



SITOS 3.8 User manual

Learning Management

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Learning Management

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1 Seminar room

The tab **SEMINAR ROOM** gives you access to the learning contents. In this chapter you will learn how to maneuver in the virtual seminar room and which features are available to you during the learning process.

What will you learn in this chapter?

- How to access the learning contents
- How to set bookmarks
- How to mark a lesson as „finished“
- What will be displayed to you in the area “Learning progress”

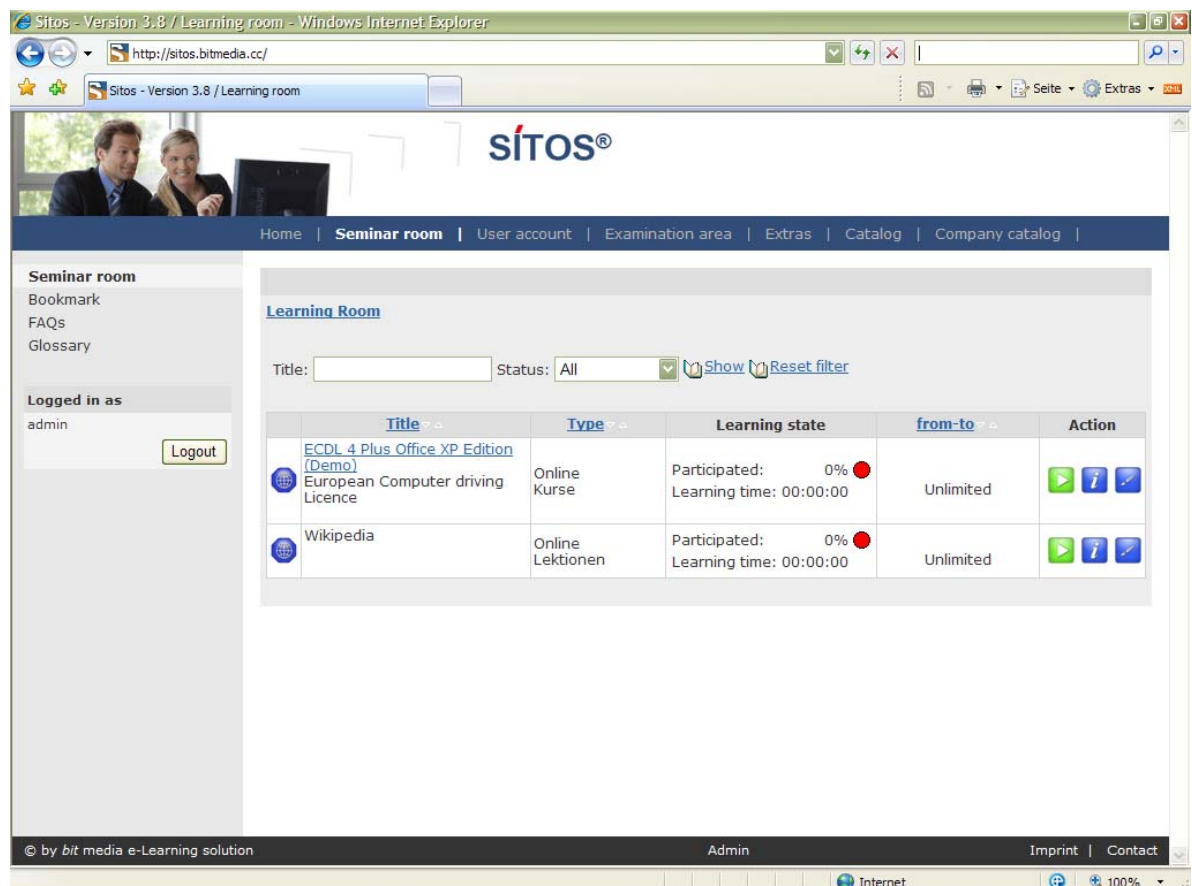


Illustration 1 - SITOS seminar room

1.1 Accessing the learning contents

Click on the Tab “Seminar room”. Here collective courses, to which you have access with your user name, are shown to you (see illustration 1).

Proceed as follows to open a certain section: A Lesson

- By clicking on the on the course title (e.g. EBC*L European Economics competency certificate), you can arrive at the chapter level. There you can see the brief description and structure of the course. You can even see the learning status and participated learning time. In the column Action, you would see the buttons **MORE INFORMATION**, **COMPLETED** and **BOOKMARKS**, depending on each respective status of the course. Illustration 2 shows the chapter and an additional lesson of the opened course.

The screenshot shows the SITOS 3.8 Learning room interface. The browser address bar displays 'http://sitos.bitmedia.cc/'. The page title is 'Sitos - Version 3.8 / Learning room'. The navigation bar includes links: Home, Seminar room, User account, Examination area, Extras, Catalog, and Company catalog. On the left sidebar, there are links for Chat, Forums, FAQs, and Glossary. Below this, it shows 'Logged in as admin' with a Logout button. The main content area is titled 'Learning Room > ECDL 4 Plus Office XP Edition (Demo)'. It features a search bar with 'Title:' and 'Status: All' dropdown, and buttons for 'Show' and 'Reset filter'. A 'Start' button is also present. Below this is a table with the following columns: Title, Type, Learning state, from-to, and Action.

Title	Type	Learning state	from-to	Action
Basics of Information Technology This course will introduce you to the basics of computer technology. You will learn how hard and software work, about data security and protection as well as about ergonomic considerations.	Online Kapitel	Participated: 0% Learning time: 00:00:00	Unlimited	i p
Windows XP Basics You are going to learn about functions of the operating system Windows XP that are necessary to use applications effectively. You fulfill important tasks as starting programs and managing files.	Online Kapitel	Participated: 0% Learning time: 00:00:00	Unlimited	i p
Word 2002 Basics This course shows you the basic meanings of text processing, how to write a text and get it in a good shape. Besides you learn functions of Word like mail merge, templates and other tools.	Online Kapitel	Participated: 0% Learning time: 00:00:00	Unlimited	i p

The browser status bar at the bottom shows 'Internet' and '100%' zoom.

Illustration 2 – display of the chapter of an example course

- After opening a chapter, you would arrive at the learning room. Here you would see the corresponding brief description and structure of the course, learning state of each respective chapter and the participated learning time. You would also see the buttons **MORE INFORMATION**, **COMPLETED** and **BOOKMARKS**.

SITOS - Version 3.8 / Learning room - Windows Internet Explorer

http://sitos.bitmedia.cc/

SITOS

Home | Seminar room | User account | Examination area | Extras | Catalog | Company catalog

Chat
Forums
Forums
FAQs
Glossary

Logged in as
admin
Logout

Learning Room > ECDL 4 Plus Office XP Edition (Demo) > Basics of Information Technology

Title: Status: All Show Reset filter Start

Title	Type	Learning state	from-to	Action
How Computers work The central processing unit forms the main part of a computer system. It consists of several components which are responsible for the actual data processing. This lesson shows the individual component...	Online Lektionen	Participated: 0% Learning time: 00:00:00	Unlimited	
Input Devices Input devices are required to enter data into a computer system. This lesson presents several different input devices and their uses.	Online Lektionen	Participated: 0% Learning time: 00:00:00	Unlimited	

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http://sitos.bitmedia.cc/3.8/static/default08/en/startpage.html

Illustration 3 – List of the lessons of a chapter

- On the top of the screen, you would always see the path, over which you can navigate (details – see illustration 4) and it offers the options of navigation.

[Learning Room](#) > [ECDL 4 Plus Office XP Edition \(Demo\)](#) > [Basics of Information Technology](#)

Illustration 4 – Path to the chapter „Introduction“


- By clicking on the action button **MORE INFORMATION** , you would receive the detailed Information about the course and also the individual learning objects. Detailed description of the course can be found in the illustration 5 with a listing of learning objects and course statistics.



Illustration 5 - Detailed description of a course object


1.2 To start a lesson



Proceed as follows to start a certain lesson:

1. You are on the tab On the Tab **SEMINAR ROOM**.
2. Here you can invoke the required course, in which you would be required to click on the corresponding action button **START** . It would start the course and you can simultaneously see the course in the tree structure in the left screen area (see illustration 5).



If you did not install the necessary software (e.g. Macromedia Authorware Player) locally on your computer, a window will appear, from which you can download this software. Installation can take some minutes. Follow the installation instructions.

3. By clicking on the action button **START** , you can start the lesson in the corresponding program. A new screen is opened, in which the course would run. You would see the course mapped in the tree structure in the left screen area. Below that, the statistical data and status display in traffic light system with the colors Red (New)

- Yellow (started) – Green (done) and also the action buttons **COMPLETED**  und **SET BOOKMARKS** .

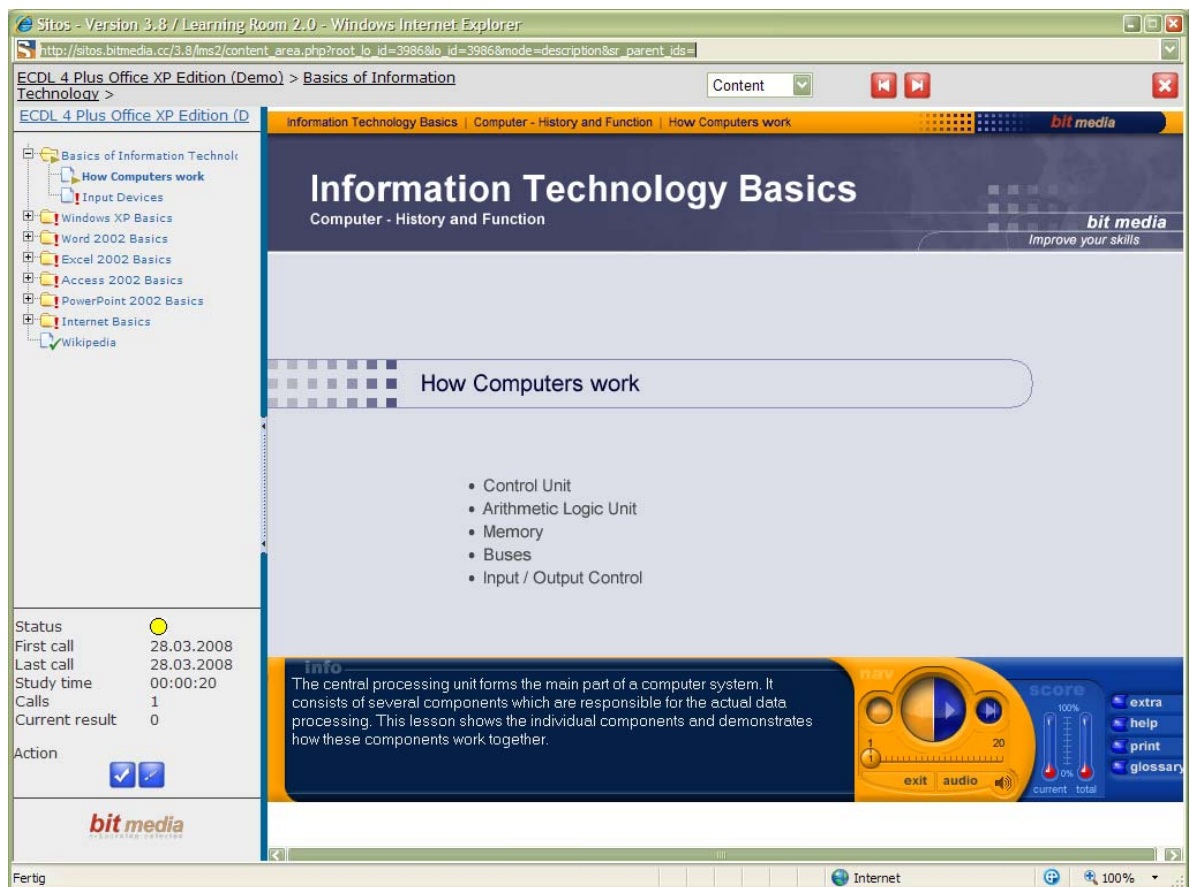


Illustration 6 – Course started







4. In the navigation bar above the course screen, you would find the exact path, as to where you are at that particular point of time. Besides in this control elements, you would find, as to where you can change the display between content and description and also the **PREVIOUS**  and **FORWARD**  -Buttons, over which you can directly go forward or backward to a lesson in the course. If you would like to close a lesson, click on the button **BACK**  and the course is closed. (Detailed Illustration 7)



Illustration 7 – Course navigation bar

5. After you have started a lesson at least once, this is displayed in the tree structure with the symbol . Even the symbol of the subsequent folder (e.g. chapter) is changed from **UNOPENED**  to **OPENED** .




At the time of starting the course, you can hide the information bar in the left screen area with a click on the green bar in the center of the screen, so as to continue with the course in an undisturbed manner.

1.3 Functions „Bookmark”

You can ascertain personal notes about the courses, chapters or lessons with the help of this function

Set the bookmarks

1. Click on the desired course (or chapter) in the learning room.
2. You can find the action buttons **MORE INFORMATION** and **SET BOOKMARKS** for each respective course entry (or a chapter or a lesson). Click on the symbol **SET BOOKMARKS** .






	Title ▾ ▴	Type ▾ ▴	Learning state	from-to ▾ ▴	Action
	How Computers work The central processing unit forms the main part of a computer system. It consists of several components which are responsible for the actual data processing. This lesson shows the individual component...	Online Lektionen	Participated: 0%  Learning time: 03:19:24	Unlimited	  

Illustration 8 – Entry of a lesson

3. A screen for entering your personal notes for the selected lesson (chapter or course) will open.

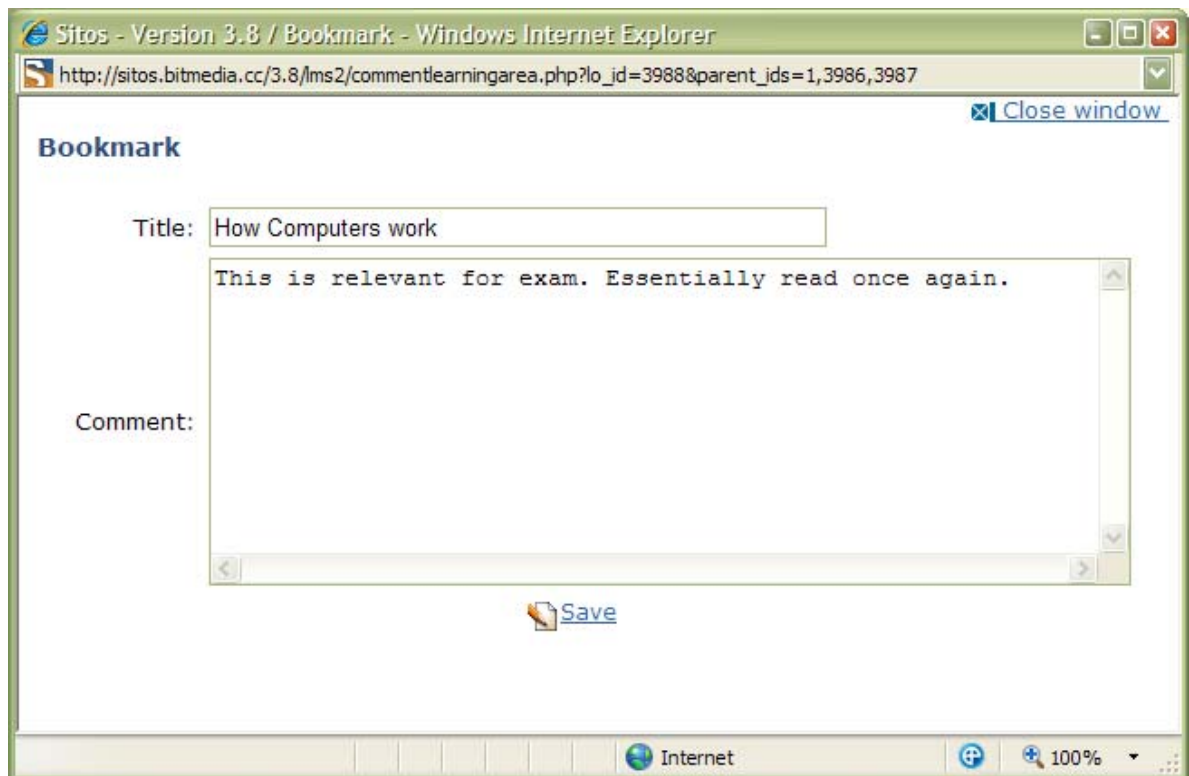




Illustration 9 – Bookmarks of a lesson


4. Click on the button **SAVE** after entering your notes.

Process bookmarks

You can change or delete the bookmarks, after you have ascertained them.

1. Go to the desired lesson (or chapter or course) and click on the corresponding action button **DELETE BOOKMARK**  to delete the bookmark,
2. You can process a bookmark in any started course, in which click on the action button **BOOKMARK** .
3. This will again open the screen „Bookmarks “, in which you can now carry out the desired Text changes.
4. Save your changes.



Click on the symbol **DELETE BOOKMARKS**  in the lower information area of the corresponding lesson (or chapter or course) to remove the bookmark (your notes).

Display the bookmarks

If you have already ascertained one or more bookmarks, you can display them in a list, grouped according to the learning objects. For this, click on the link **BOOKMARKS** in the navigation area.

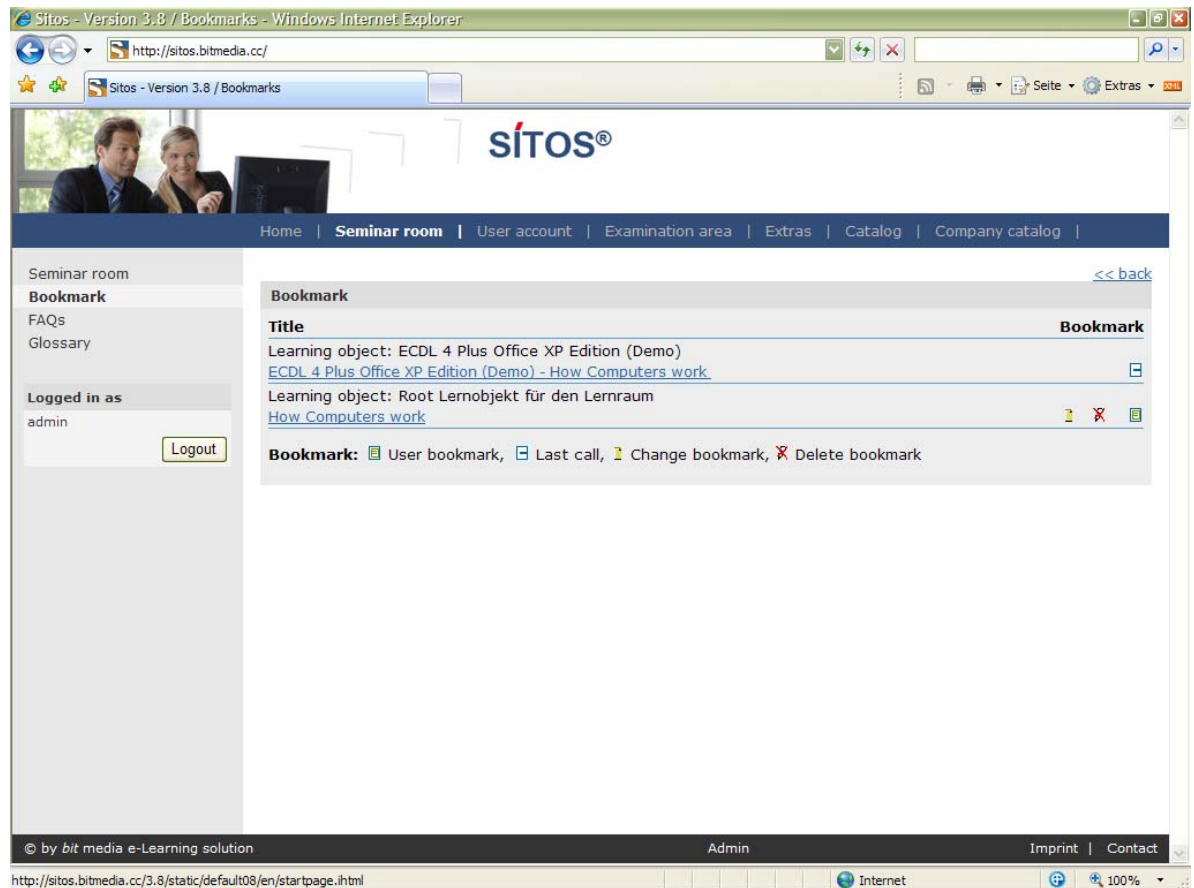



Illustration 10 - Overview of all the displayed bookmarks.


- You can see captions to the symbols in the lower screen area near “Bookmarks”.
- Click on a hyperlinked entry (e.g. lesson title). This will close the window automatically and you will go back to the hyperlinked entry (e.g. lesson) in the tree structure. Here you can change or delete the bookmarks by clicking on the action button **DELETE BOOKMARKS** .

1.4 How to mark a lesson as „Done“

You can mark the entries (e.g. lessons, chapters, courses) as “done” in the tree structure with the help of this function. This offers a greater clarity while learning.



Before you could mark a lesson as **DONE**, you should have started it at least once. If you want to mark a chapter as **DONE**, all subordinated lessons must be “opened” and “done”. To mark a course as “done”, all chapters underneath must be set to “done”.

1. Open >>> to mark a lesson (chapter or course) as “done”
2. Click on the action button **DONE**  in the left lower information side. Colour of the checkbox is changed to Red (started) and status is set to Green (Done).





Status	
First call	28.03.2008
Last call	28.03.2008
Study time	00:00:00
Calls	2
Current result	
Action	 

Illustration 11 – Left lower information area

3. The lesson will now be shown with the symbol **DONE**  in the tree structure.

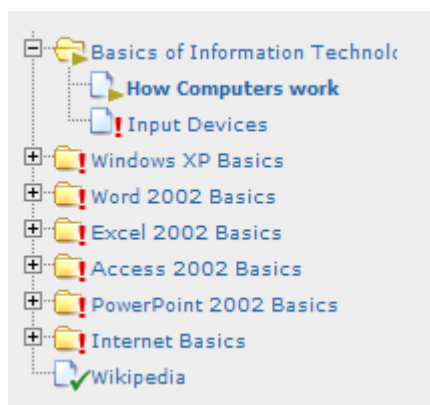


Illustration 12 — part of the seminar tree structure with completed lesson "Einführungstour" (introduction tour)



The lesson is automatically managed as „Started“ and the status with Green (Done) even in the lesson overview.

1.5 Learning progress

So called “Tracking” can be deposited to the Learning object under SITOS® (e.g. a lesson, a document, etc.). Tracking means certain data is saved, such as

- Status (e.g. „booked “, „started “, „done “)
- Number of calls
- Date of first and last call
- Total learning time
- Achieved scores within a lesson

(see Illustration 11). This data is displayed at the time of each call of a course or a lesson. Hence as a user, you are in position to do a self assessment, as to which portion of a “course” you have already completed or which content you have often viewed or did not view at all.

Learning progress is displayed after the selection of corresponding lesson (or chapter, course) in the left screen area.




Status	
First call	28.03.2008
Last call	28.03.2008
Study time	03:35:35
Calls	3
Current result	0
Action	 

Illustration 13 – Course screen - Learning progress of a lesson

If you would like to see your progress or status for corresponding lessons (or chapter or course), only for the controlling perspective, you can control this in the learning rooms on the corresponding levels in the Learning overview (or chapter or course overview) (Illustration 11). Here the learning progress of a lesson (or a chapter or a course) is shown to you in %. You would be also shown the time spent and the status in the traffic light system.







Basics of Information Technology This course will introduce you to the basics of computer technology. You will learn how hard and software work, about data security and protection as well as about ergonomic considerations.	Online Kapitel	Participated: 0%  Learning time: 03:37:54	Unlimited	 
Windows XP Basics You are going to learn about functions of the operating system Windows XP that are necessary to use applications effectively. You fulfill important tasks as starting programs and managing files.	Online Kapitel	Participated: 0%  Learning time: 00:00:00	Unlimited	 

Illustration 14 – Seminar room - Learning progress of a lesson