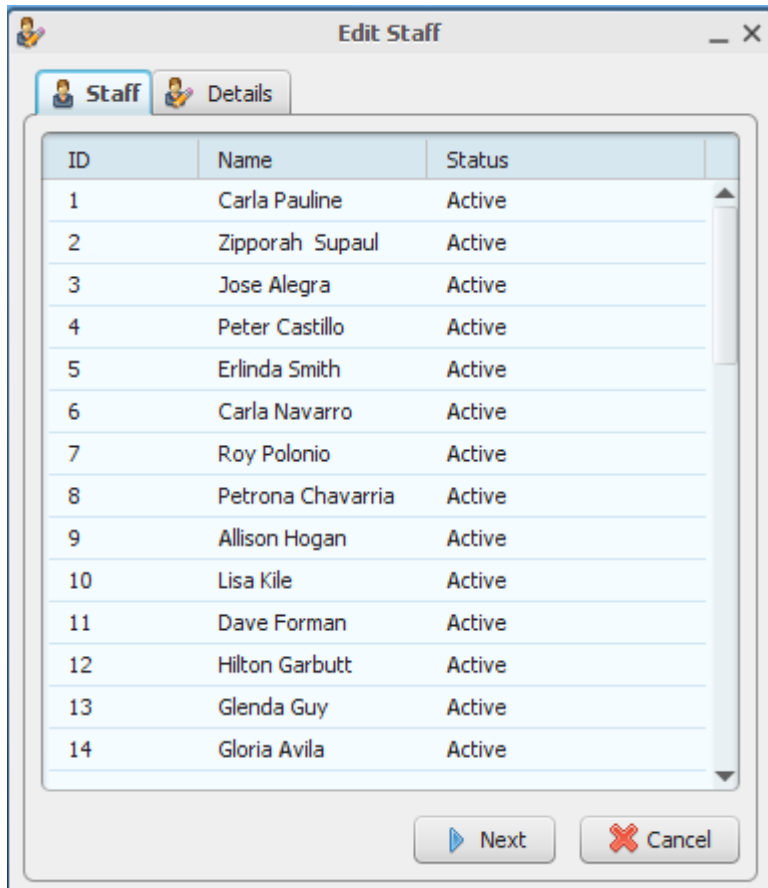

Fill in all necessary information for the staff of T.C.C. To enter the Date of Birth (D.O.B.), you may enter in the same format as above or click on the calendar button next to the date field and select the correct D.O.B. Once information has been added, click on the Save button. You will be

prompted to enter another staff member. If more needs to be added, select Yes. If there is no more staff member to be added, select No and the dialog box will close.

Editing Staff

In the event that information on a staff member needs to be updated, or a staff member leaves, iLearn has the option to edit that staff member. To edit a staff member select Manage → Staff → Edit Staff from the main menu. A dialog box such as the one below will appear with the staff members.
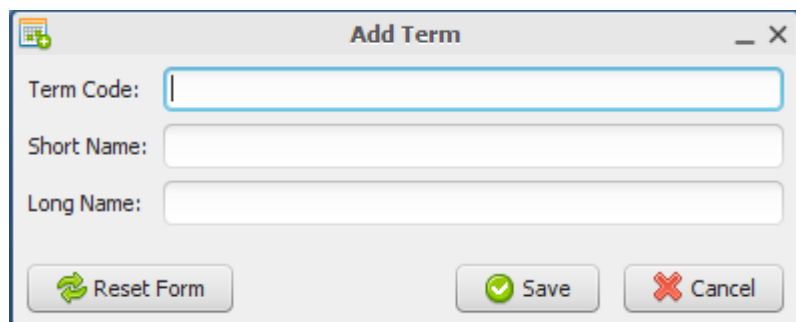

To edit a staff member, select his/her name and click on Next. All information on the selected staff member will appear. Update whatever information needs to edited then click on Save. Again, you will be prompted to update another staff member. if you need to edit any other information select **Yes** and repeat above process. If not, select **NO** and the box will disappear.

An option is also available to change a teacher's status to INACTIVE. Doing so will disable the teacher's access to the program. Placing a teacher as inactive will NOT delete him/her from the database.

Adding a Term

A term needs to be added to the system so that teachers will be able to enter their grades. This is also necessary for the generation of reports. To add a term select Manage → Term → Add Term.

The following box will appear:

Term Code - this is a short description of the active semester. An example of this coule be Sem 1-2011.

Short Name - this is an abbreviated title for the semester's long name.

Long Name - this is the actual name given to the current semester. An example could be First Semester 2011.

More terms may be added but only **ONE** term may be active at a time. Be sure to set the status of the other terms as **Inactive** under Edit Term.
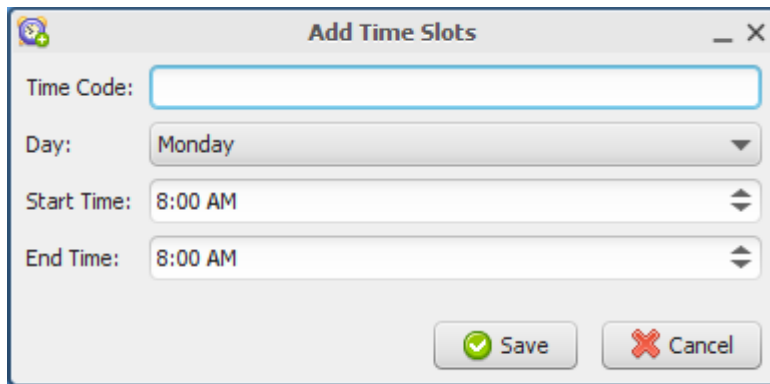
Editing a Term

To make any changes to a term you may do so by selecting Manage → Term →   Edit Term from the main menu. It is recommended to not edit a term except if an error is made when adding terms. You must be very careful which term you are editing since information from one term may be accidentally added to another term.

ONLY ONE TERM AT A TIME MAY BE ACTIVE. ALL TERMS FOR THE SCHOOL YEAR MAY BE ADDED BUT MUST LEFT AS INACTIVE.

Creating Time Slots

Creating time slots for the different classes are not required to be set up but it helps to organize the classes. To set up time slots select Manage → Time Slots → Add Time Slot from the main menu. The following dialog box will appear:
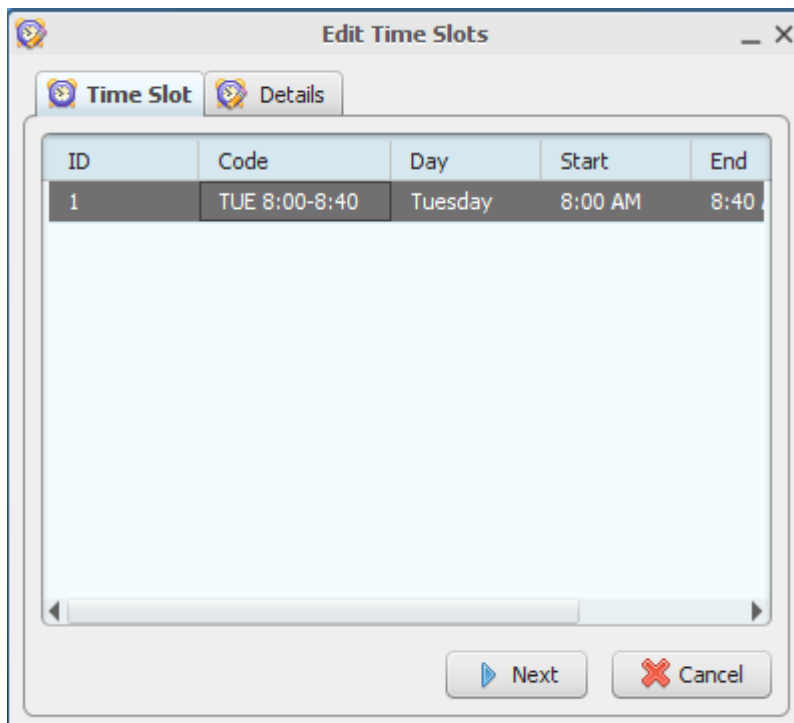
Enter a Time Code for the class. For example Mon 8:00 - 8:40. Select the day of the week, the Start Time and the End Time for the particular class. Click on Save. You will be prompted to add another class. Select Yes to add another or No to close dialog box.

Editing Time Slots

In the event the time changes for a class or a class needs to edited, select Manage → Time Slots → Edit Time Slots from the main menu. The following box will appear:
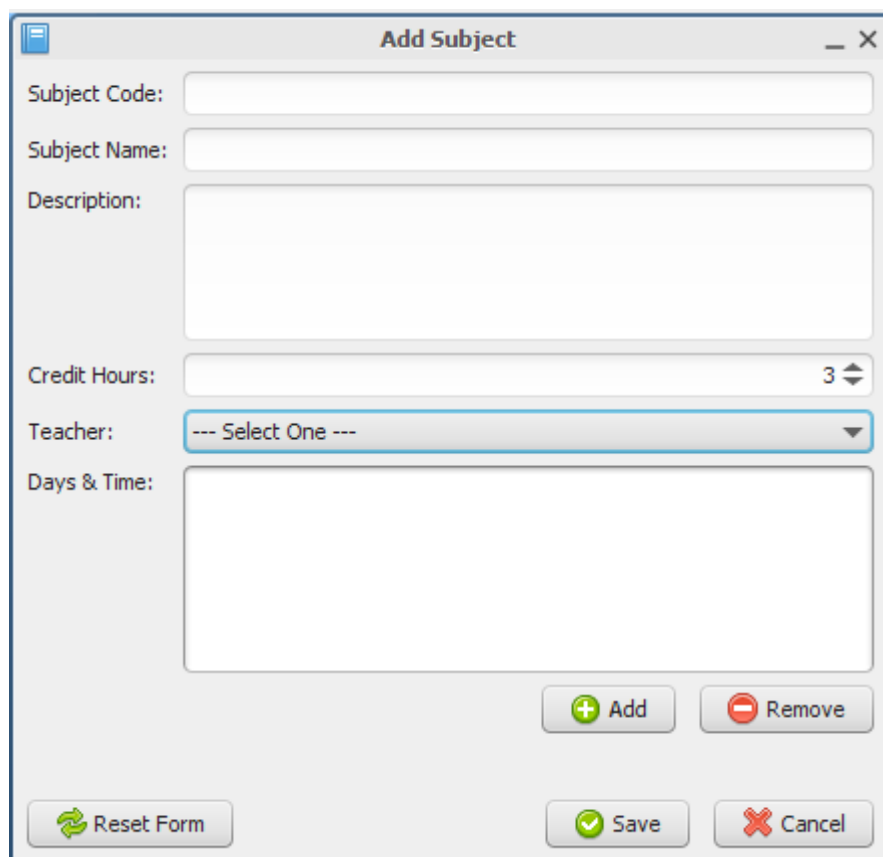
Adding Subjects

To add a subject to iLearn select Manage → Subject → Add Subject. The following dialog box will appear:

Enter the following information into the dialog box:

Subject Code: - this is a short code name for the subject. An example of subject code could be MTH-101 - 1. If more than one teacher teaches a particular subject for a form then two more of those classes will have to be added. For example, If Teacher A teaches classes 1C and 1N English and Teacher B teachers the other first form english, then a subject will have to be created for Teacher A and another suject will have to be created for Teacher B

Subject Name: - this is the actual name of the subject. An example could be Mathematics.

Description: - a short description of the subject may be given on the subject but this field is not required.

Credit Hours: - by default, the credit hours for each subject is set as 3. Click on the arrow buttons at the end of the field to increase or decrease the number of credit hours.
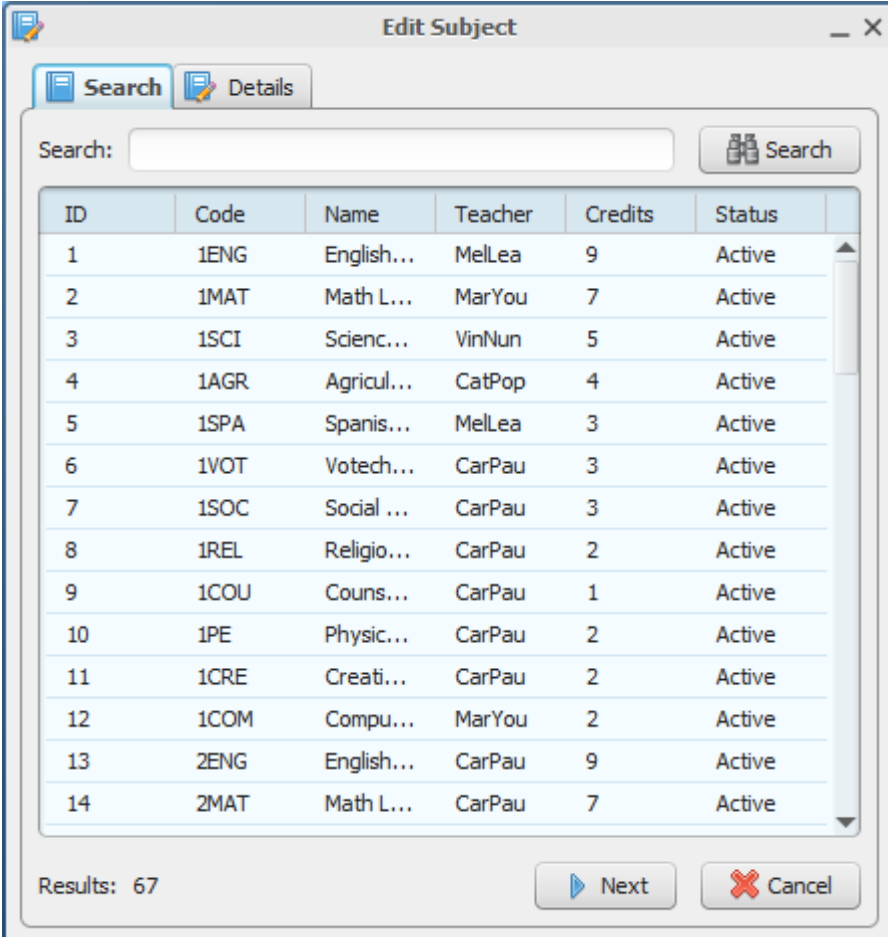
Teacher: - Select the teacher of the class from the drop down list. The data for the teacher will be the **Staff** that was previously added. A teacher for the subject **must** be added for teachers to be able to enter grades. Under the days and time menu, select Add to add the days and time for the class. **The information available in the box that appears will be based on the classes added under "Time Slots."** A class may also be removed from the list by selecting the Remove button.

Once the information has been entered, click on the Save button. You be prompted to add

another subject. Select **Yes** to add another or **No** to close the dialog box.

Editing Subjects

If any subject needs to be edited in any way, the editing subjects feature is available. To edit any subject already added, select Manage → Subject → Edit Subject. The following dialog box will appear:

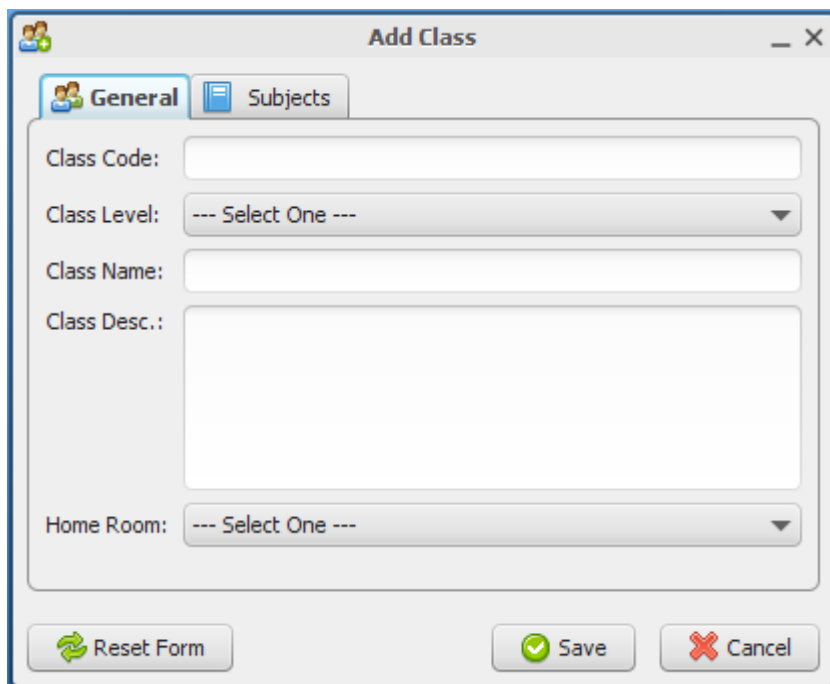| ID	Code	Name	Teacher	Credits	Status
1	1ENG	English…	MelLea	9	Active
2	1MAT	Math L…	MarYou	7	Active
3	1SCI	Scienc…	VinNun	5	Active
4	1AGR	Agricul…	CatPop	4	Active
5	1SPA	Spanis…	MelLea	3	Active
6	1VOT	Votech…	CarPau	3	Active
7	1SOC	Social …	CarPau	3	Active
8	1REL	Religio…	CarPau	2	Active
9	1COU	Couns…	CarPau	1	Active
10	1PE	Physic…	CarPau	2	Active
11	1CRE	Creati…	CarPau	2	Active
12	1COM	Compu…	MarYou	2	Active
13	2ENG	English…	CarPau	9	Active
14	2MAT	Math L…	CarPau	7	Active

Edit Subject — Search / Details — Search: — Search — Results: 67 — Next — Cancel

Select a subject from the list to edit. You may either click once on the subject to change and select "Next", or you may simply double click on the subject. The particulars entered previously for the subject will appear. Any information entered on the particular subject may be changed.

Adding Classes

To add a class / classes to iLearn select Manage → Class → Add Class. The following box will appear:

The classes that will be added are the names of the differet **Classrooms** and **NOT** subjects that students take.

Class Code - a class code only needs to be given for the upper level classes. An example could be 3G1.

Class Level - the options available are First, Second, Third and Fourth.

Class Name - enter the name of the class to be added. Example 1E. For the upper levels an exmple could be 3 Science.

Class Description - a description may be given on the class but is not necessary.

HomeRoom - select a teacher from the drop down list. The list of teachers that appears is from the **Staff** that was previously added.

Click on the **Save** button to save the information entered. You will be prompted to add another class. Select **Yes** to add another or **No** to close the box.

Editing a Class

To change any information on a class select Manage → Class → Edit Class. A box with the list of classes added will appear. Below is a sample of the dialog box.

Select the class that needs to be edited. You may either click on the class once and then select **Next,** or double click on the class. The particulars entered for that class will be displayed. A box similar to the one below will appear:

Make any necessary changes then click on Save. You will receive a message saying "Successfully updated the class' information." Click OK to close the message. An option is also available to set the class as **Inactive**. Inactive will temporarily disable the class.   While on inactive the class will not be able to added as a time slot. An ID is automatically assigned to the classess added.

 The subjects taken may also be edited. Once the class has been selected, click on the Subjects **tab** to the right of the Details **tab**. Under this tab you may add or delete subjects taken by the class.

Viewing a Class

Information on a particular class may also be viewed. Select Manage → Class → View Class from the main menu.

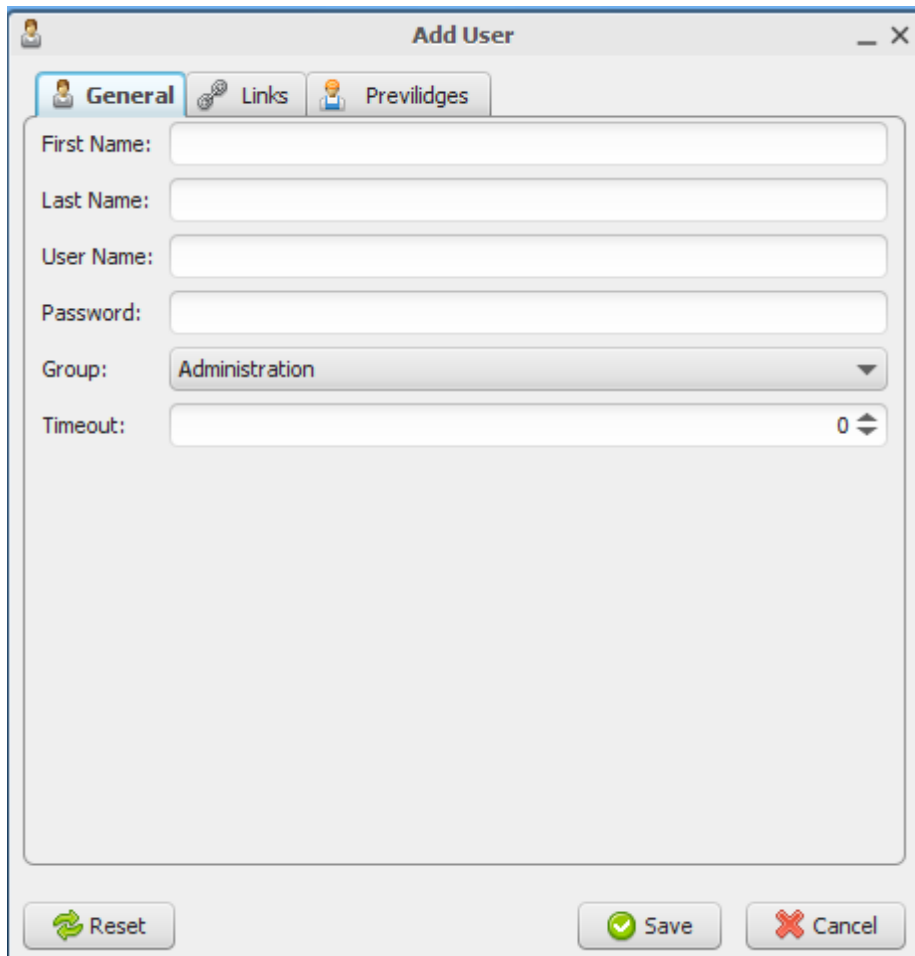Information that can be reviewed are:

Class - the list of all classes entered. Double click on a class to view information.

The details of a class will appear. This is all the information entered before on a certain class. You will also be able to see the Subjects taken by the class as well as the students registered in that class. Click on Cancel to close the box.

No information can be edited under this menu. This option is simply available to see information already entered into the system.

Creating Users

Adding users to iLearn is very important as it will determine who will be able to access the program. To add users to iLearn select Manage → Users → Add User. The following screen will appear:

Enter the user's First Name and Last Name. It is recommended to use the first letter of the user's name and the last name of the user. For example Christopher Aguilar **(caguilar).** Give the user a generic password. You may give the teacher any password you like. The teacher will be able to change his/her password later.

There are four groups with different levels of priviliges

- **Administration**
- **Counsellor**
- **Parents**
- **Teachers**

Administration - has full control of the program. The Administrator can make any changes necessary.

Counsellor / Parent- will be able to view all information entered by teachers but will not be able to make any changes.

Teachers- will be able to enter information into the program, edit and view information. Teachers will **NOT** be able to do any management of the system.

Once the privilege level has been determined enter the amount of **Timeout** time. The Timeout is the time, in minutes, that the user can be inactive before the system logs him/her out. It is recommended to set the Timeout as 10 to 15.

Links

Each teacher must be linked to a Staff Account. Usually, users are linked to their own Staff Account. This way the teacher's subjects taught will have already been created. To Link a Teacher to his/her account click on the "Links" tab next to the General user account information.

Priviliges

Locking Users

The principal may set a deadline by which all grades must be entered. The lock users module enables the administrator to lock all Non-Administrator users from accessing the program. To lock Non-Administrator users select Manage → Users → Lock Users. The following dialog box will appear:
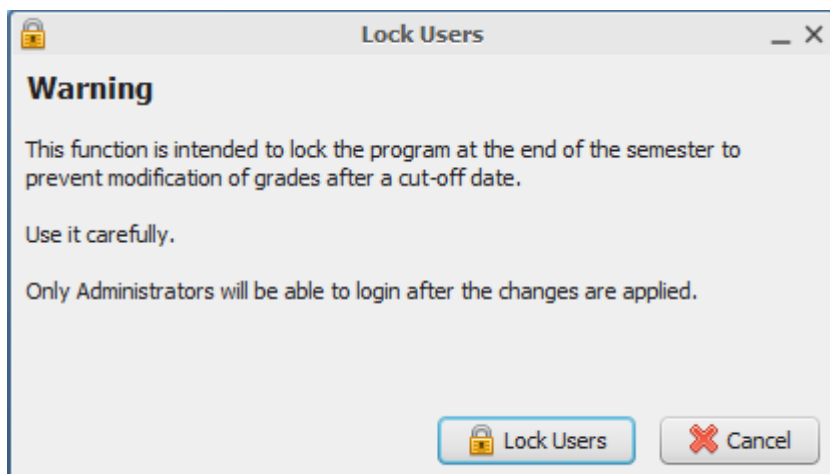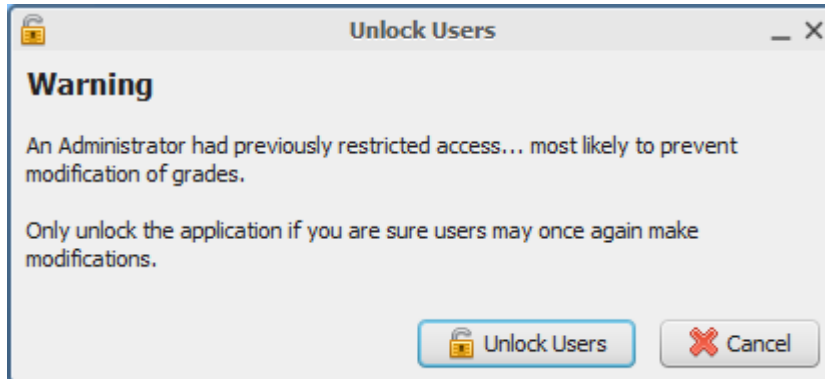

Select "Lock Users" to prevent Non-Administrator users from accessing the program. You will be prompted to confirm your option. Select "Yes" to lock users.

Unlocking Users

Similarly to locking users, a module exists to unlock Non-Administrator users. To unlock users,

select Manage → Users → Unlock Users. The following dialog box will appear:

Select Unlock Users to allow Non-Administrator users to access the program again. You will be prompted to unlock user accounts. Select "Yes" to unlock all users.