



# INSTRUCTOR'S MANUAL

Prepared by: Eric Rangell

## **INTRODUCTION:**

This manual documents procedures for instructors who are teaching online class sections of Music Basics Online (MBO). The following procedures are documented in this manual:

- Changing your temporary password
- Logging in to the system
- Student Maintenance
  - Adding new students to a section
  - Changing student information
  - Deleting Students
  - Resetting Student Passwords
- Student Exam Log Report
  - Sorting
  - Filtering

## **ROLES AND RESPONSIBILITIES:**

Administrative functions of the MBO system are restricted to users who have been authorized for the following roles:

- System Administrator
- Site Administrator
- Instructor

The following matrix illustrates the responsibilities of each role:

	System Admin	Site Admin	Instructor
Maintain System Administrators	X		
Maintain Site Administrators	X		
Maintain Instructors		X	
Maintain Students			X
Review Student Exam Logs			X

## **RECEIPT OF TEMPORARY PASSWORD**

The Site Administrator is responsible for adding instructors and assigning them to the class sections they are teaching. The Site Administrator assigns each instructor a unique User ID. The naming standard for User ID's is:

First letter of First Name, followed by complete Last Name.

User ID's may contain up to 20 alphanumeric characters.

When an instructor is added, the system assigns a temporary password to the instructor. The Site Administrator is responsible for securely communicating this password to the instructor. The temporary password is only valid for one login, and must be changed the first time it is used.

NOTE: For UAT Release 1.0, the University of Delaware Central Authentication Service will not be available, therefore all users will be assigned temporary passwords using this procedure.

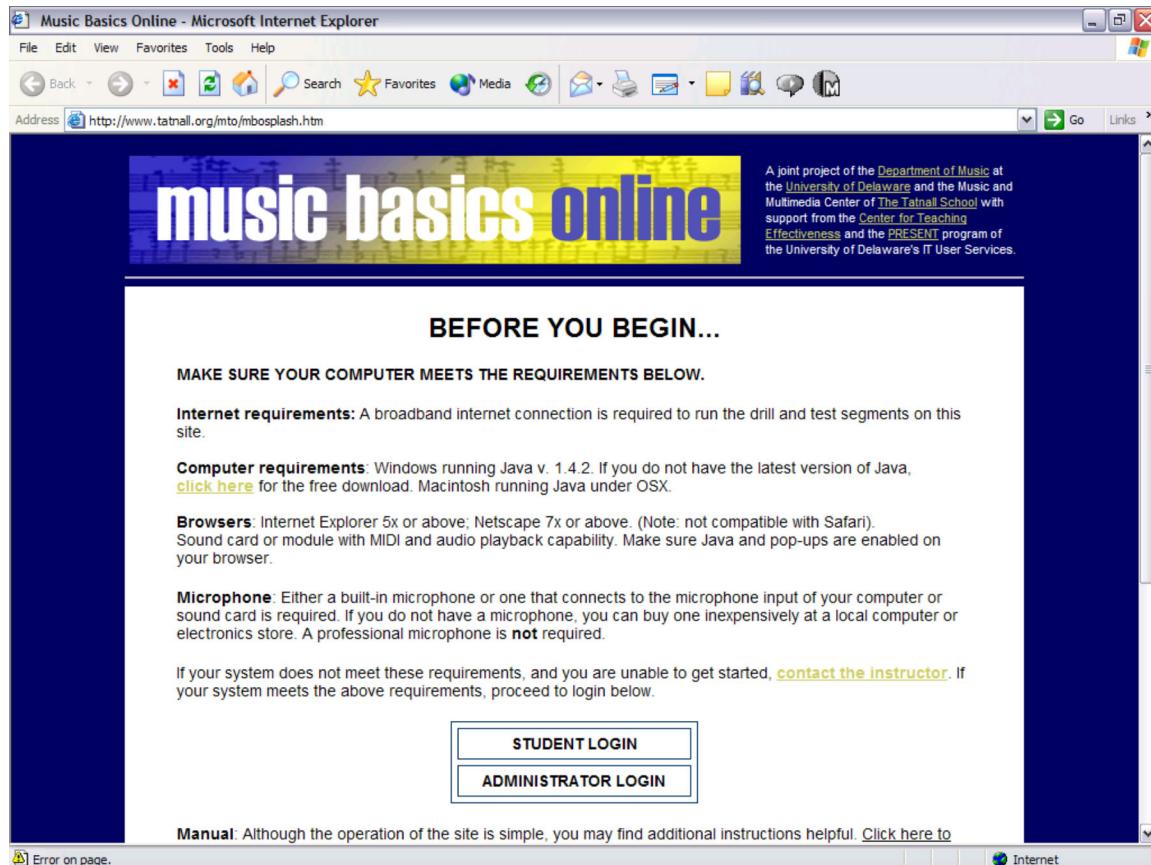
The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar contains the URL "http://localhost/mbdev/mboAddInstructor.php?err=1001". The main content area displays the "music basics online" logo at the top. Below it, a message states: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tavel School with support from the Center for Teaching Effectiveness and the PRESENT program of the University of Delaware's IT User Services." The central part of the page is titled "Add Instructor" and displays a success message: "Record added." followed by a bulleted list of newly created user information: "Last Name: Arenson", "First Name: Michael", and "Email Address: marenson@udel.edu". Below this, instructions say: "Please give the following information to this Instructor:" with a bulleted list: "User ID: marenson" and "Temporary Password: N3944336". A note below states: "This password is only valid for one login." Further down, it says: "Please select one of the following options" with three links: "Add another instructor", "Return to Instructor Maintenance", and "Return to Main Menu". The bottom right corner of the browser window shows "Local intranet".

## **LOGGING IN FOR THE FIRST TIME**

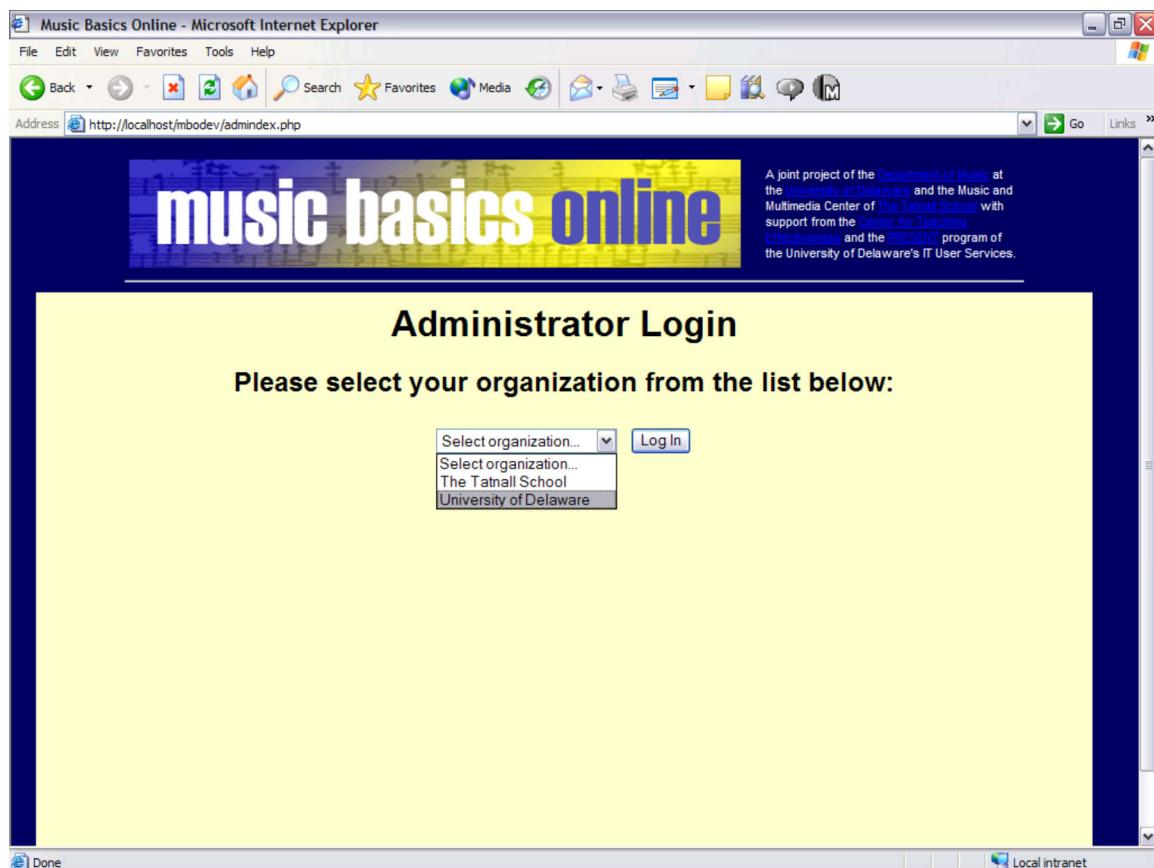
Log in to the system by entering the following URL in your web browser:

<https://arlen.music.udel.edu/portal/mbo>

Then select the “Administrator Login” link.



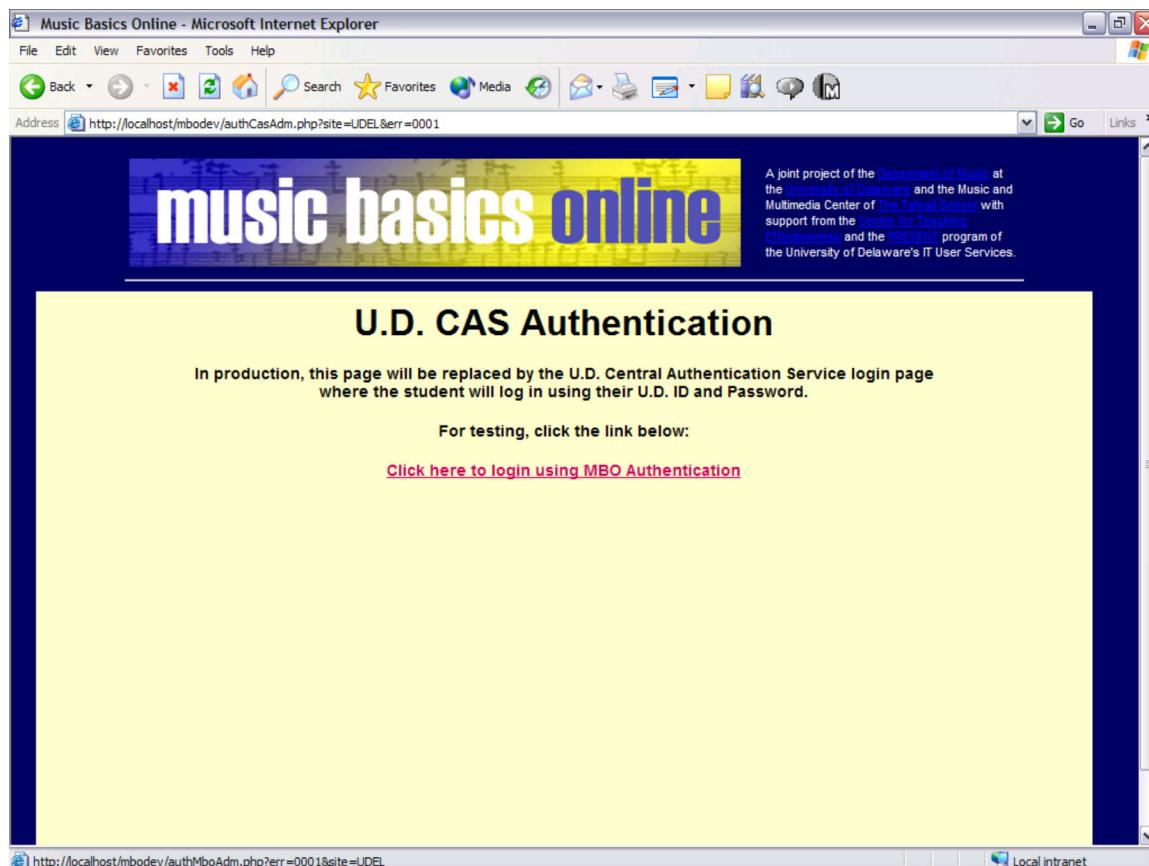
Select your organization from the drop down list, then click the “Log In” button:



For the University of Delaware, the following temporary page will be displayed to inform you that for UAT Testing you will be logging in with the MBO password assigned by your site administrator, and NOT your University of Delaware Network Password.

In the future, this page will be replaced with the University of Delaware Network login screen.

Click the link: “Click here to login using MBO Authentication”



You will then receive the following login page. Enter your User ID, and the temporary password that was given to you by your Site Administrator, and then click the “Login” button.

The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar displays the URL "http://localhost/mbodev/authMboAdm.php?err=0001&site=UDEL". The main content area features a banner with the text "music basics online" and a note about it being a joint project of the Department of Music at the University of Delaware. Below the banner is the heading "Administrator Login" and the instruction "Please Login.". There are two input fields: "User ID:" and "Password:", each with a corresponding text input box. Below the fields are two buttons: "Login" and "Change Password". The status bar at the bottom shows "Done" and "Local intranet".

The system then informs you that the temporary password needs to be changed. You must choose a password that meets the following requirements:

- Minimum 6 characters
- Maximum 20 characters
- At least one alphabetic character
- At least one number

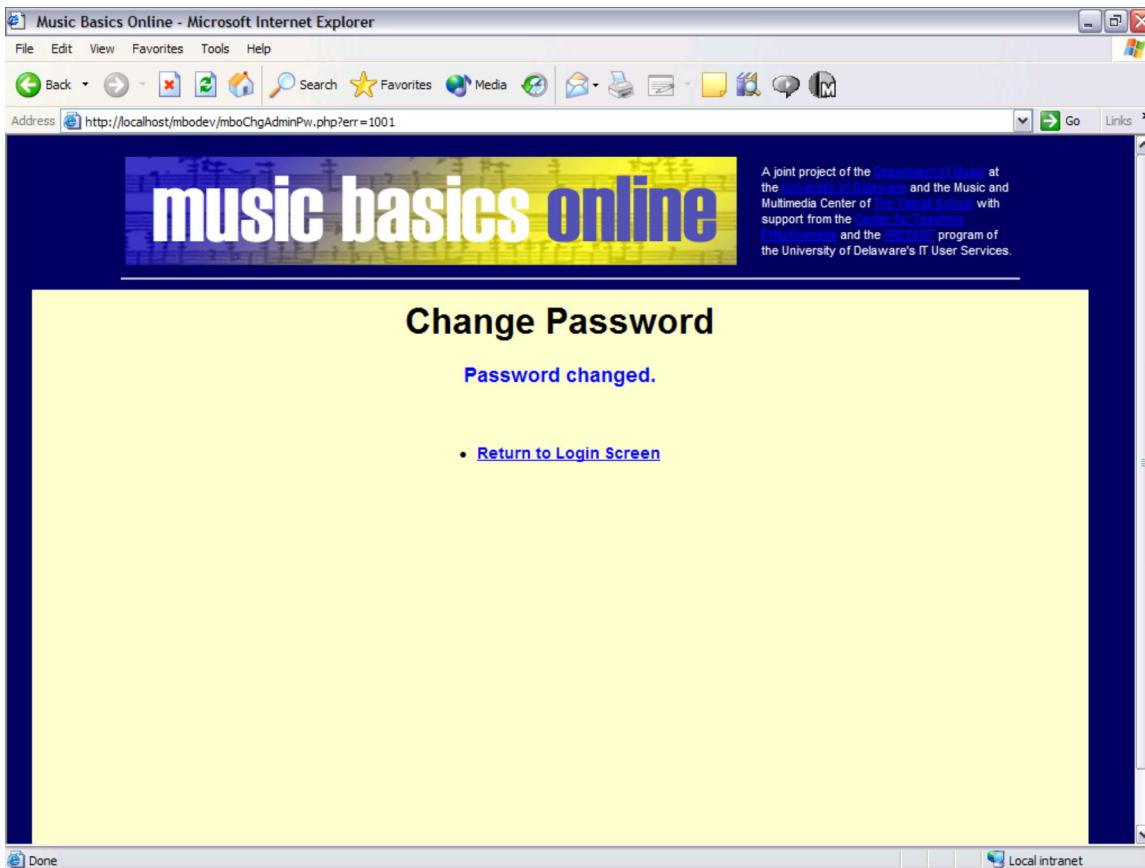
Passwords are NOT case sensitive.

Enter the new password in both the “New Password” and “Confirm Password” fields and click the “Change Password” button.

The screenshot shows a Microsoft Internet Explorer window titled "Music Basics Online - Microsoft Internet Explorer". The address bar displays the URL "http://localhost/mbodev/mboChgAdminPw.php?err=0003". The main content area features a blue header with the text "music basics online" in white. Below the header, a message states: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tunnell School with support from the Center for Teaching Effectiveness and the PRESENT program of the University of Delaware's IT User Services." The central part of the page is a yellow box containing a "Change Password" form. The form includes two input fields labeled "New Password" and "Confirm Password", and a "Change Password" button. Above the form, a blue banner reads: "You need to change your password at this time."

The system then confirms that your password has been changed. You are responsible for remembering this password. If you forget your password, contact your Site Administrator and request a Password Reset. When your password is reset, you will receive a new Temporary Password, and will need repeat the procedure for changing it.

Click the link: “Return to Login Screen”.



You will return to the Administrator Login Screen.

Repeat the login procedure as follows:

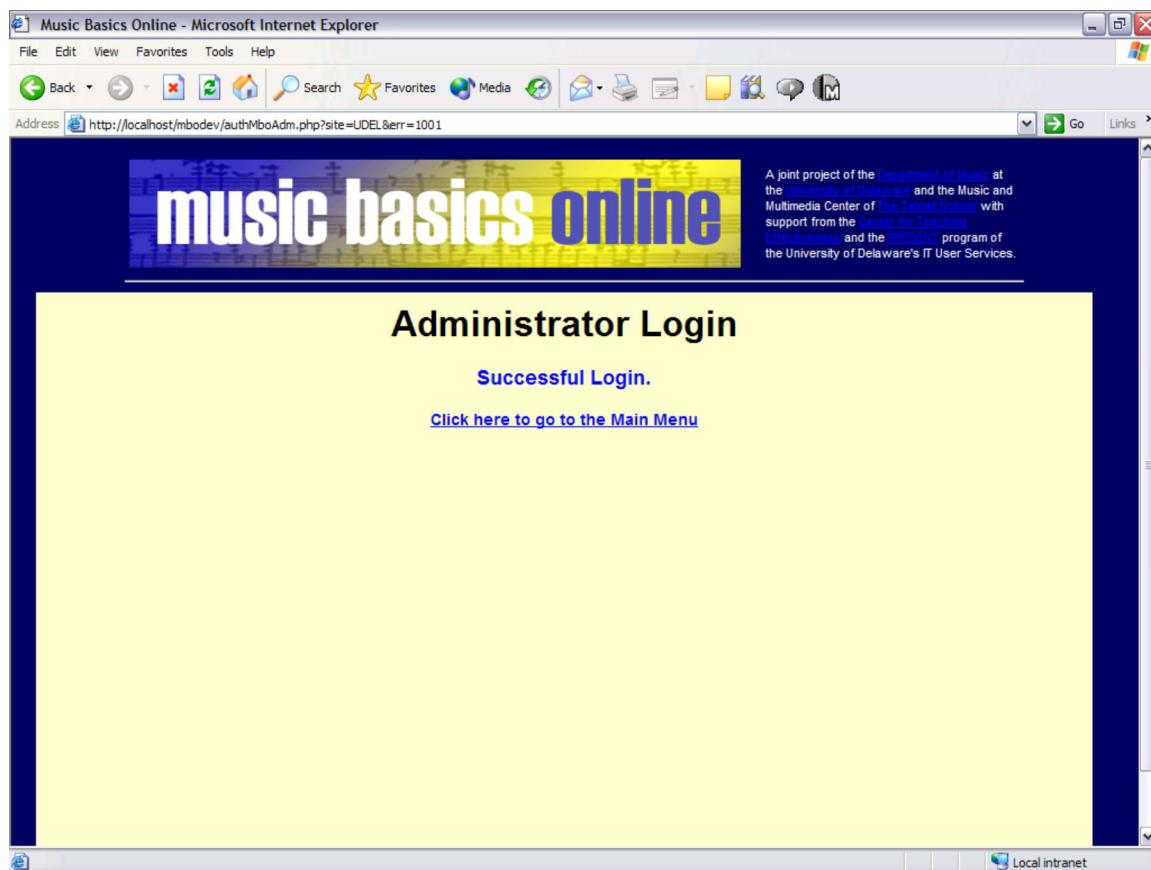
Select your Site

Acknowledge that you will log in using MBO authentication

Login using your new password.

When you login successfully, the following screen will be displayed.

Click the link: “Click here to go to the Main Menu”



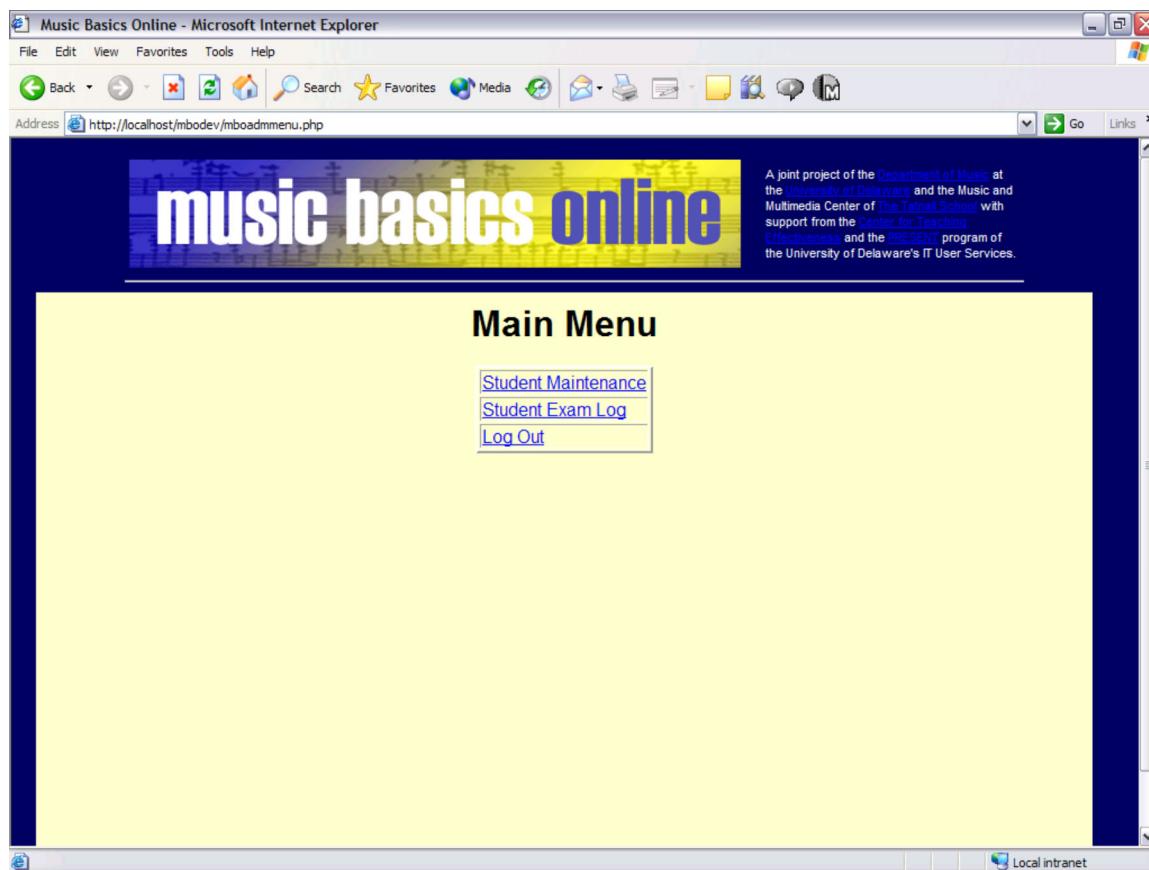
This is the Main Menu for administrators who are authorized as Instructors.

Administrators who have additional roles will have additional menu items.

Select your desired function by clicking its link in the main menu.

When you are done with the system, click the “Log Out” link.

The “Log Out” link returns you to the Administrator Login screen. You may then exit your web browser.



Student Maintenance is used to add students to class sections that you are teaching, edit the name and email addresses for your students, reset student passwords, and delete students.

For UAT Release 1.0, two class sections have been set up for each site.

Section 01 = Spring 2005

Section 02 = Summer 2005

The following screen shows the Student Maintenance Screen before any students have been added.

To add a student to a section, select the section number from the drop down list at the bottom of the screen, and click the “Add” button.

The screenshot shows a Microsoft Internet Explorer window titled "Music Basics Online - Microsoft Internet Explorer". The address bar displays the URL <http://localhost/mbodev/mboMaintStudent.php>. The page header features the "music basics online" logo. Below the header, a banner states: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tafish School with support from the Center for Teaching Effectiveness and the PRESENT program of the University of Delaware's IT User Services." The main content area is titled "Student Maintenance" and shows the following information:

University of Delaware : Arenson, Michael  
Sorted by: Last Name, First Name

**Course: MBO095 - Music Basics Online**  
**Section: 01 - UDEL MBO095-01 Spring 2005**  
No student data found (for this section)

**Course: MBO095 - Music Basics Online**  
**Section: 02 - UDEL MBO095-02 Summer 2005**  
No student data found (for this section)

Add New Students to Section:

• [Return to menu](#)

To add a student, enter all data items on the Add Student screen, then click the “Add” button:

Create the student’s User ID as follows:

First letter of First Name, followed by complete Last Name.

For U.D. Students, enter their U.D. Email Address. This field will be used to validate them when CAS Authentication is implemented.

The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar contains the URL "http://localhost/mbdev/mboAddStudent.php?err=0001&csect=MBO095|01". The main content area displays the "music basics online" logo and a message about it being a joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tafel School with support from the Center for Teaching Effectiveness and the PRESENT program of the University of Delaware's IT User Services. Below this is the "Add Student" form. It has four text input fields: "User ID" containing "jseinfeld", "Last Name" containing "Seinfeld", "First Name" containing "Jerry", and "Email Address" containing "jerry@udel.edu". There is also an "Add" button and a link to "Return to Student Maintenance".

When the student is successfully added, the following screen is displayed:

You will need to securely communicate the User ID and Temporary Password to the student.

To add another student to the same class section, click the “Add another student” link.

To return to Student Maintenance, click the “Return To Student Maintenance” link.

(Note: You need to return to Student Maintenance to add students to a different class section.)

The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar displays the URL "http://localhost/mbodev/mboAddStudent.php?err=1001&c=MBO095&s=01". The main content area features a yellow banner with the text "music basics online". Below the banner, a message says: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tunnell School with support from the Center for Teaching Effectiveness and the PRESENT program of the University of Delaware's IT User Services." The central part of the page is titled "Add Student" and contains the message "Record added." followed by a bulleted list: "Last Name: Seinfeld", "First Name: Jerry", and "Email Address: jerry@udel.edu". Below this, instructions say "Please give the following information to this student:" with a list: "User ID: jseinfeld" and "Temporary Password: E7257812". A note states "This password is only valid for one login." Further down, it says "Please select one of the following options" with three links: "Add another student", "Return to Student Maintenance", and "Return to Main Menu". The status bar at the bottom right shows "Local intranet".

This is what the Student Maintenance Screen looks like after several students have been added to each section:

The screenshot shows a Microsoft Internet Explorer window displaying the 'Student Maintenance' page for the 'music basics online' website. The page header includes the site's logo and a note about it being a joint project of the University of Delaware and the Music and Multimedia Center. The main content area is titled 'Student Maintenance' and shows two tables of student data for different sections.

**Section 01 - UDEL MBO095-01 Spring 2005**

Last Name	First Name	User ID	Email	Action
Kramer	Cosmo	CKRAMER	cosmo@udel.edu	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reset PW</a>
Seinfeld	Jerry	JSEINFELD	jerry@udel.edu	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reset PW</a>

**Section 02 - UDEL MBO095-02 Summer 2005**

Last Name	First Name	User ID	Email	Action
Bennes	Elaine	EBENNES	elaine@udel.edu	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reset PW</a>
Castanza	George	GCASTANZA	george@udel.edu	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reset PW</a>
Newman	WhoKnows	NEWMAN	newman@udel.edu	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reset PW</a>

Each class section contains a table of students. The highlighted column headings may be clicked to re-sort the list of students based on the data in that field. For example, to sort the list by email address, click the column header for the Email column.

Each student row contains an Action column. To perform an action for a specific student, click the appropriate link in the Action column for that student.

To edit a student:

Click the “Edit” link in the Action column for that student. The system displays the current data for that student.

Make the necessary changes to the student data, then click the “Update” button.

The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar contains the URL "http://localhost/mboDev/mboEditStudent.php?err=0001&ui=CKRAMER". The page header features a yellow banner with the text "music basics online". Below the banner, a note states: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tafelmusik School with support from the Center for Teaching Excellence and the PRESENT program of the University of Delaware's IT User Services." The main content area is titled "Edit Student" and contains the instruction "Please Enter all data below.". It includes four text input fields: "User ID: CKRAMER", "Last Name: Kramer", "First Name: Cosmo", and "Email Address: kramer@udel.edu". There is also an "Update" button and a link to "Return to Student Maintenance".

The system then confirms the changes you have made. Click “Return to Student Maintenance” to continue.

A screenshot of a Microsoft Internet Explorer window titled "Music Basics Online - Microsoft Internet Explorer". The address bar shows the URL <http://localhost/mbodev/mboEditStudent.php?err=1001&ui=CKRAMER>. The page content is as follows:

**music basics online**

A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tafelmusik School with support from the Center for Teaching Excellence and the PRESENT program of the University of Delaware's IT User Services.

## Edit Student

**Record updated.**

- Last Name: Kramer
- First Name: Cosmo
- Email Address: [kramer@udel.edu](mailto:kramer@udel.edu)

Please select one of the following options

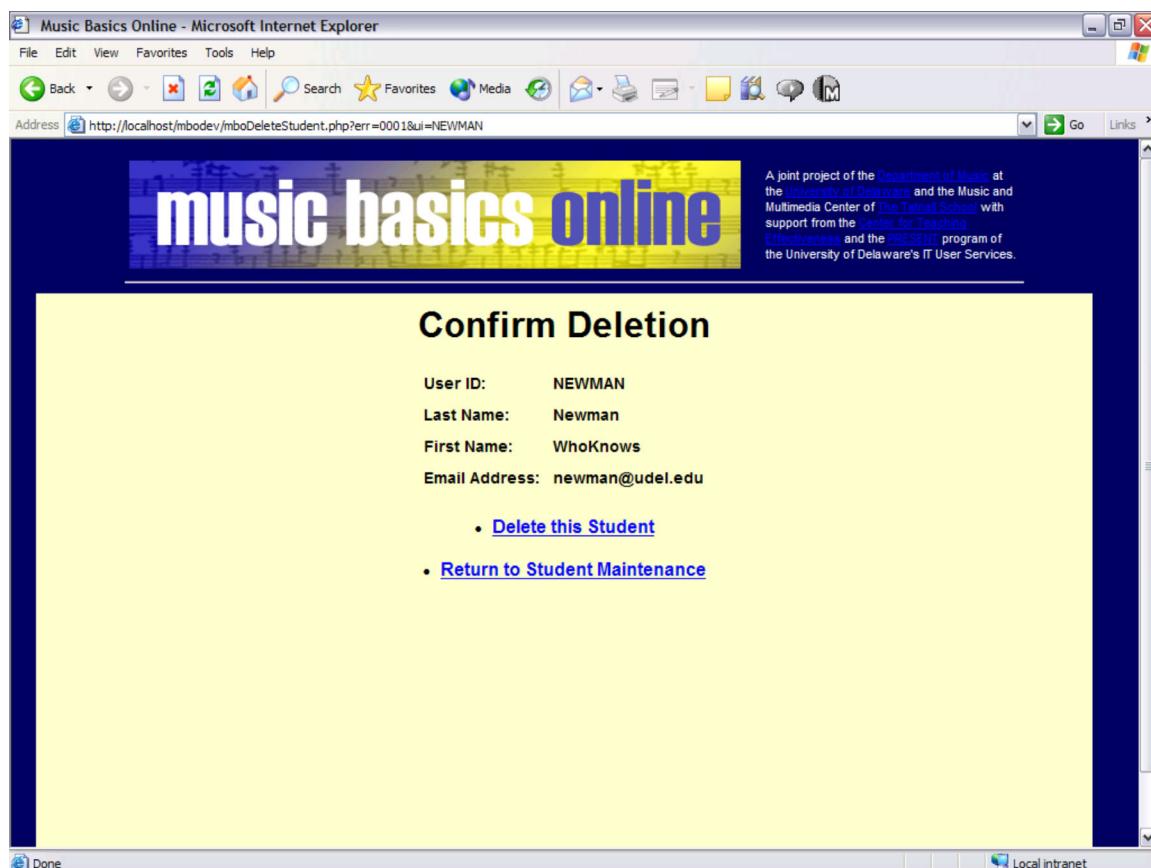
- [Return to Student Maintenance](#)
- [Return to Main Menu](#)

To delete a student:

Click the “Delete” link in the Action column for that student. The system displays the current data for that student and asks you to confirm the deletion of the student.

To confirm the deletion, click the link: “Delete this Student”

To cancel the deletion, click the link “Return to Student Maintenance”



To reset a student's password:

Click the "Reset PW" link in the Action column for that student. The system generates a new temporary password for the student.

Click "Return to Student Maintenance" to continue.

The screenshot shows a Microsoft Internet Explorer window with the title bar "Music Basics Online - Microsoft Internet Explorer". The address bar displays the URL "http://localhost/mboDev/mboResetStudentPw.php?err=0001&ui=EBENNES". The main content area features the "music basics online" logo at the top. Below it, a message states: "A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tatton School with support from the Center for Teaching Excellence and the PRESENT program of the University of Delaware's IT User Services." The central part of the page is titled "Reset Student Password" and contains the following text:  
**Student's password has been reset.**  
Please give the following information to the student:  

- User ID: EBENNES
- Temporary Password: Y4731232

This password is only valid for one login.

Please select one of the following options

- [Return to Student Maintenance](#)
- [Return to Main Menu](#)

To view the Student Exam Log Report:

From the Main Menu, click the link: “Student Exam Log”

This is how the exam log looks when none of the students have completed any exams.

The screenshot shows a Microsoft Internet Explorer window titled "Music Basics Online - Microsoft Internet Explorer". The address bar displays "http://localhost/mbo095/mboexlog.php". The main content area is titled "Student Exam Log Report" and shows the following information:

University of Delaware : Arenson, Michael  
Sorted by: Student, Timestamp (descending)

**Course: MBO095 - Music Basics Online**  
**Section: 01 - UDEL MBO095-01 Spring 2005**  
No exam log data found (for this section)

**Students who have not completed any exams**  
Kramer, Cosmo  
Seinfeld, Jerry

**Course: MBO095 - Music Basics Online**  
**Section: 02 - UDEL MBO095-02 Summer 2005**  
No exam log data found (for this section)

**Students who have not completed any exams**  
Bennes, Elaine  
Castanza, George

[• Return to menu](#)

The following is a sample exam log report after several students have taken exams:

Music Basics Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Favorites Media Address http://localhost/mboevy/mboexlog.php Go Links

## Student Exam Log Report

University of Delaware : Arenson, Michael

Sorted by: Student, Timestamp (descending)

Course: MBO095 - Music Basics Online Section: 01 - UDEL MBO095-01 Spring 2005			
Student	Result	Exam	Timestamp
Kramer, Cosmo	PASSED	Note Reading: Treble Clef, Leger Lines	2005-05-15 13:30:09
Kramer, Cosmo	PASSED	Note Reading: Bass Clef, Simple	2005-05-15 13:29:25
Seinfeld, Jerry	FAILED	Note Reading: Bass Clef, Simple	2005-05-15 13:16:36
Seinfeld, Jerry	PASSED	Note Reading: Treble Clef, Simple	2005-05-15 13:14:53

Course: MBO095 - Music Basics Online Section: 02 - UDEL MBO095-02 Summer 2005			
Student	Result	Exam	Timestamp
Castanza, George	FAILED	Note Reading: Treble Clef, Simple	2005-05-15 13:27:29

Students who have not completed any exams	
Bennes, Elaine	

• [Return to menu](#)

To filter the report so that it only displays data for a specific student, click the link for the Student's Name in the Student Column.

To remove the filter, click the “Remove Filter” link at the bottom of the screen.

The screenshot shows a Microsoft Internet Explorer window titled "Music Basics Online - Microsoft Internet Explorer". The address bar contains the URL <http://localhost/mboe/mboexlog.php?filterid=JSEINFELD>. The page header features the "music basics online" logo. A banner at the top right provides information about the project's partners: the Department of Music at the University of Delaware, the Music and Multimedia Center of The Tafelmusik School, and the Center for Teaching Excellence, all supported by the University of Delaware's IT User Services. The main content area is titled "Student Exam Log Report" and shows the filtered results for Michael Arenson. It includes a table of exam logs and a message for section 02. At the bottom, there are links to "Remove Filter" and "Return to menu".

**Student Exam Log Report**

University of Delaware : Arenson, Michael

Filtered by: Student Sorted by: Student, Timestamp (descending)

Student	Result	Exam	Timestamp
Seinfeld, Jerry	FAILED	Note Reading: Bass Clef, Simple	2005-05-15 13:16:36
Seinfeld, Jerry	PASSED	Note Reading: Treble Clef, Simple	2005-05-15 13:14:53

Course: MBO095 - Music Basics Online  
Section: 02 - UDEL MBO095-02 Summer 2005

No exam log data found (for this section)

[Remove Filter](#)  
[Return to menu](#)

To filter the report so that it only displays data for a specific Exam, click the link for the name of the exam in the Exam column.

To remove the filter, click the “Remove Filter” link at the bottom of the screen.

The screenshot shows a Microsoft Internet Explorer window displaying the 'Student Exam Log Report' for the course MBO095 - Music Basics Online. The report lists two entries for the section 01 - UDEL MBO095-01 Spring 2005. The first entry is for Kramer, Cosmo, who passed with a note reading: Bass Clef, Simple, timestamped 2005-05-15 13:29:25. The second entry is for Seinfeld, Jerry, who failed with the same note and timestamp. Below this, there is a section for section 02 - UDEL MBO095-02 Summer 2005, which states 'No exam log data found (for this section)'. At the bottom of the page are links for 'Remove Filter' and 'Return to menu'.

Music Basics Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Mail M

Address http://localhost/mbo095/mboexlog.php?fillexam=Note%20Reading:%20Bass%20Clef,%20Simple

A joint project of the Department of Music at the University of Delaware and the Music and Multimedia Center of The Tatton School with support from the Center for Teaching Excellence and the PRESENT program of the University of Delaware's IT User Services.

## Student Exam Log Report

University of Delaware : Arenson, Michael

Filtered by: Exam Sorted by: Student, Timestamp (descending)

Student	Result	Exam	Timestamp
Kramer, Cosmo	PASSED	Note Reading: Bass Clef, Simple	2005-05-15 13:29:25
Seinfeld, Jerry	FAILED	Note Reading: Bass Clef, Simple	2005-05-15 13:16:36

Course: MBO095 - Music Basics Online  
Section: 02 - UDEL MBO095-02 Summer 2005

No exam log data found (for this section)

- [Remove Filter](#)
- [Return to menu](#)

To sort the report by either Exam Title, Timestamp, or Student, click the appropriate column heading. For example, this is how the report looks when sorted by Exam Title:

The screenshot shows a Microsoft Internet Explorer window displaying a report titled "Student Exam Log Report". The report is for the course "MBO095 - Music Basics Online" and section "01 - UDEL MBO095-01 Spring 2005". The results are sorted by Exam title. The report lists five students: Kramer, Cosmo, Seinfeld, Jerry, and Castanza, George. Kramer, Cosmo passed Note Reading: Bass Clef, Simple. Seinfeld, Jerry failed Note Reading: Bass Clef, Simple. Kramer, Cosmo passed Note Reading: Treble Clef, Leger Lines. Seinfeld, Jerry passed Note Reading: Treble Clef, Simple. Castanza, George failed Note Reading: Treble Clef, Simple.

Student	Result	Exam	Timestamp
Kramer, Cosmo	PASSED	Note Reading: Bass Clef, Simple	2005-05-15 13:29:25
Seinfeld, Jerry	FAILED	Note Reading: Bass Clef, Simple	2005-05-15 13:16:36
Kramer, Cosmo	PASSED	Note Reading: Treble Clef, Leger Lines	2005-05-15 13:30:09
Seinfeld, Jerry	PASSED	Note Reading: Treble Clef, Simple	2005-05-15 13:14:53
Castanza, George	FAILED	Note Reading: Treble Clef, Simple	2005-05-15 13:27:29