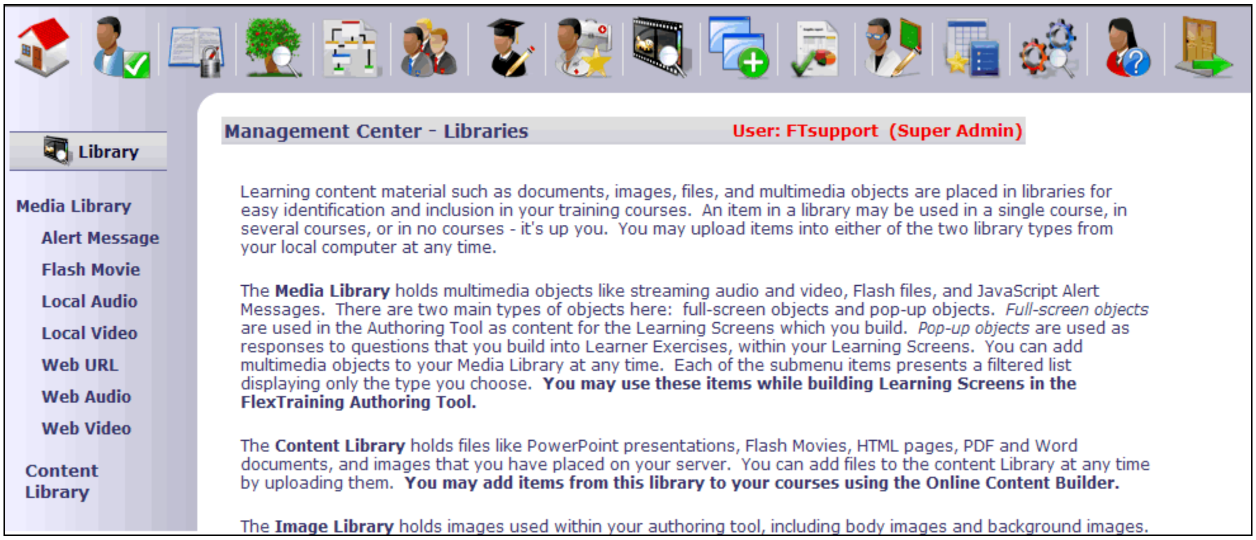
FlexTraining

Powerful Tools
Unlimited Results™

The FlexTraining Total E-Learning Solution

Management Guide
Version 6.0

Library



Media Library

The Media Library feature lets you establish “Dynamic Messages,” in one of several formats, to be used in your training content where and when you choose. Each message you define may be used as many times as you wish in your authored content and learner interactions.

A Dynamic Message may be a simple JavaScript “Alert” box, a Flash movie or streaming video that you have created.

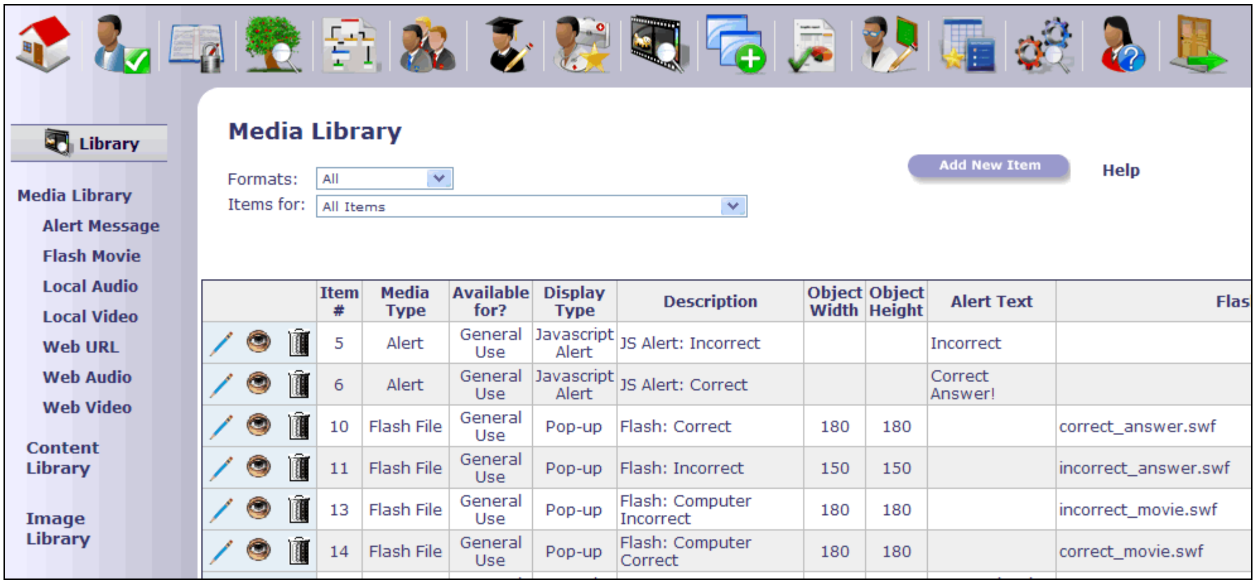
It may also be a text message (that you define) that pops up in a separate window. Your Dynamic Message may be small enough to fit in a tiny window or large enough to require a full frame.

View Records

Start by choosing “Media Library” from the Management Center Menu. You may also click on any of the submenu items to see a filtered list of messages.

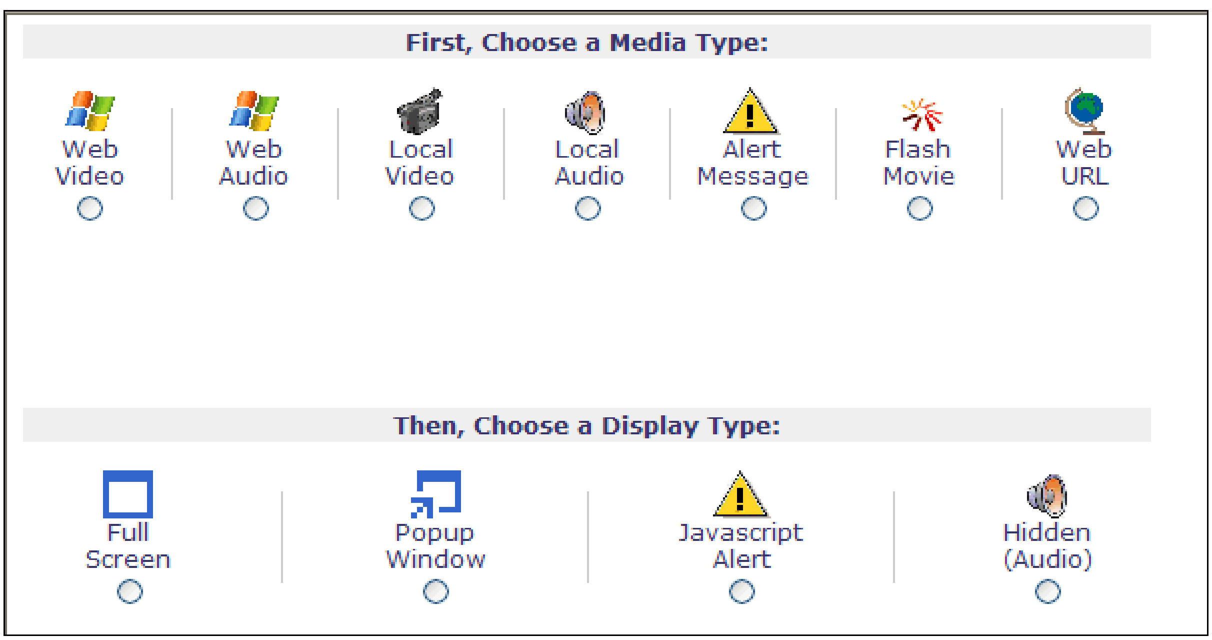
A list view, displaying all currently defined messages, appears in the right frame. The first time you access this screen, before you have added any of your own messages, it will show just the sample messages that ship with the FlexTraining system.

This screen is your gateway to message maintenance, providing Add, Edit and Delete functions, as well as a “Show” link to display the message in a popup window.
You may filter the list based on message type, based on which course the item is assigned or both simultaneously.



Adding a Record

Click on the “Add New Item” button found on the upper right hand corner of the screen. A window will open that contains all available media types.



Complete the fields as follows:

Select Media Type
Select the media type you wish to use.

Select Display Type
Select how you would like to have your media displayed. Click the “Add” button to proceed.

Note: Only features available to each corresponding media type will be displayed in the next section (see image on next page).

Create Description
Enter a short, MEANINGFUL description that you will recognize when you go to select messages from a pull-down list later.

Enter Object Height
Enter the height needed for this message. Controls the size of the popup window used to display the message. For message type of “Alert,” this parameter is ignored.

Enter Object Width
Enter the width needed for this message. Controls the size of the popup window used to display the message. For message type of “Alert,” this parameter is ignored.

Create Alert Text
What to say in the message.

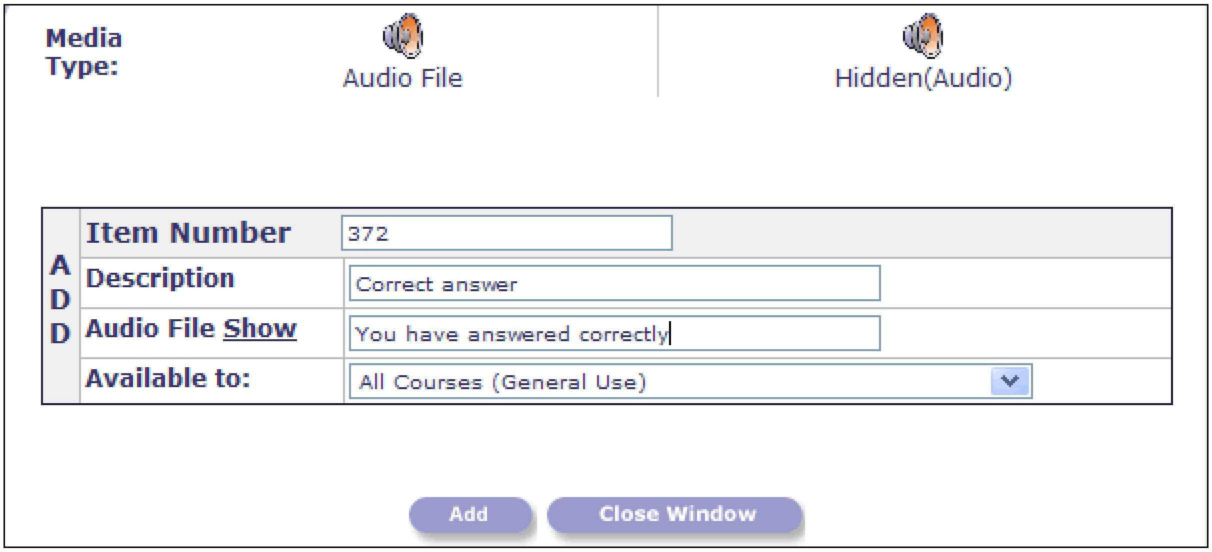
Enter Flash File
Filename for the SWF flash movie you want to show. Must reside in the “asp/content/Flash_Movies” directory on your server.

Enter Web Video or Local Video
Full address (URL) of a streaming video (beginning with “mms://”) to be shown in this message or file relative to the “asp/content/sections/Videos” folder.

Enter Web Audio or Local Audio
Full address (URL) of a streaming audio to be played with this message or file relative to the “asp/content/sections/Audio” folder. Useful in combination with a text message.

Choose Course
Choose if you would like to make this item specific to a course or allow it to be used by all courses.

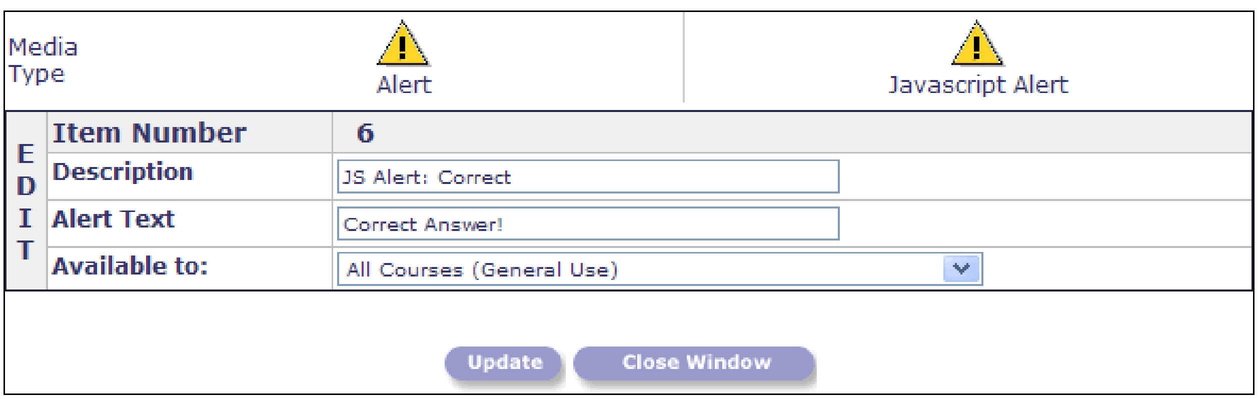
When you have completed the form, click the “Add” button.



Editing a Record

Editing an existing message is done by clicking on the Edit link next to any message. The resulting popup Edit screen is similar to the Add screen except that you do not have an opportunity to change the message number.

In Edit mode, simply enter your changes and click on the Update button. Your changes will be reflected immediately in the List View in the main frame.



Deleting a Record

To delete a message from the Media Library database, click the Delete link next to any message.

If you attempt to delete a message that is referenced in a page you have built with the FlexTraining Authoring Tool, you will not be able to complete the deletion. Instead, you will receive a notice identifying which course and authored page are currently using the message. This helps preserve data integrity and prevent accidental deletions.

Concept: What makes up a message?

For starters, for every message you define, as well as the samples shipped with the FlexTraining system, there is a record in the FlexTraining database.

Beyond that, it depends on what the message type is and what fields you complete in your "Add New Record" dialogue. If you want to define the simplest possible message, use the "Alert" media type and simply enter a phrase or sentence in the Alert Text field. You'll get a JavaScript "Alert" box that pops up any time the message is triggered, and no external files are required.

Another simple message would be the "Pop-up Window" Media Type. A Flash-movie message would have a filename in the Flash File field (a file that you have created and which resides in the asp/content/Flash_Movies directory on the web server). This is a more complex message because it requires an external component (the Flash Movie file) in addition to the message definition in the database.

A streaming video (or audio) clip would also be more complex than a simple "Alert" message since it requires the URL for a streaming multimedia file (that you have created outside of FlexTraining), and also requires Multimedia server software (Windows Media Server) to deliver the video or audio.

Using Your Records

The dynamic messages you can create in this facility are not used unless and until they are referenced elsewhere. The primary use of the dynamic messages is in the FlexTraining Authoring Tool (for specific procedures, see the FlexAuthoring/Authoring Tool section of this Management Guide).

However, the messages can also be referenced and, therefore, integrated into web-based training content created in other, third-party web authoring tools such as Microsoft Front Page and NetObjects Fusion.

The messages can be tied to hot-spots in pages you create to form a very effective interactive point-and-click training technique.

Note: You can also reference these pop-up multimedia messages from any web pages you create to use as training content in an external authoring tool (such as Front Page or DreamWeaver).

To utilize the dynamic messages in your own pages:

1. Place the following line in the HEAD section of your HTML page

<!--#INCLUDE FILE="popup.htm"-->

This will load all the JavaScript needed to open the windows. This assumes your page is being placed in the directory asp/content/sections. If it is in a lower directory, you would include a .”./" in front of the "popup.htm.”

2. Whenever you need to link to a message, use
<A HREF="JavaScript:m1()"> if you want to play your message that you are calling message 1, and
<A HREF="JavaScript:m2()"> to link to a popup window that plays message 2, etc.

That should do it. You can put these HREF tags (links) around text or images the same way you place other links within your HTML page.

We suggest you put your pages in the directory asp/content/sections. If you do not you will also have to edit popup.htm to add some .”./" strings to the URL that refers to the page called "message_popup.asp.”

Define your "dynamic messages" using the Management Center menu and the screen will list your message numbers so that you can easily refer to them later.

Again, keep your pages in asp/content/sections. You should be in good shape, and this feature should be easy to use.

Content Library

This section allows you to manage your uploaded files as well as upload new ones.

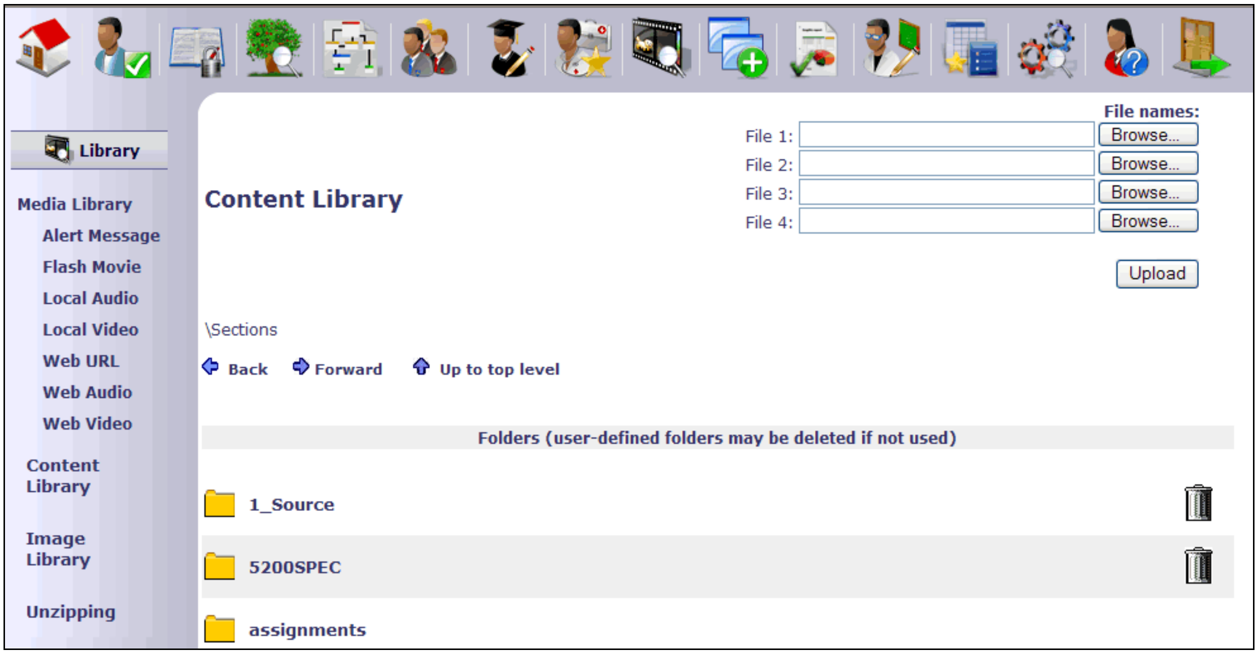
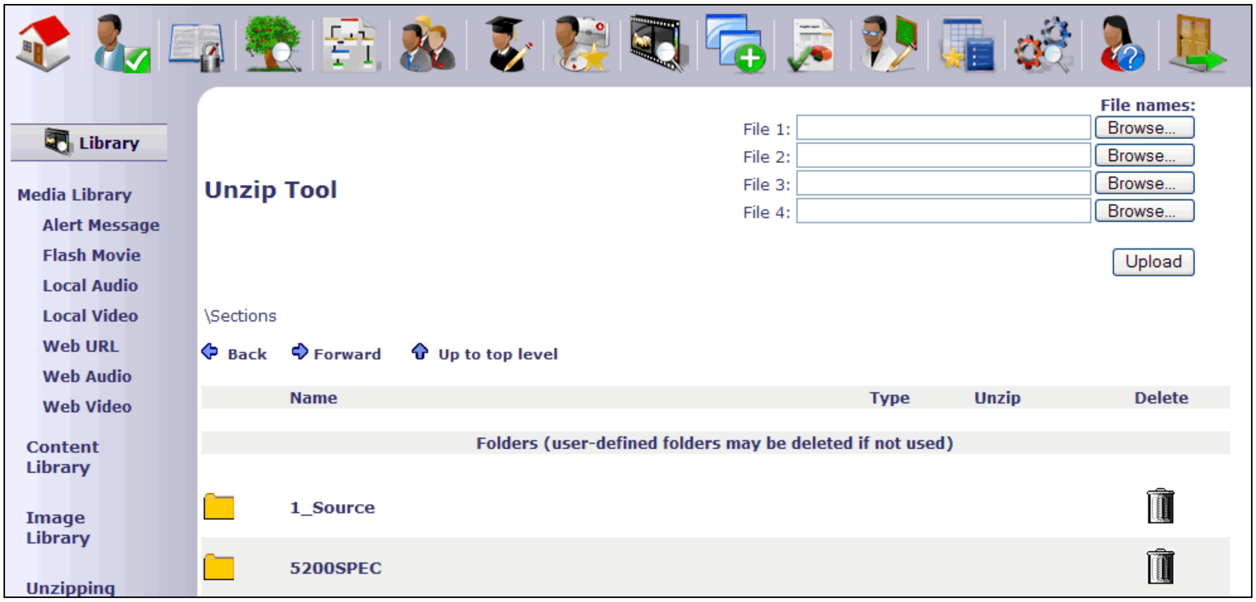


Image Library

This section allows you to upload and manage pictures for use in your authoring tool.

Unzip Tool

You can upload a zipped course of HTML, images, etc., and the Unzip Tool will unzip it into the same folder in which it is uploaded. You can upload one zipped file rather than the traditional multiple files.

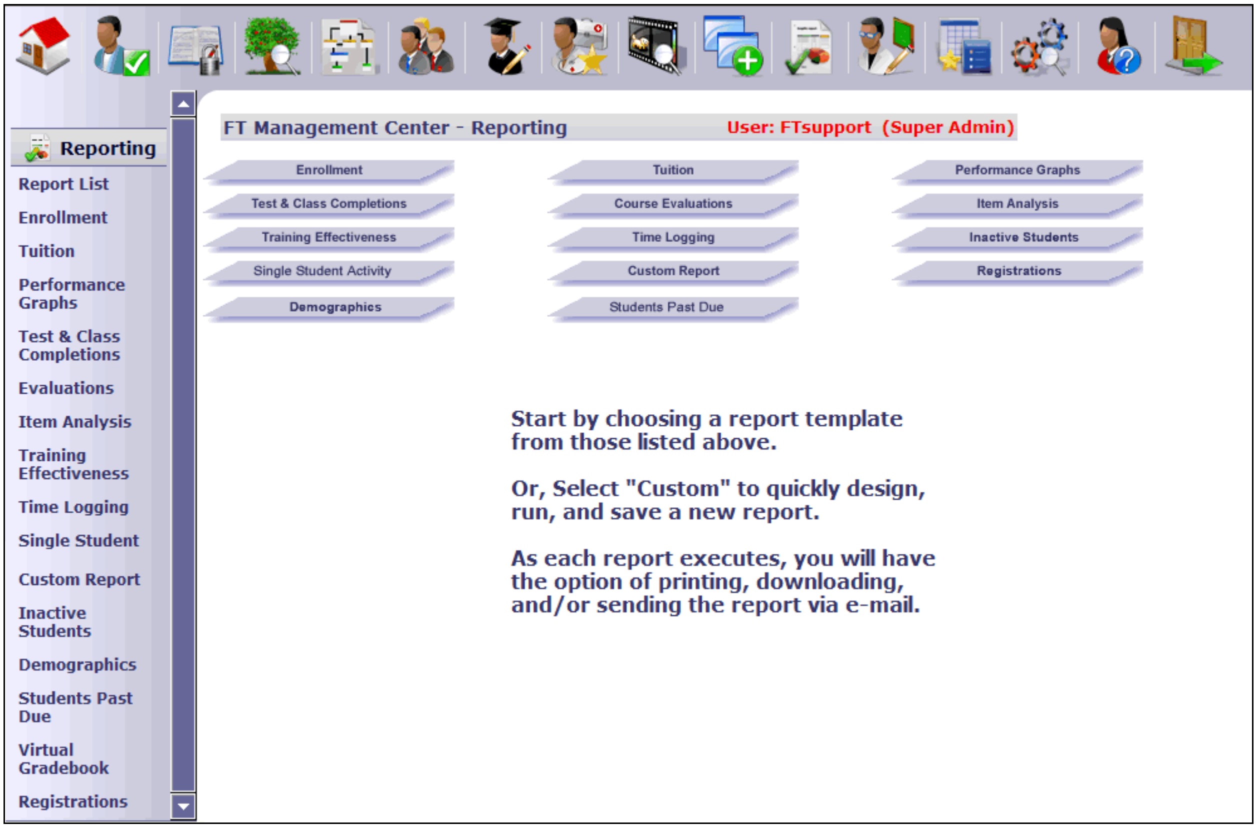


PPT to Flash Converter

This integrated web-based tool provides a screen and underlying integration to the FlashSpring Server DLL for the purpose of converting PowerPoint files to Flash movies within the FlexTraining environment. Requires the purchase of third-party FlashSpring Server DLL software.

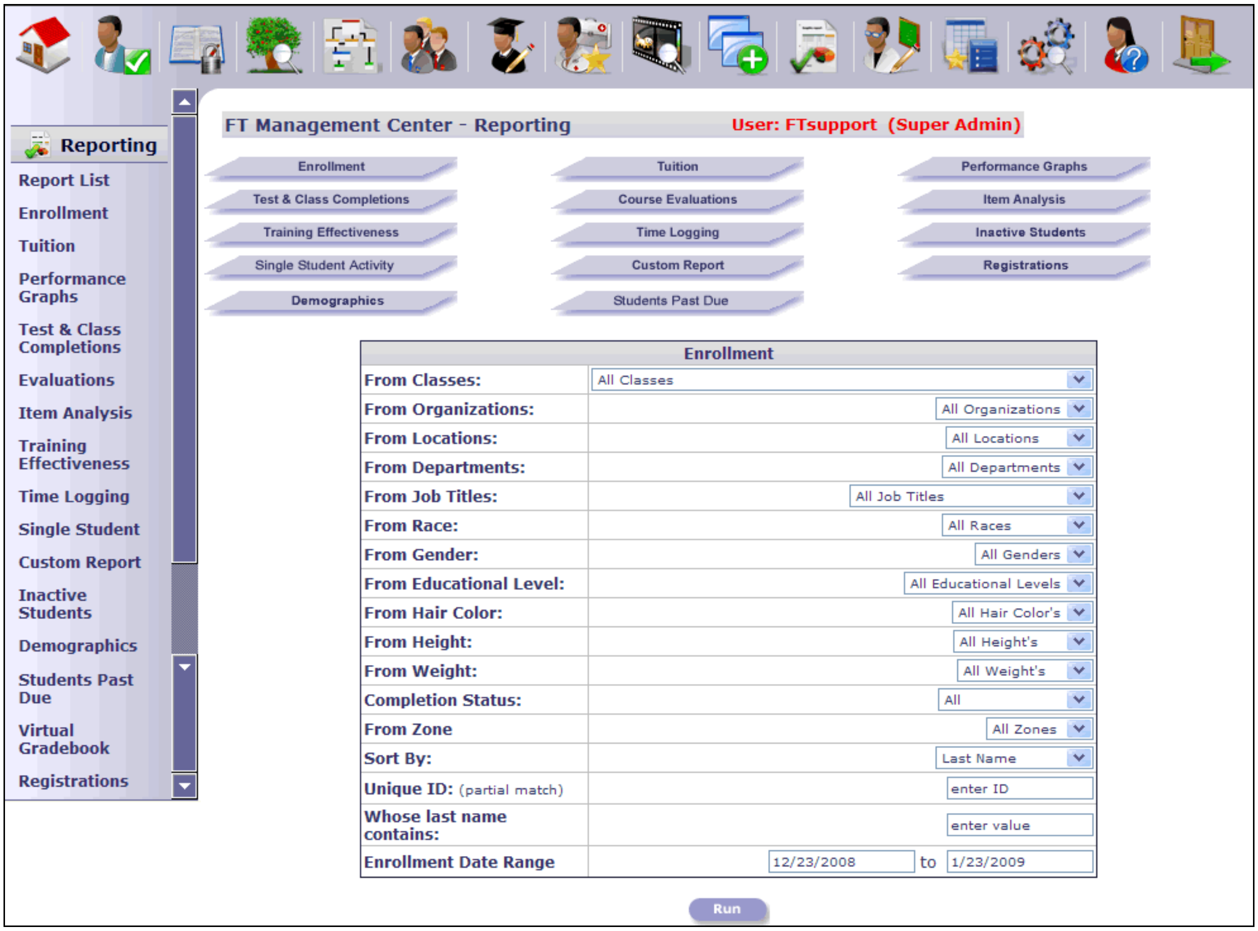
Reporting Menu

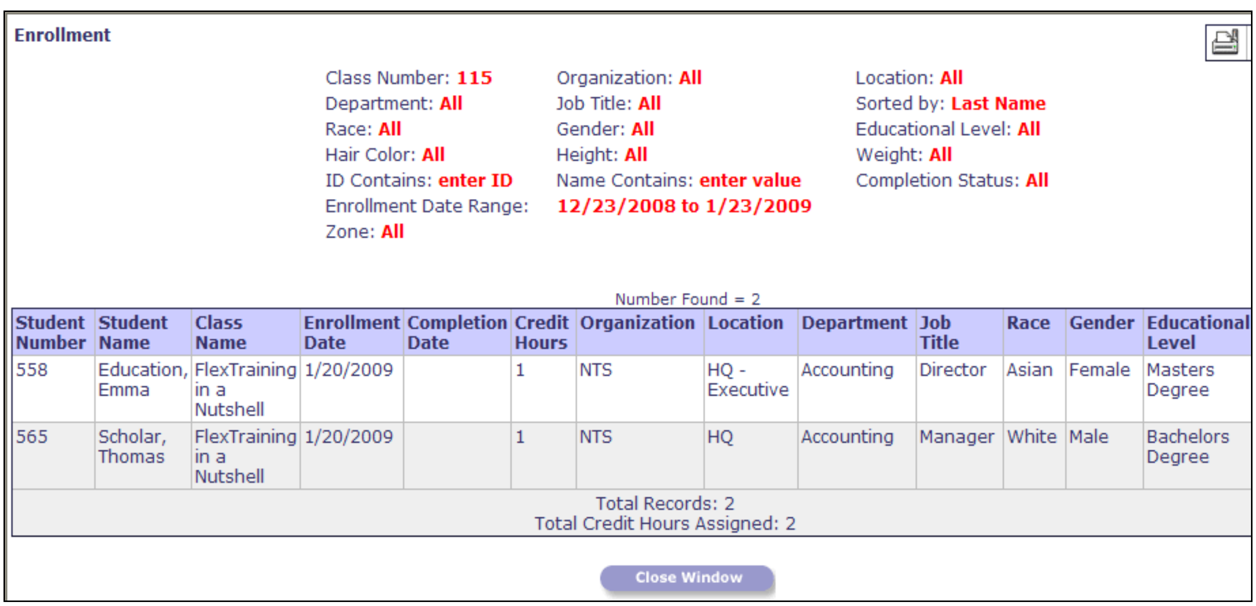
The FlexTraining Management Center Reporting Menu includes thirteen “Standard” or pre-defined report formats and one “Custom” or ad-hoc format.



Enrollment

This report contains a listing of all classes offered, all students presently enrolled, class start dates and instructor names. You can apply "filters" to the records in the database, which will determine which records appear on your report. You may filter by Class and/or by Organization. You can also sort the data by whatever variables are available in the “sort by” pull-down list.





Enrollment

Class Number: **115**
Organization: **All**
Location: **All**
Department: **All**
Job Title: **All**
Sorted by: **Last Name**
Race: **All**
Gender: **All**
Educational Level: **All**
Hair Color: **All**
Height: **All**
Weight: **All**
ID Contains: **enter ID**
Name Contains: **enter value**
Completion Status: **All**
Enrollment Date Range: **12/23/2008 to 1/23/2009**
Zone: **All**

Number Found = 2

Student Number	Student Name	Class Name	Enrollment Date	Completion Date	Credit Hours	Organization	Location	Department	Job Title	Race	Gender	Educational Level
558	Education, Emma	FlexTraining in a Nutshell	1/20/2009		1	NTS	HQ - Executive	Accounting	Director	Asian	Female	Masters Degree
565	Scholar, Thomas	FlexTraining in a Nutshell	1/20/2009		1	NTS	HQ	Accounting	Manager	White	Male	Bachelors Degree

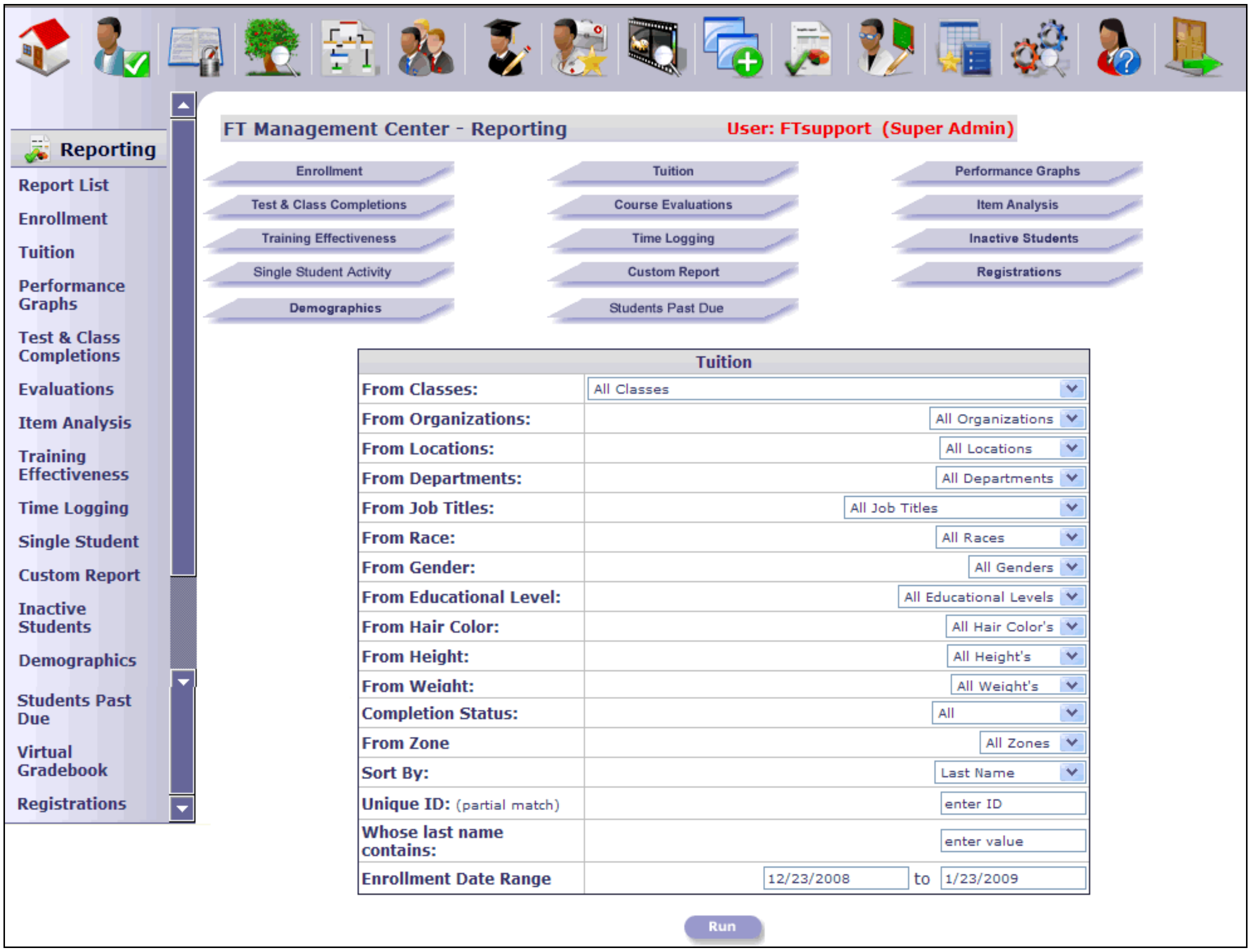
Total Records: 2
Total Credit Hours Assigned: 2

Close Window

Sample Enrollment Report

Tuition

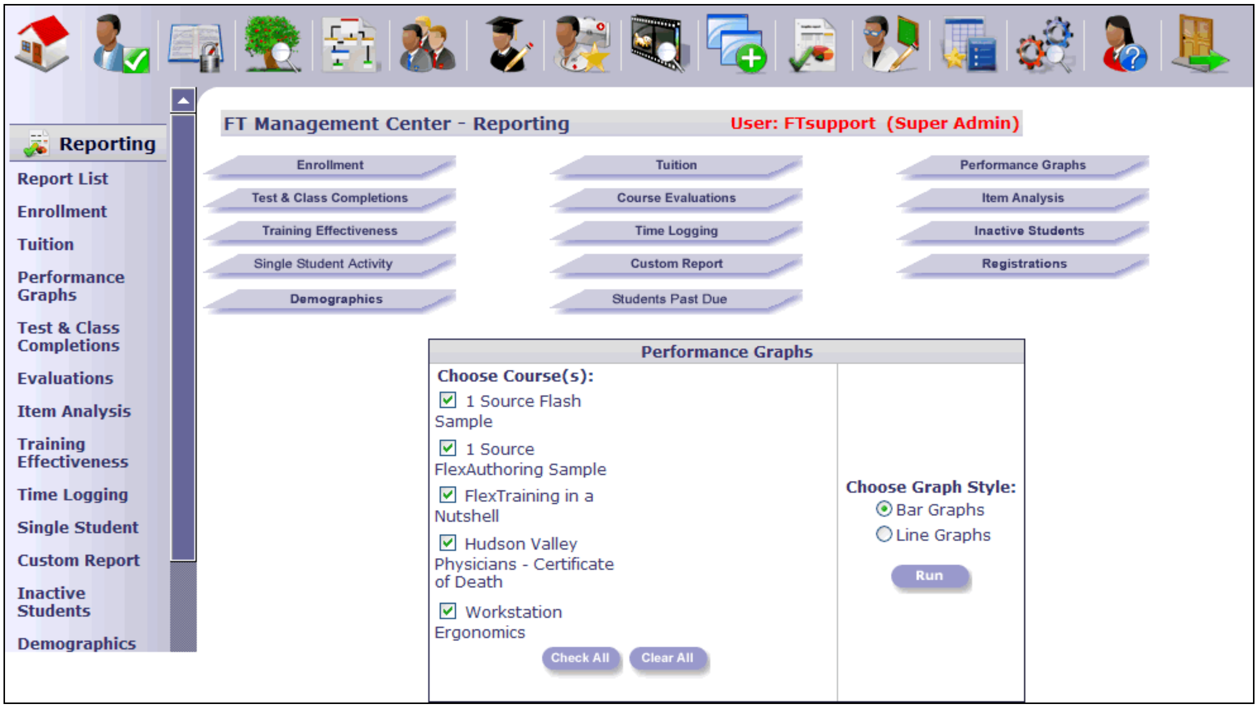
This report contains class-by-class enrollment, including tuition totals, if applicable. It also includes tuition totals by Class, Course or Organization. You can filter by Class and/or by Organization. You can also sort the data by whatever variables are available in the “sort by” pull-down list.



Performance Graphs

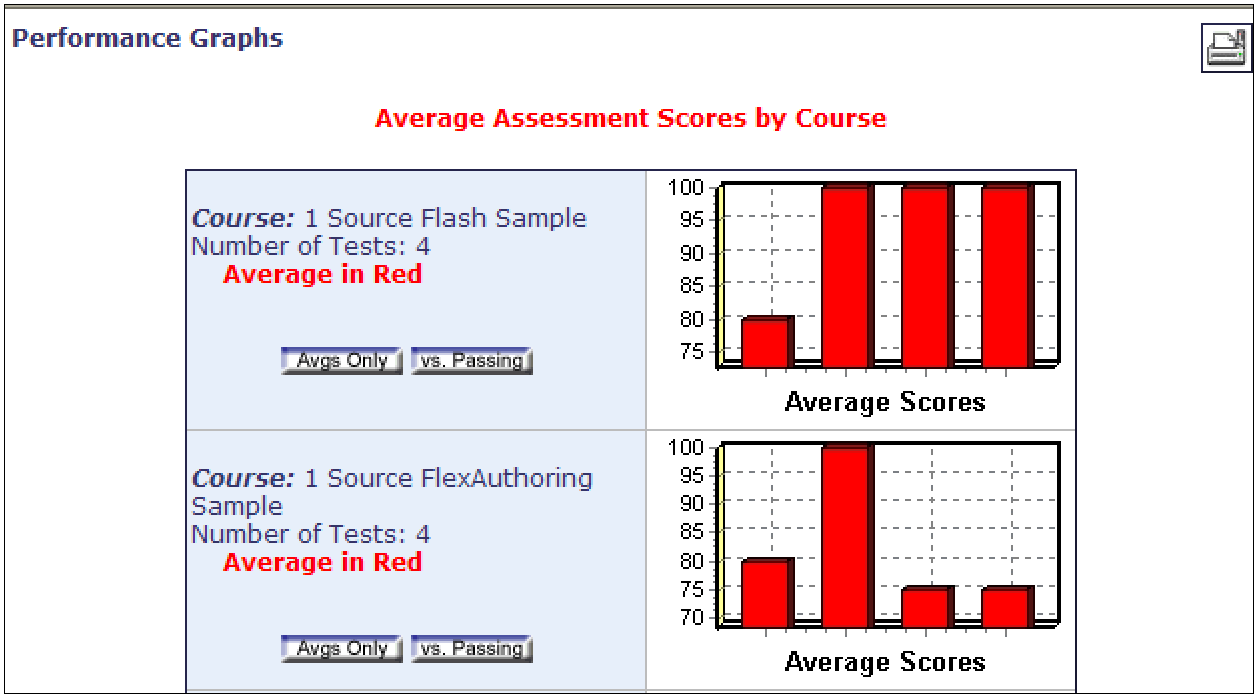
The Performance Graphs feature allows you to depict overall performance of your training tests and see how performance stacks up against established targets ("passing scores").

After you select the "Performance Graphs" option from the menu, you are presented with a list of Courses, with pre-filled checkboxes beside each course (see image below). Only courses that are currently in the catalog will appear in the list. Courses that have been built but not yet scheduled do not appear.



If you do not want to see testing results for all courses in the list, you may "un-check" some of the boxes. You can also specify whether you want to see the graphs in a "Bar" or “Line” format. If there are more than three or four tests in most of your courses, the ”Line Graphs” style may be the best format to choose. Otherwise, the “Bar Graphs” style will probably be the best choice.

After making your selections on this options screen, click on the “Run” button to create and display the graphs. A typical set of test results graphs may look like the following:



Sample Performance Graphs

Each graph represents a single course, whether it has been offered every week for a year or has only been scheduled one time. Each point on the graph represents a single test. Some courses may have many tests, while some may have only one or two.

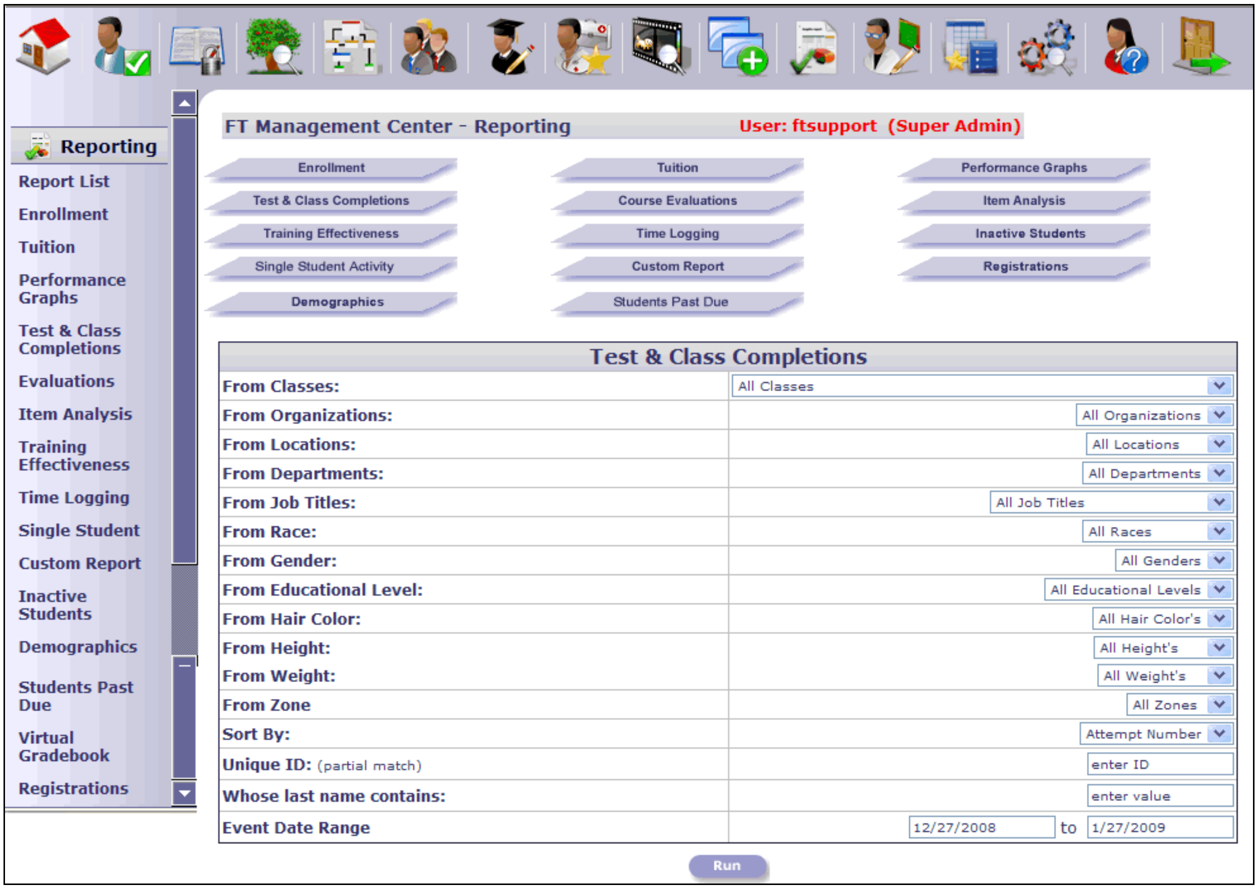
Note that you can change the "view" from showing average scores only to showing average scores versus the established passing scores on a test-by-test basis. Roll your mouse over the silver buttons to change which graph is displayed.

If you have a problem generating the graphs, make sure the security permissions for the FlexTraining/asp/content/temp directory are set, which will allow you to write to and create files in the directory. This directory stores the dynamically generated graph image files.

Test & Class Completions

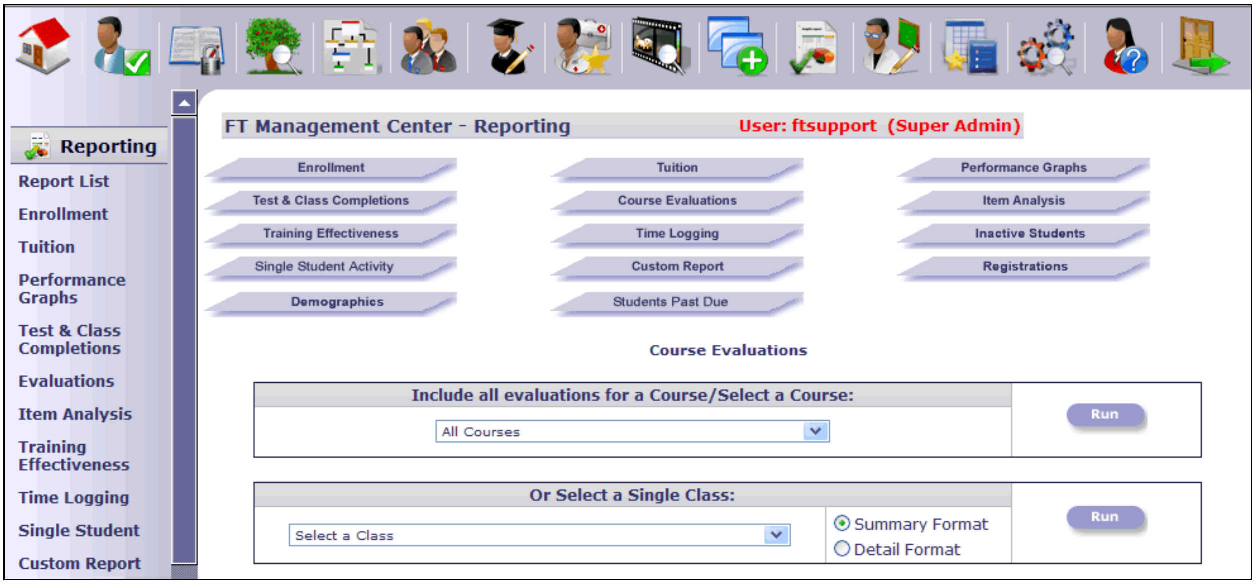
This report contains details of all test attempts and scores, along with all course completions for a given student. You may also view the actual test(s) taken by each student, if available. The report displays total amount of questions, number correct, percent correct, percent required to pass the test, test result (pass/fail) and the actual questions the student was required to answer.

You can filter by Organization, Location, Department, Job Title, Class, Unique ID and/or Student's last name. Note that if you do not recall the Student's entire last name, you can place as much of the name as you remember in the input box where it states "enter value." This will bring up a list of student's whose last name contains the value you entered. Sort the data by whatever variables are available.



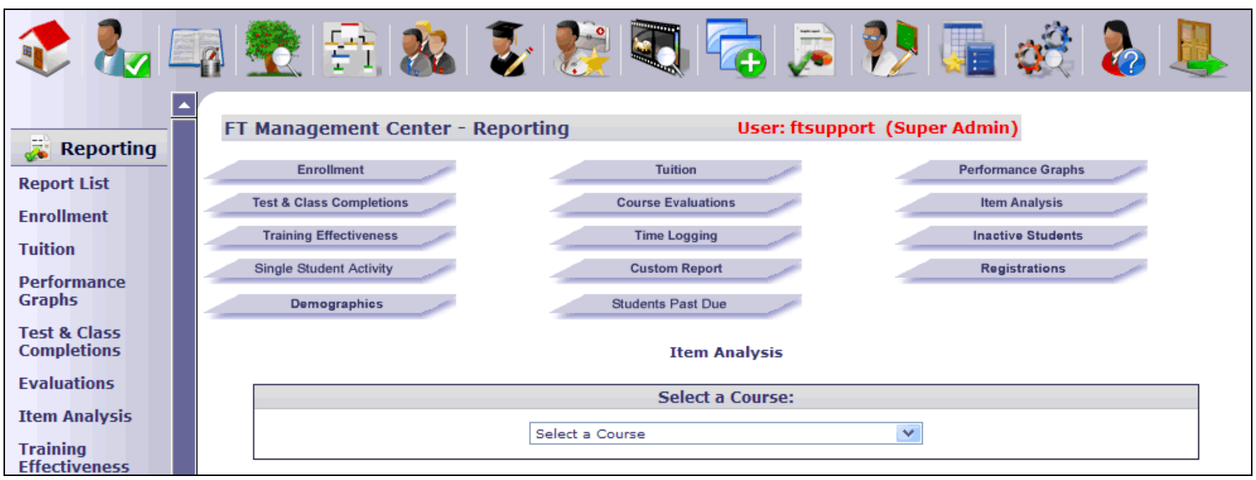
Course Evaluations

This report contains question-by-question evaluation responses, by "All Courses," a single "Course" or a single "Class," in "Summary" or "Detail" format. You can filter by "All Courses," by one Course or by one Class.

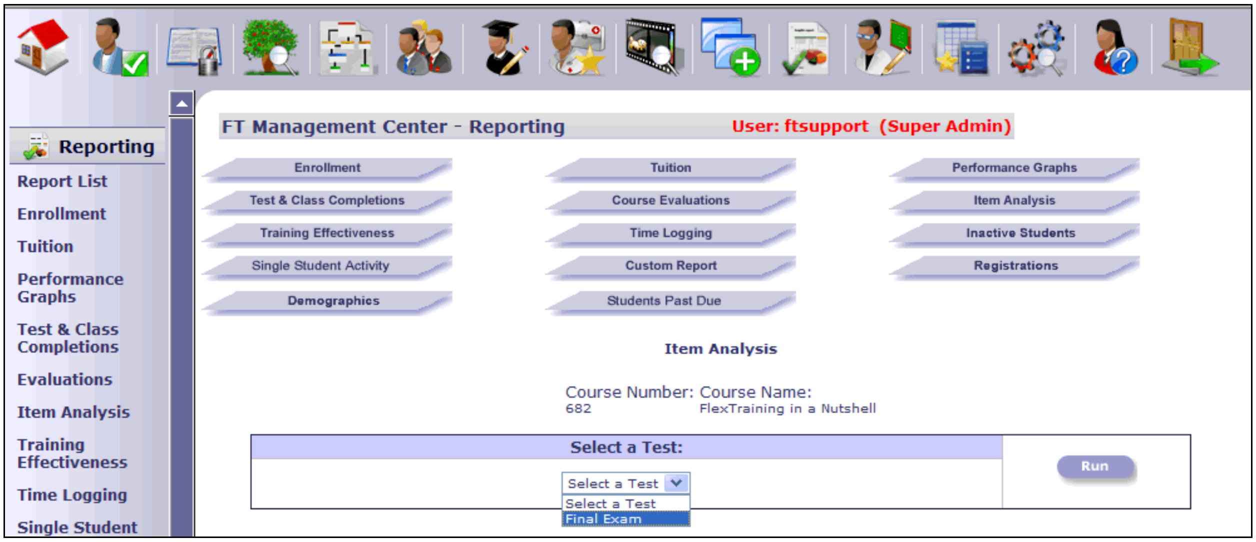


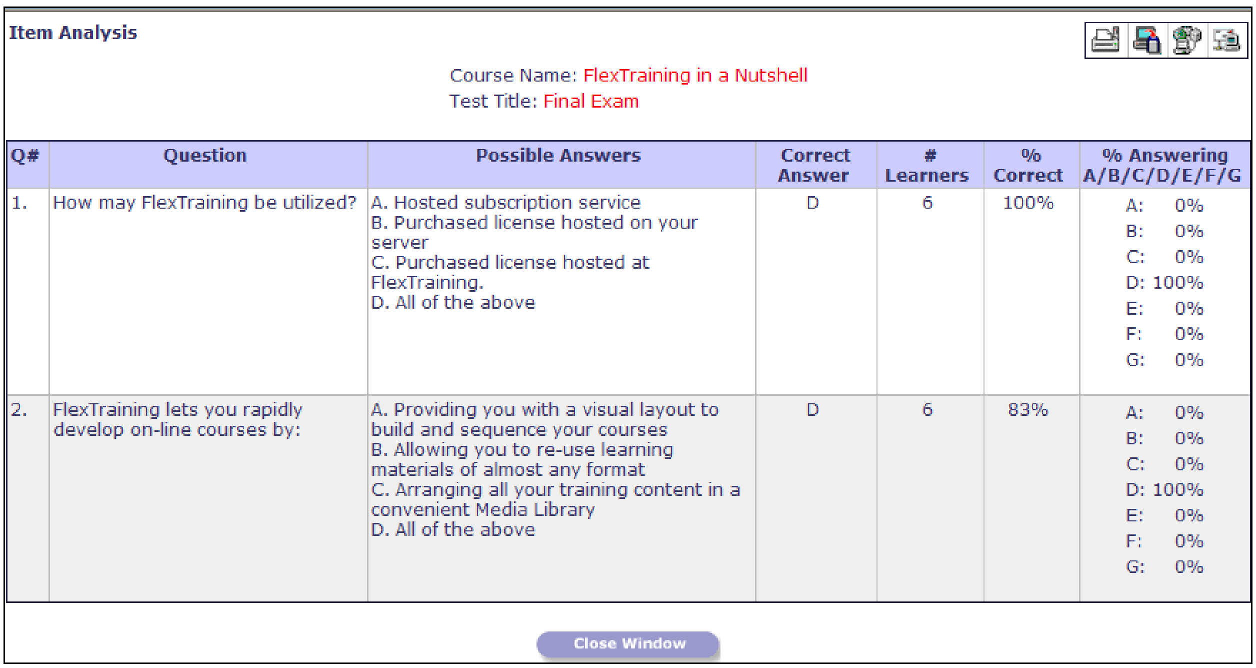
Item Analysis

This report contains the test questions given, available answers, correct answers, number of learners who took the test, percentage of correct answers given and an answer-by-answer breakdown, by percentage, of all answers given.



Report data appears whether the answer was correct or incorrect (by the Course and Test you have selected).





Item Analysis

Course Name: FlexTraining in a Nutshell
Test Title: Final Exam

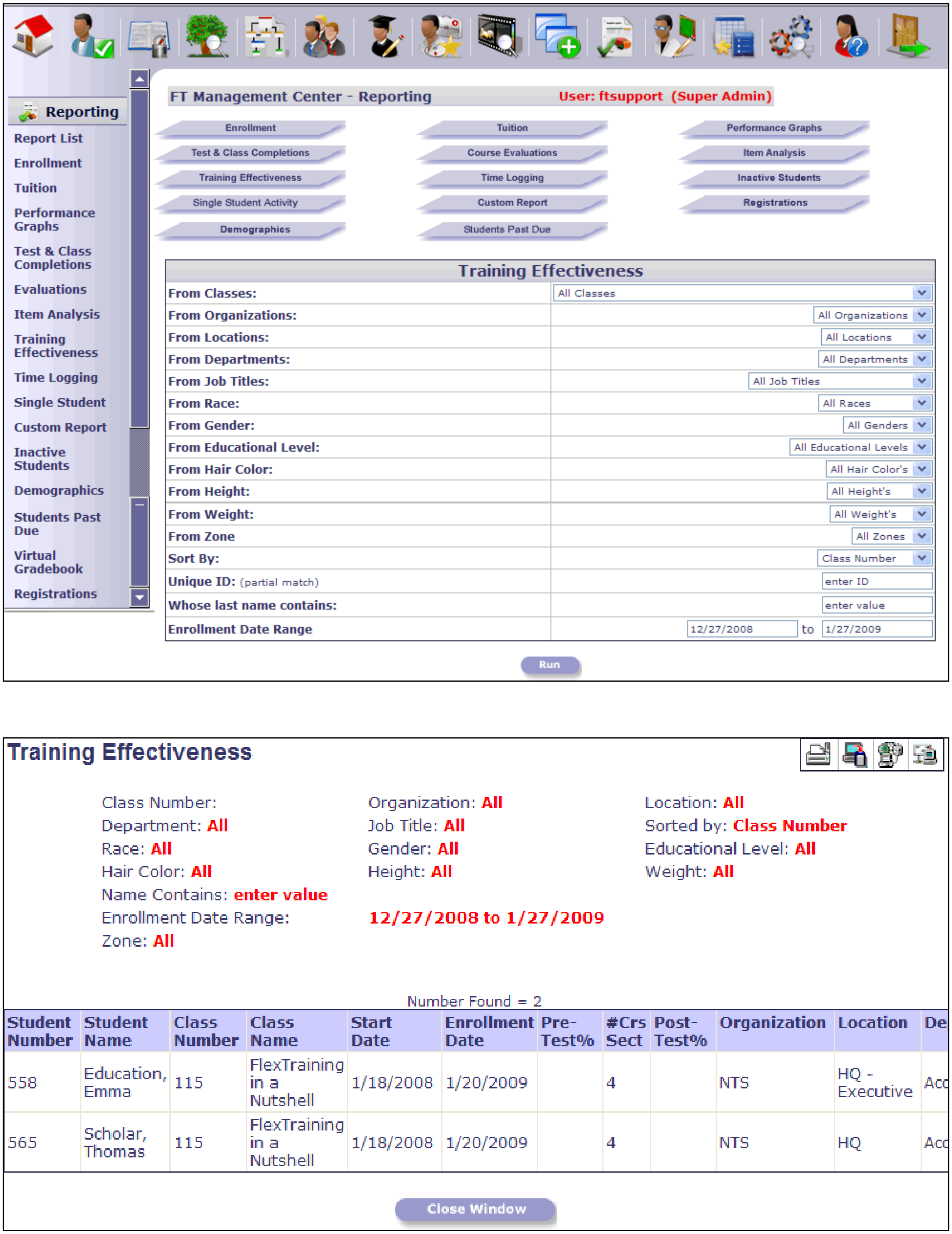
Q#	Question	Possible Answers	Correct Answer	# Learners	% Correct	% Answering A/B/C/D/E/F/G
1.	How may FlexTraining be utilized?	A. Hosted subscription service B. Purchased license hosted on your server C. Purchased license hosted at FlexTraining. D. All of the above	D	6	100%	A: 0% B: 0% C: 0% D: 100% E: 0% F: 0% G: 0%
2.	FlexTraining lets you rapidly develop on-line courses by:	A. Providing you with a visual layout to build and sequence your courses B. Allowing you to re-use learning materials of almost any format C. Arranging all your training content in a convenient Media Library D. All of the above	D	6	83%	A: 0% B: 0% C: 0% D: 100% E: 0% F: 0% G: 0%

Close Window

Sample Item Analysis Report

Training Effectiveness

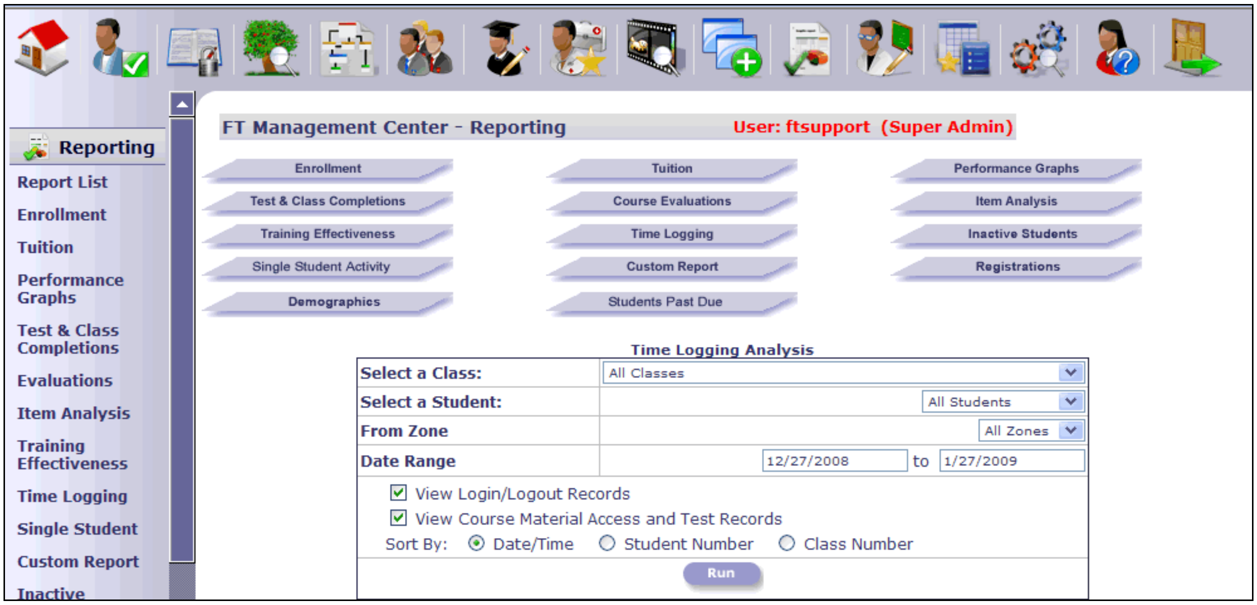
This report displays a comparison between the learner's Pre-test and Post-test scores per student, per course. It is a valuable tool for checking student progress. You can filter by Organization, Location, Department, Job Title, Class and/or Student's last name. Note that if you do not recall the Student's entire last name, you can place as much of the name as you remember in the input box where it states "enter value." This will bring up a list of student's whose last name contains the value you entered. Sort the data by whatever variables are available.



Sample Training Effectiveness Report

Time Logging

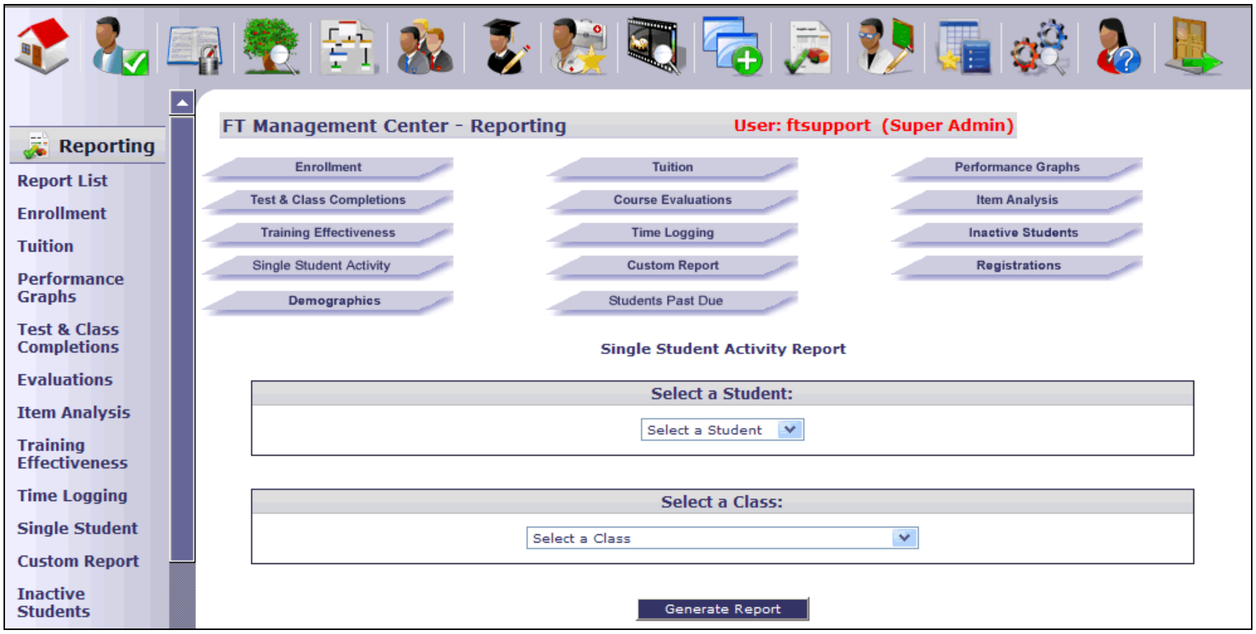
The Time Logging report contains the time it took a student to complete a test. This report may be filtered by “All Classes,” a single Class, “All Students” or an individual student. You may elect to view (or not view) “Login/Logout” records and/or “Course Material Access and Test Records.” Sort this report by Date/Time, Student Number or Class Number.

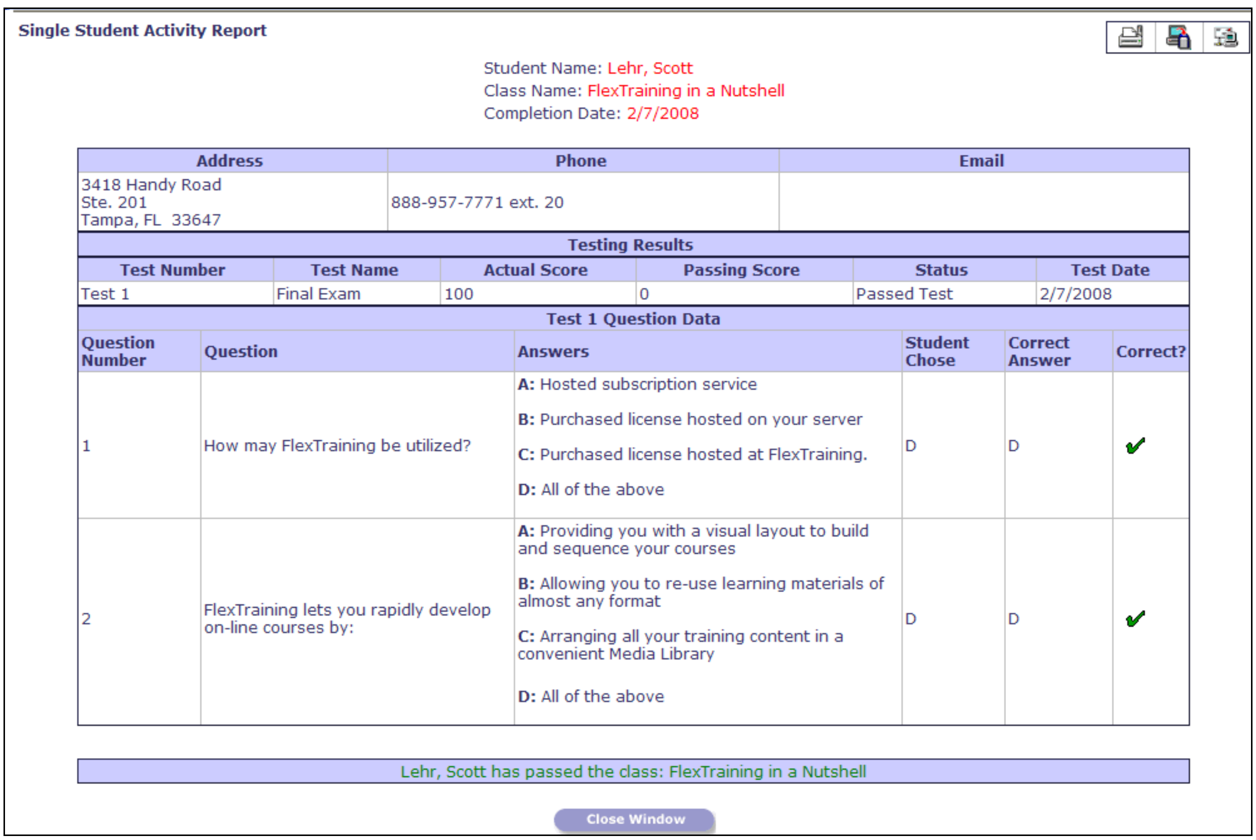


If you do not find a “Standard” report on this menu that meets your needs, you can build and run an ad-hoc or “Custom” report using the Custom Report Builder, as described on the next page.

Single Student Activity

The Single Student Activity report provides the user with a snapshot of the progress of a particular student in a specified class.





Single Student Activity Report

Student Name: Lehr, Scott
Class Name: FlexTraining in a Nutshell
Completion Date: 2/7/2008

Address	Phone	Email
3418 Handy Road Ste. 201 Tampa, FL 33647	888-957-7771 ext. 20	

Testing Results

Test Number	Test Name	Actual Score	Passing Score	Status	Test Date
Test 1	Final Exam	100	0	Passed Test	2/7/2008

Test 1 Question Data

Question Number	Question	Answers	Student Chose	Correct Answer	Correct?
1	How may FlexTraining be utilized?	**A:** Hosted subscription service **B:** Purchased license hosted on your server **C:** Purchased license hosted at FlexTraining. **D:** All of the above	D	D	✔
2	FlexTraining lets you rapidly develop on-line courses by:	**A:** Providing you with a visual layout to build and sequence your courses **B:** Allowing you to re-use learning materials of almost any format **C:** Arranging all your training content in a convenient Media Library **D:** All of the above	D	D	✔

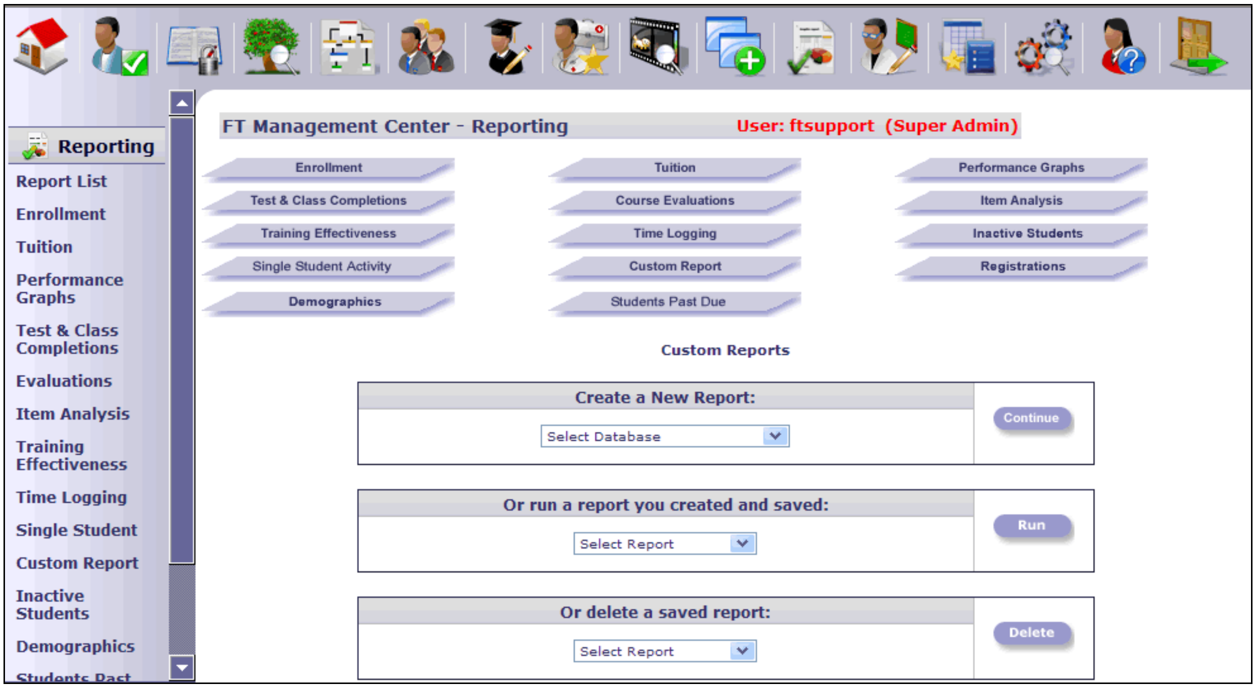
Lehr, Scott has passed the class: FlexTraining in a Nutshell

Close Window

Sample Single Student Activity Report

Custom Report

The FlexTraining Custom Report tool lets you, the administrator, design and run a custom report "on-the-fly." It lets you query the FlexTraining database, define the information and display the sequence you wish to see on your report.



Use the Custom Report builder by performing the following steps:

Step 1: Start by selecting a database type or running a saved report.

In the Management Center Menu, click on the “Reporting Menu” icon. Now click on the Custom Report link or image (it is on the upper middle section of the page).To run a new report by database, select a database type. Options are:

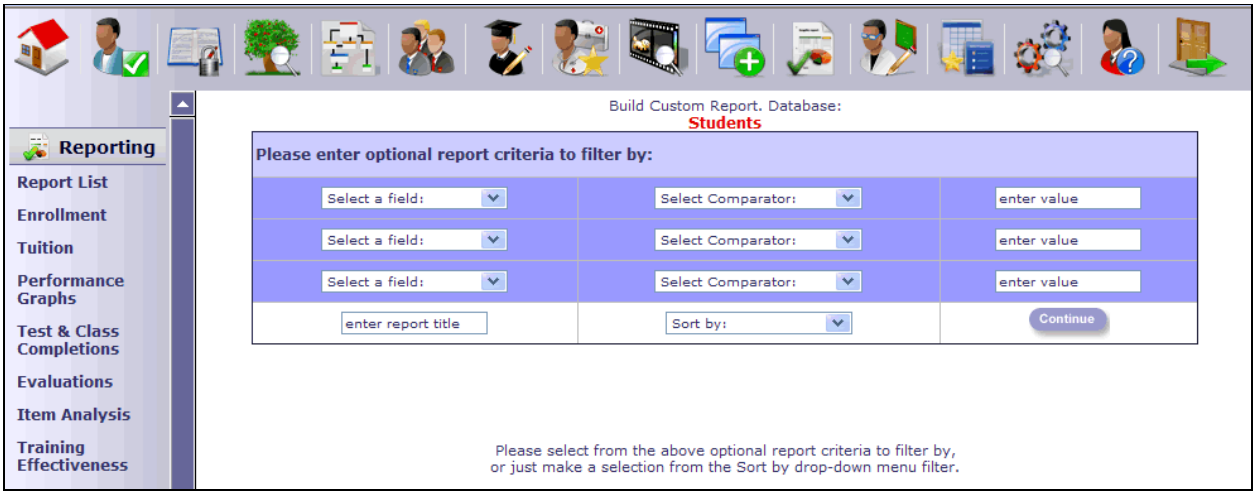
- Enrollments and Progress
- Evaluations
- Students
- Test and Course Completions

From the “Select Database” pull-down list, select one of the databases mentioned above and click on the “Continue” button. The database selected will determine the fields and sort sequence you may choose.

Step 2: Enter record selection parameters.

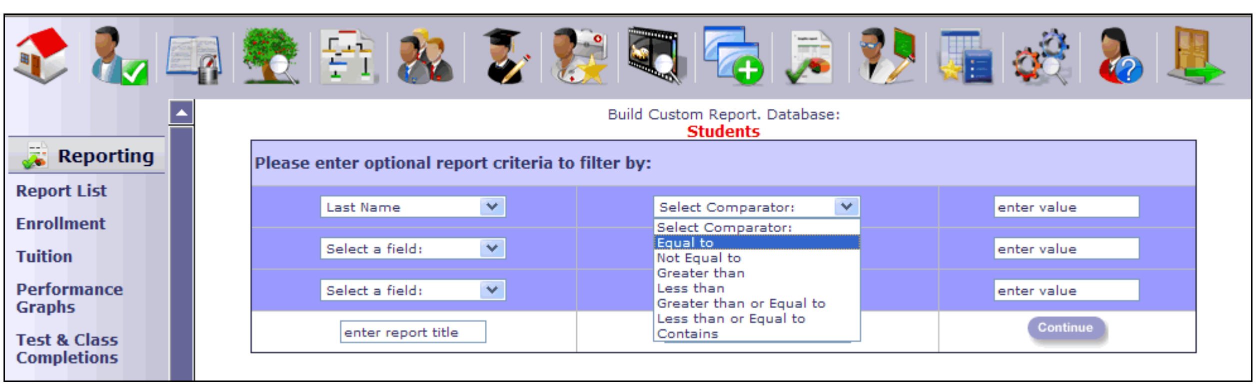
Here is where you apply "filters" to the records in the database. This will determine which records appear on your report. You may enter one or more values on this screen. Only records whose values match the values you enter will be included.

Below is the record selection screen as it would look if you selected the “Students" database:



The values you enter will selectively reduce the number of records on the report.

For example, if you selected “Last Name” from the “Select a field” pull-down list, selected the “Equal to” from the “Select Comparator” pull-down list, and then highlighted and typed “Scholar” in the input box that says “enter a value,” you would only see information for students with that last name (refer to the image below). Note that this screen allows you to select an operator such as "Equal to," “Not Equal to,” “Greater than,” “Less than," “Greater than or Equal to,” “Less than or Equal to” and “Contains” for each field. This feature gives you fine-grained control over exactly which records are selected.



Every field on the record selection screen above works in this way.

Step 3: Enter Report Title and choose a Sort sequence.

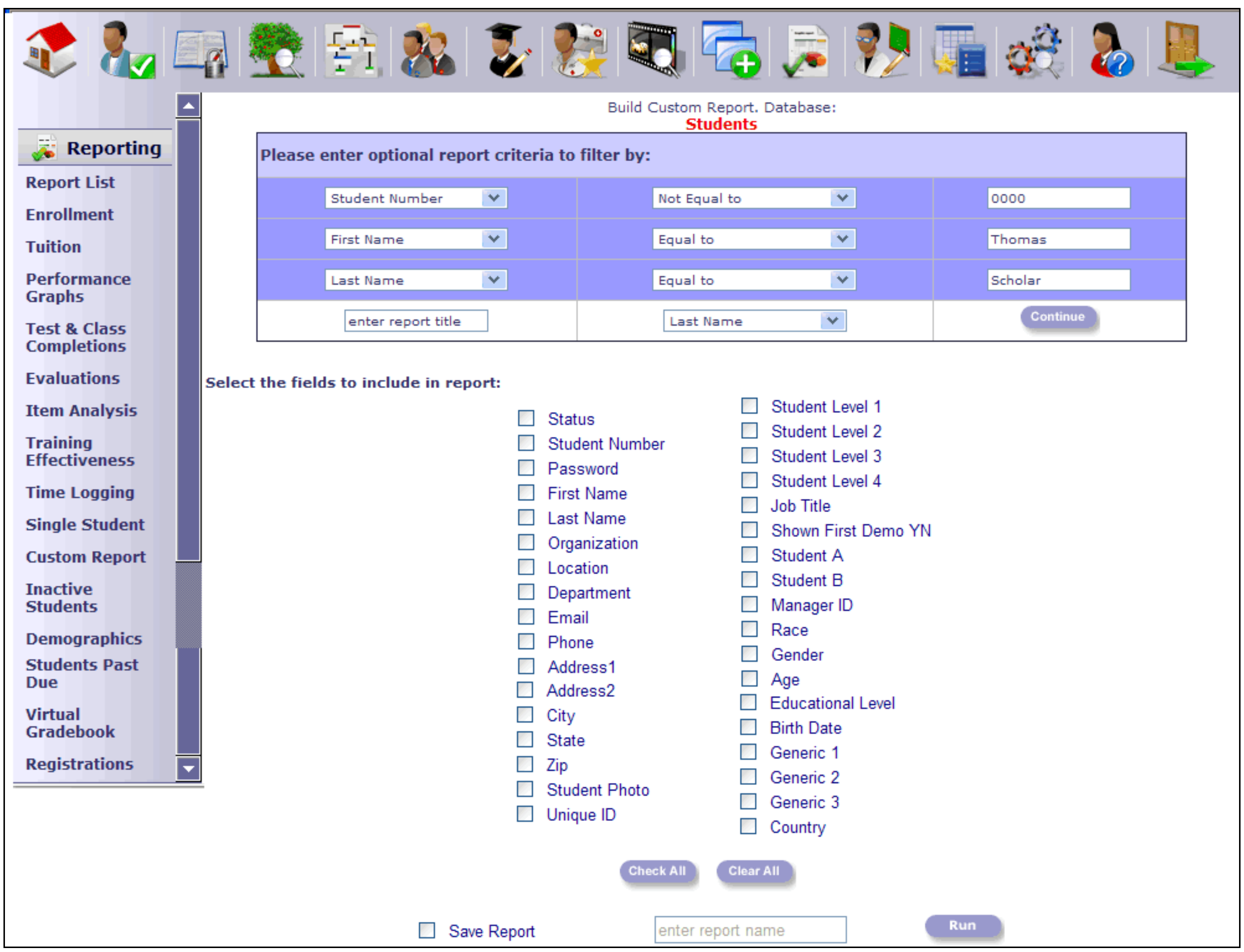
You may give your report a Title by typing the title you desire in the input box that says "enter report title."

Sort your data by selecting a field from the "Sort by" pull-down list.

Choose a field to sort the report contents and then click on the "Continue" button.

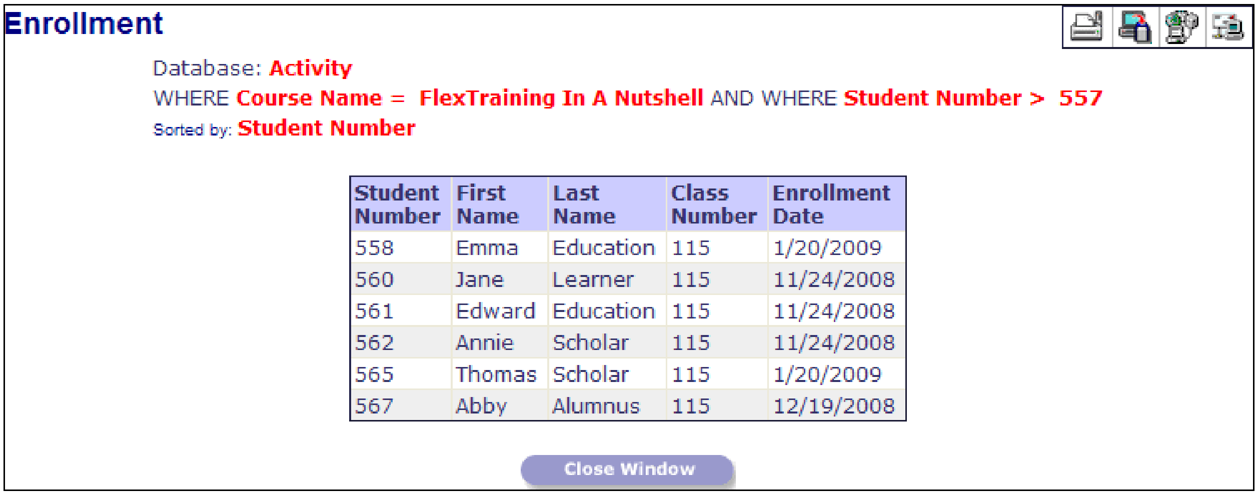
Step 4: Select the fields to be displayed on your report. Save and/or run report.

The field selection screen lets you choose the columns to be displayed on your report.



You may ask for just a few fields for the report or all fields in the database you selected. Keep in mind that the more fields you request, the wider the report will be. This may be an important consideration if you plan to print the results on paper.

This screen is where you also have the choice of saving the report to a database for accessing it at a later date. To save a report, simply click on the "Save Report" check box and then highlight and type the name of the report in the "enter report name" input box. Click on the "Run" button to view the report.



Enrollment

Database: Activity
WHERE Course Name = FlexTraining In A Nutshell AND WHERE Student Number > 557
Sorted by: Student Number

Student Number	First Name	Last Name	Class Number	Enrollment Date
558	Emma	Education	115	1/20/2009
560	Jane	Learner	115	11/24/2008
561	Edward	Education	115	11/24/2008
562	Annie	Scholar	115	11/24/2008
565	Thomas	Scholar	115	1/20/2009
567	Abby	Alumnus	115	12/19/2008

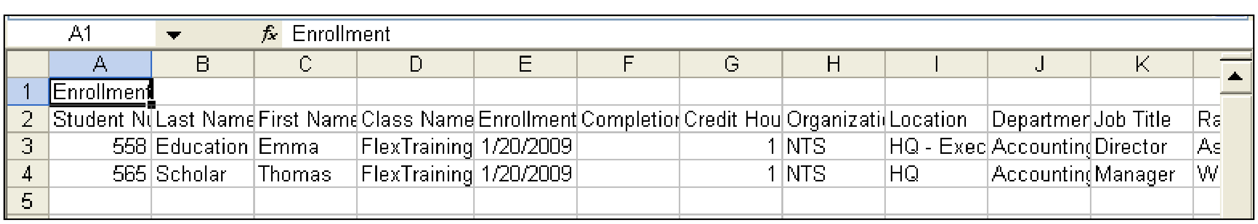
Close Window

Sample Report

Note: The icons at the top right of the report window.

The first icon, from left to right, is the "Print" icon. Click to print your report. The second is the "Download HTML" icon. Click on the "Download" button to generate and download an HTML version of the report (follow the on-screen instructions).

The third is the "Download CSV" icon. Click on the "Download CSV" button to generate and download a comma-delimited version of the report. If a box comes up asking what you'd like to do with this file, choose "Open from current location" and click on "Continue." Notice that the data is already imported into Excel (refer to image below). Click on the "X" on the top right-hand corner of the window to close it.

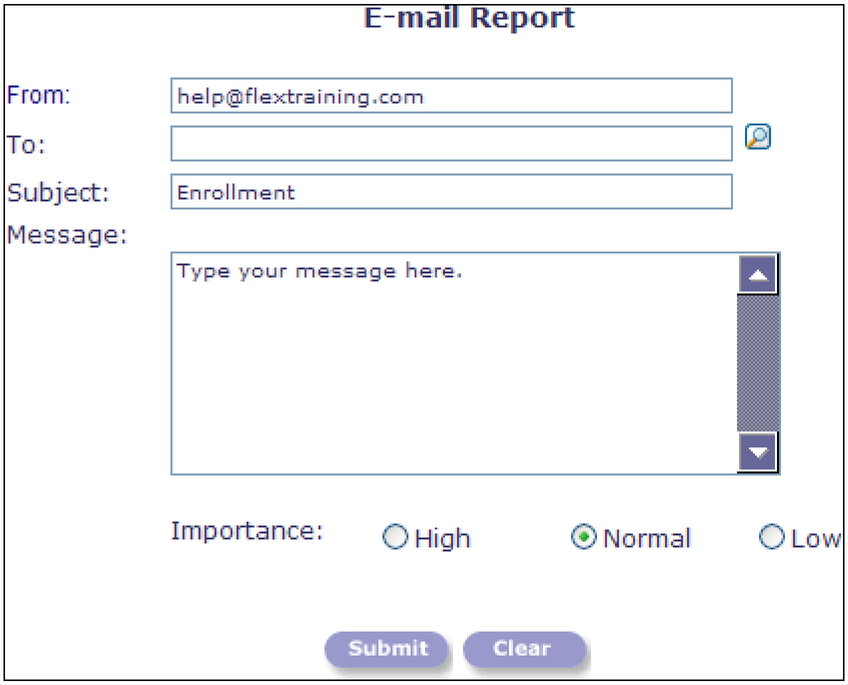


A1 fx Enrollment

	A	B	C	D	E	F	G	H	I	J	K	
1	Enrollment											
2	Student Nu	Last Name	First Name	Class Name	Enrollment	Completion	Credit Hou	Organizati	Location	Departmen	Job Title	Ra
3	558	Education	Emma	FlexTraining	1/20/2009		1	NTS	HQ - Exec	Accountin	Director	As
4	565	Scholar	Thomas	FlexTraining	1/20/2009		1	NTS	HQ	Accountin	Manager	W
5												

Sample Download CSV to Excel Report

The last is the "Email" icon. Type in the email address you would like to send your report to and any message you wish to add, and click on the "Submit" button to email the report (refer to image below). Note that the "From:" and "Subject:" input boxes are automatically populated. If you wish to clear all fields, just click on the "Clear" button.



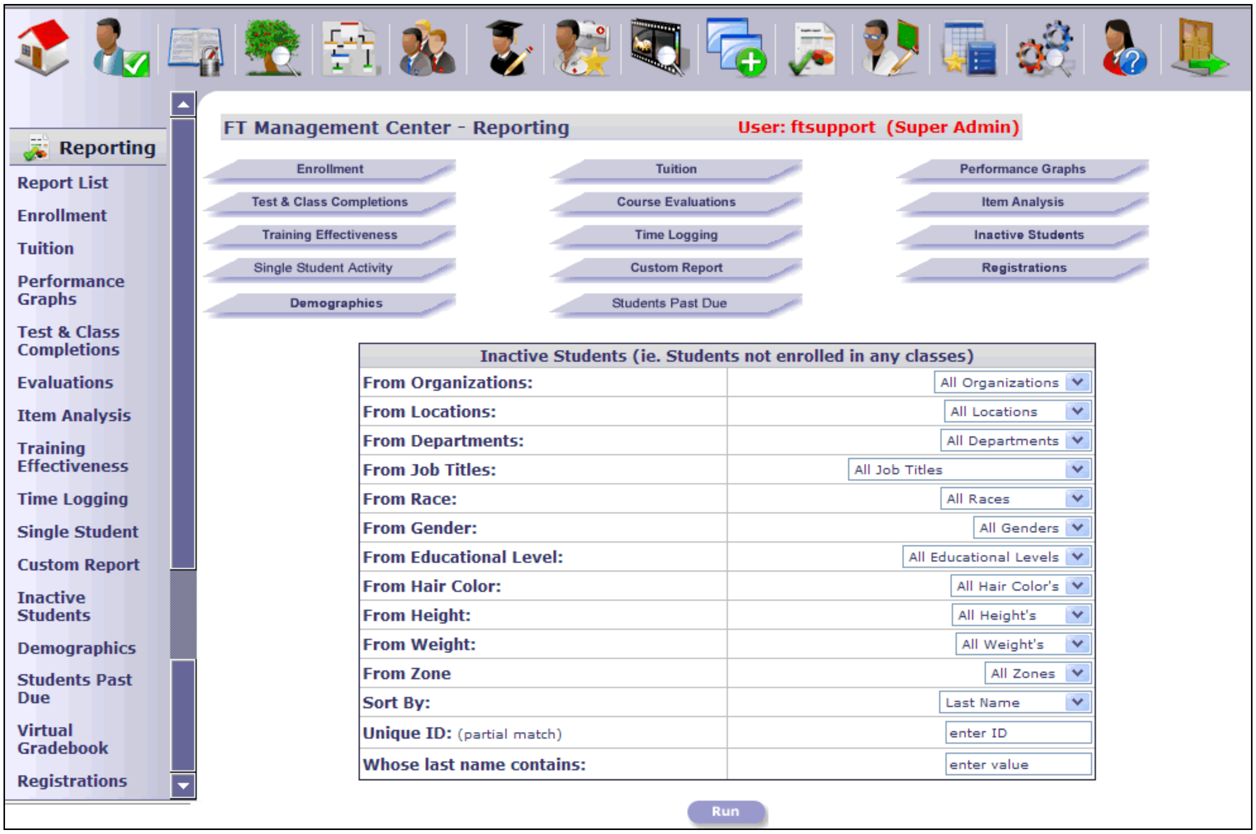
Sample Email

Click on the "Close Window" button to close the report window.

Inactive Students

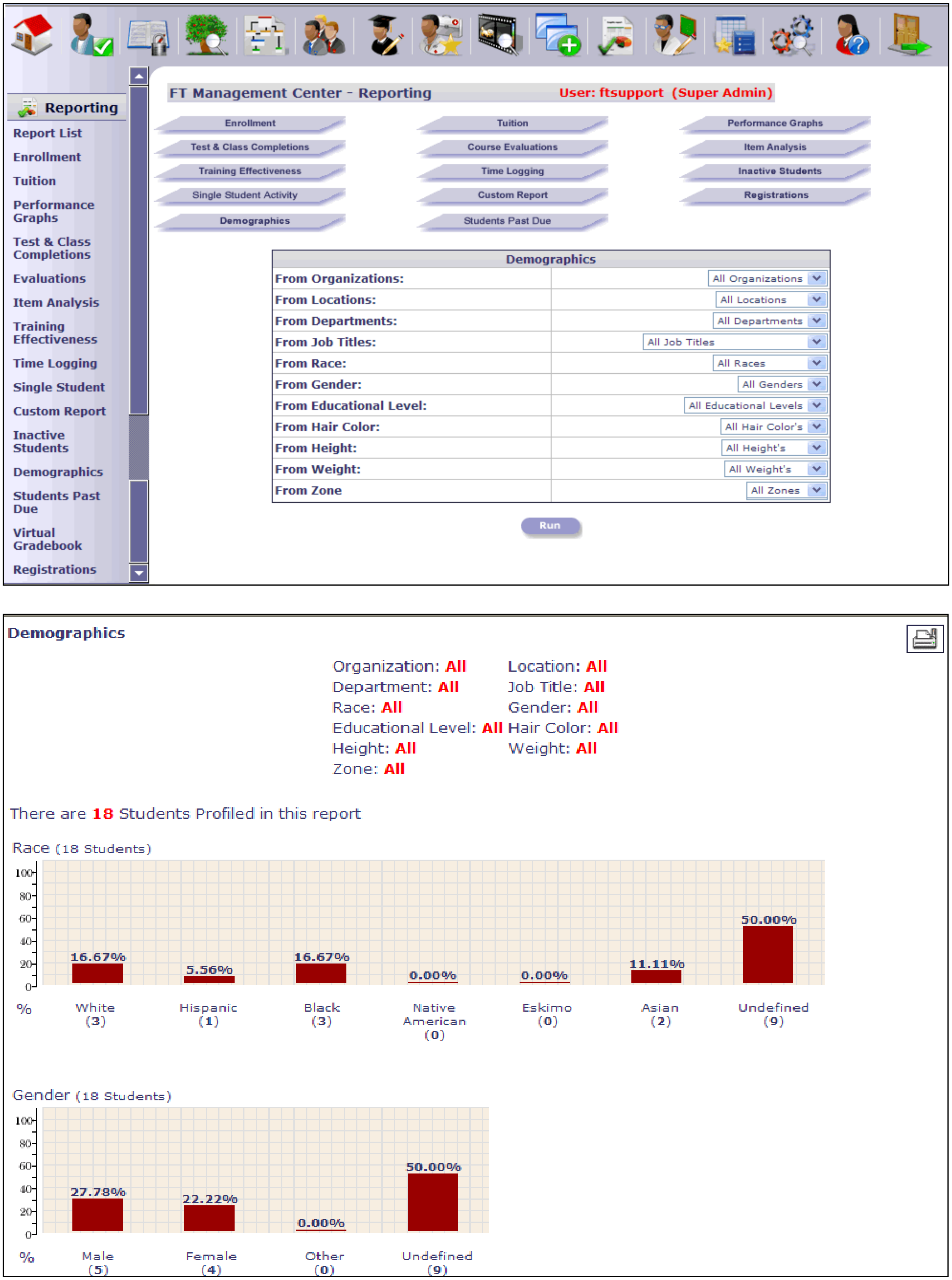
This report displays a summary of Inactive Students (i.e., students that are not enrolled in any classes). It is a valuable tool for checking student progress. You can filter by Organization, Location, Department, Job Title and/or Student's last name.

Note that if you do not recall the Student's entire last name, you can place as much of the name as you remember in the input box where it states "enter value." This will bring up a list of students whose last name contains the value you entered. Sort the data by whatever variables are available.



Demographics

This report contains the demographic information established and utilized by an organization, if applicable. It is a valuable tool for government or other types of compliance. You can filter by Organization, Location, Department and/or Job Title. Sort the data by whatever variables are available.

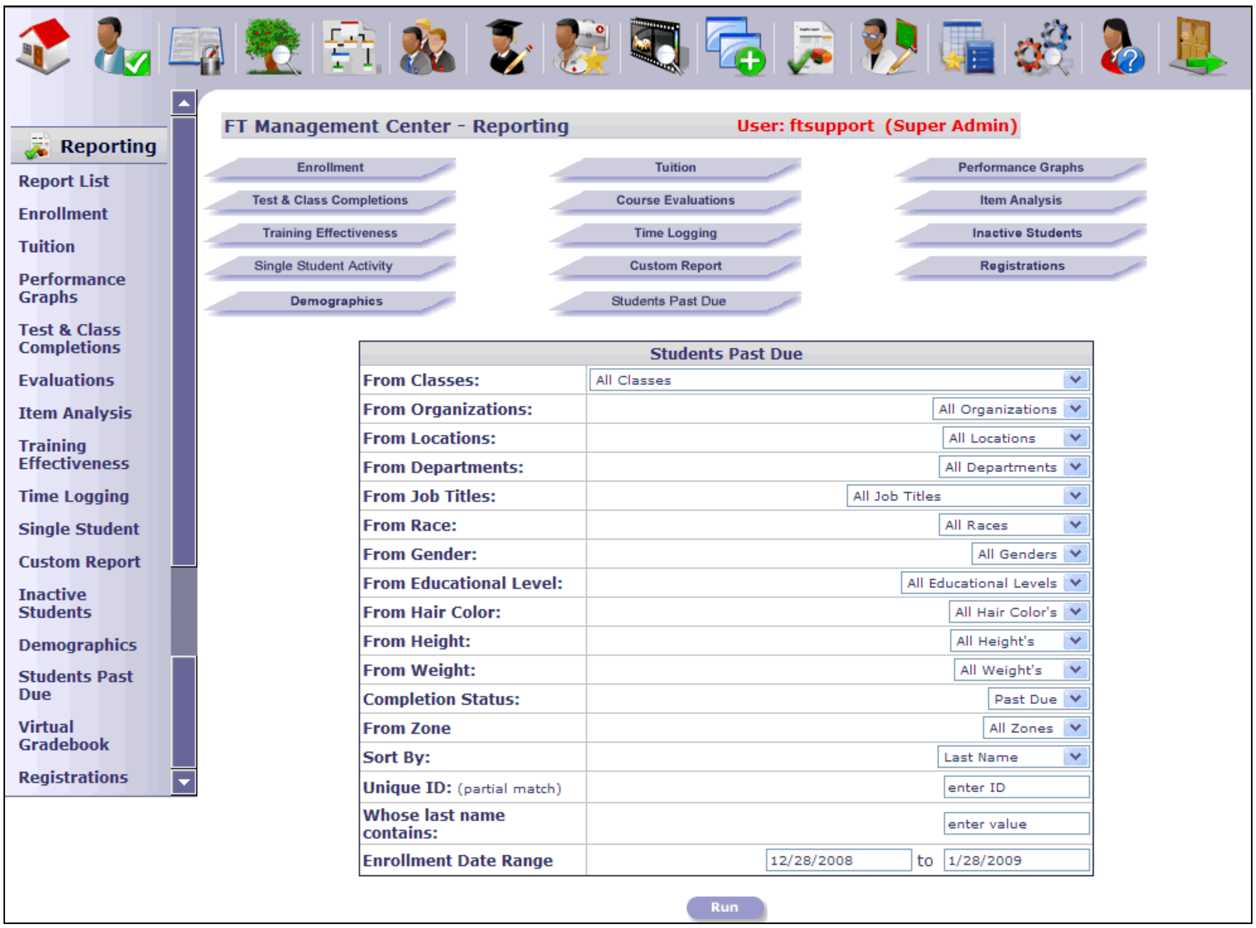


Sample Demographic Report

Students Past Due

This report displays a summary of students that are past due in completing a class in which they are enrolled. It is a valuable tool for checking student progress. You can filter by Organization, Location, Department, Job Title and/or Student's last name.

Note that if you do not recall the Student's entire last name, you can place as much of the name as you remember in the input box where it states "enter value." This will bring up a list of student's whose last name contains the value you entered. Sort the data by whatever variables are available.



Virtual Gradebook

This report lets you see, at a glance, which sections and tests each student has completed. Select a class to work with, and a summary of student grades is listed. The Virtual Gradebook functionality is described in more detail in the Instructor Menu section.

Registrations

This report displays a in a pop-up screen and is a summary of all students in the system, regardless of their enrollment status. You can filter by Organization, Location, Department, Job Title and/or Student's last name.

Registered Students	
From Organizations:	All Organizations
From Locations:	All Locations
From Departments:	All Departments
From Job Titles:	All Job Titles
From Race:	All Races
From Gender:	All Genders
From Educational Level:	All Educational Levels
From Hair Color:	All Hair Color's
From Height:	All Height's
From Weight:	All Weight's
From Zone	All Zones
Sort By:	Last Name
Unique ID: (partial match)	enter ID
Whose last name contains:	enter value

Run