iPraxis Sdn Bhd

e-Learning Management System

User Guide – Mentor Profile

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1.0   Introduction

1.1   Purpose

This is the User Guide that is part of a series of user guides that are prepared for the users of the iPraxis e-LMS.

The purpose of this document is to detail the overall Mentor functions and features designed and developed for iPraxis e-LMS.

1.2   Scope

This document will serve to illustrate as a user manual, detailing the functions and features of the Mentor Profile for those with the assigned role.

There are modules in iPraxis e-LMS that is made available only to Mentors. They can search, register and even evaluate online courses over the Internet; besides, there are also tools available to assist Mentors in their study.

The following are functions/features under iPraxis e-LMS:

Modules	Functions	Features
Profile Management	First Time Login	All Mentors will have to go through a special first time login process.
	Forget Password	Mentors can click on Forget Password. They are required to enter the username and answer 2 security questions.
	Announcement	Mentors can view a list of all announcements displayed at the homepage once login to the system.
	View Profile	Mentors can view their own profile.
	Change Password	Mentors can change their password.
Bulletin Board	Search Bulletin Board	This function serves as a communication tool between Facilitators, Mentors and Mentees.
Download	Download	Mentors will be able to download the materials available in the iPraxis e-LMS.
Learning Care	View Subject Materials	This function allows Mentor to view the contents of subjects that they are assigned to.
	Assignments	This function allows Mentor to view only the assignments that are submitted by his/her Mentees. Submitted assignments will be checked and marked by the respective Mentors. Mentors will be able to add remarks and scores to the assignments.

	Overall Assessment Report	This function allows Mentor to view the overall Mentee's assessment scores, correct and wrong answers. This report can be exported to Ms Excel.
Attendance	Session Attendance	This function allows Mentor to add, view and edit the Mentor-Mentee Session Attendance. Every session's details such as subject discussed, date, location and attendance needs to be recorded.
	Session Attendance Template	This function allows Mentor to download the Mentor-Mentee Session Attendance Template.
Contact Us	Contact Us	Mentors can view the contact information and send an email on general or specific matters pertaining to the iPraxis e-LMS. System will launch the default email program (e.g. Outlook Express, Microsoft Outlook etc) for user to send email to "samymuru@yahoo.com".

2.0 My Profile Management

The system will have a single login page for all users. All users will need to go through the first time login, whereby they are required to key in the Security ID generated and sent by system via email notification. They are only able to create username and password for their own user account after that.

For the subsequent login, system will validate the username and password, and then the user roles for each user prior to routing them to the designated page in the e-learning system.

If users who forget their passwords, there will be a Forget Password link provided at the login page for them. Users will be prompted with security information verification. If users are able to provide the matching answers, a copy of the random password will be sent to their email accounts.

The followings are the functions under My Profile Management:
- First Time Login
- Forget Password
- Login as a Mentor
- Announcement
- View Own Profile
- Change Password

2.1 First Time Login

All users will have to go through a special first time login process. After the registration is successful, each user will be provided with a 16-digit Security ID in the email.

Step 1	Go to **http://elms.afpm.org.my/AFPM** System will direct the user to the Login page. **Login** Username : [ ] * Password : [ ] * [GO] First time login? Forget Password?
Step 2	Click on the link provided in the email or click on "First Time Login?" link. System will direct the user to First Time Login page.

Step 3	**First Time Login** Security ID : [ ] (16 digits) [SUBMIT] [RESET] Back to login? Key in the Security ID and click on "Submit" button. System will display the message stating "Security ID Verification Passed."

Step 4	**First Time Login** **Security ID Verification Passed.** Username : [ ] * Password : [ ] * Confirm Password : [ ] * Mother's Name : [ ] * Nickname : [ ] * [SUBMIT] [RESET] Enter username, complete other fields and click on "Submit" button. System will display the message stating "Congratulation! You have successfully create you login profile! You may use your new ID to logon the system now.'
Step 5	Click on 'Logon' link. System will direct the user to the User Login page.

2.2 Forgot Password

Users can click on Forgot Password, which will direct them to the Forgot Password form.
They are required to enter the username and answer 2 security questions.

Step 1	
	System will direct the user to the Login page.
Step 2	Click on "Forgot Password?" link. System will direct the user to Forget Password page.

Step 3	
	Key in the valid Username, Mother's Name and NickName and click on "Submit" button. System will display message stating an email has been sent to the user containing username and a password that has been reset by the system.

2.3   Login as a Mentor

Mentors can access the system at **http://elms.afpm.org.my/AFPM**.

Step 1	Go to **http://elms.afpm.org.my/AFPM** System will direct the user to the Login page.
	Login Username : mentor01 * Password : ●●●●●●●● * GO First time login? Forgot Password?
Step 2	Key in the newly created Username and Password and click on "Go" button. System will direct the user to personalized home page (Mentors landing page). System will display the (left) menus that are accessible by the user.
	• My Profile • Bulletin Board • Downloads • Learning Care • Attendance Hi, mentor01 mentor01 **Announcement** ◆ ATP - eLMS Training 21-10-2011 Welcome to eLMS Training on ATP at AFPM Building. ↳more

2.4   Announcement

Mentors can view a list of all announcements displayed at the homepage once login to the system.

Step 1	At the personalized home page. System will display the latest 3 announcements: - Title - Content - Publish Date "more" link
Step 2	Click on "View All Announcement" link at top right of the Announcement section. System will display all the published announcements.
Step 3	Click on "Latest Announcements" link at top right of the Announcement section. System will display only the latest published announcements.
Step 4	Click on "more" link at any of the announcement. System will display the Announcement details.

2.5   View My Profile

Users can click on View Profile under My Profile section. Users are not allowed to change their details in the user profile.

Step 1	Click on "My Profile" -> "View Profile". System will direct the user to View Profile page.

2.6   Change Password

Users can change their password under My Profile section.

Step 1	Click on "My Profile" -> "Change Password". System will direct the user to Change Password page. **Change Password** Enter your Current Password : [ ] * Choose a New Password : [ ] * Confirm your New Password : [ ] * [SUBMIT] [RESET]
Step 2	Key in a valid Current Password, New Password and Confirm New Password. System will display the message stating, "You have successfully chosen a new password."
Step 3	Logout from the system.
Step 4	Key in the valid Username and New Password and click on "Go" button. System will direct the user to personalized home page.

3.0 Bulletin Board

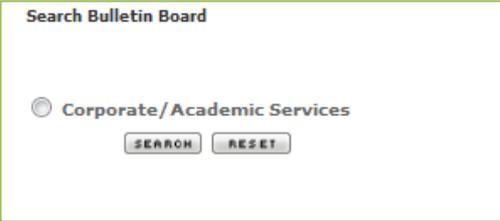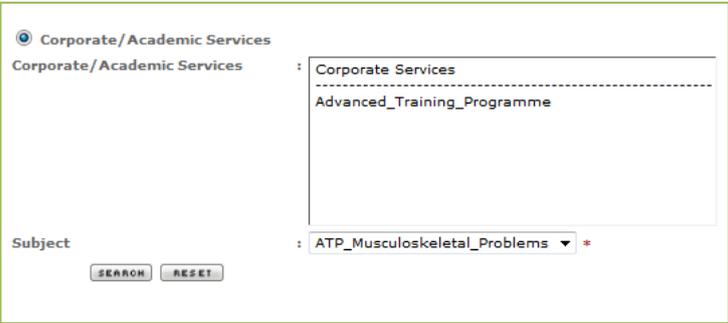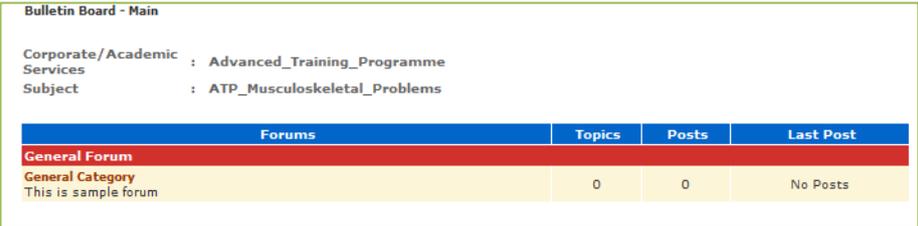This module allows Mentors to view forums in the bulletin board:

Bulletin board will be made available to all users in the e-learning system. Users can create new topics, view and reply posts.

The following are the functions under Bulletin Board:
- Add Topic
- Add Post

3.1 Add Topic

Mentors can add a new topic under the published Course/Program.

Step 1	Click on "Bulletin Board" -> "Search Bulletin Board". System will direct the user to Search Bulletin Board page. **Search Bulletin Board** ⊙ Corporate/Academic Services [SEARCH] [RESET]
Step 2	Select "Corporate/Academic Services" radio button and click on the **_Advance Training Programme_**. Select the desired subject. ⦿ Corporate/Academic Services Corporate/Academic Services : Corporate Services ----------------------------- Advanced_Training_Programme Subject : ATP_Musculoskeletal_Problems ▾ * [SEARCH] [RESET]
Step 3	Click on Search Button. System will display Forum for selected subject. There will only be one Category and one Forum per subject. **Bulletin Board - Main** Corporate/Academic Services : Advanced_Training_Programme Subject : ATP_Musculoskeletal_Problems | Forums	Topics	Posts	Last Post | **General Forum** General Category This is sample forum 0 0 No Posts

Step 4	Click on the 'Forums' hyperlink.
	System will direct user to View topics page.
Step 5	Click on "New Topic" icon. System will direct the user to Add Bulletin Board Topic page.

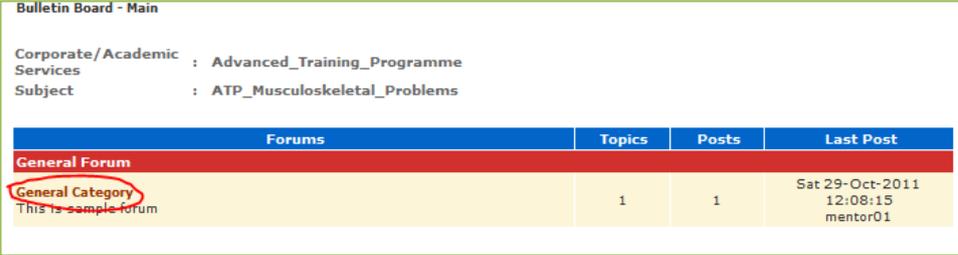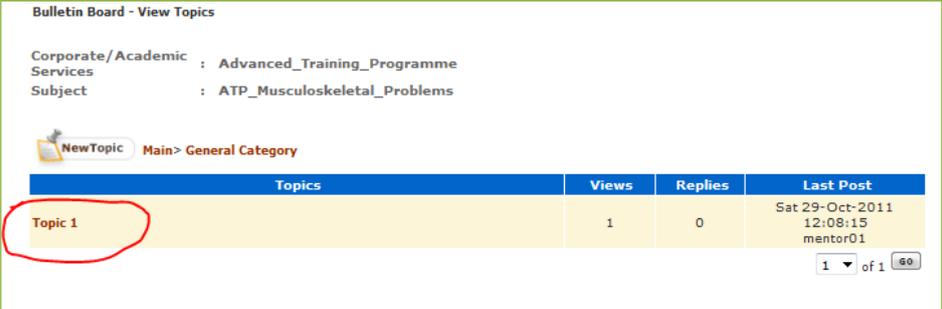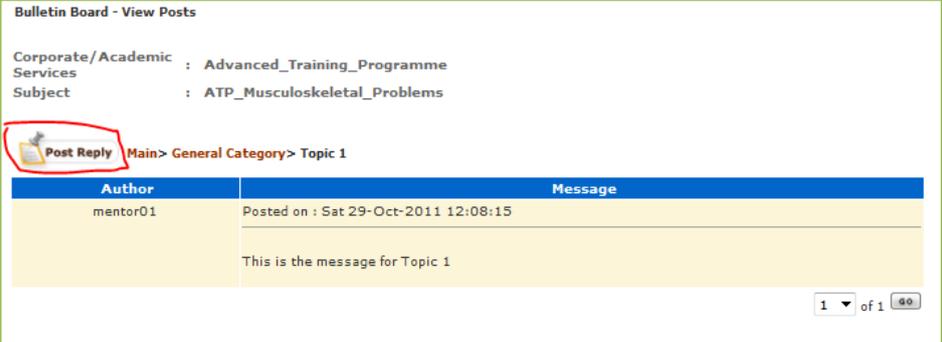| Step 6	Complete all fields and click on "Add" button. System will display message stating, "Data has been successfully added. Redirecting back to main page. Click here if your page does not redirect back to the main page. "
	Bulletin Board - View Topics Corporate/Academic : Advanced_Training_Programme Services Subject : ATP_Musculoskeletal_Problems NewTopic Main> General Category | **Topics**	**Views**	**Replies**	**Last Post**
---	---	---	---
Topic 1	0	0	Sat 29-Oct-2011 12:08:15 mentor01	 1 ▼ of 1 GO

3.2 Add Post

Mentors can post reply to a topic.

Step 1	At the Bulletin Board - Main page, click on Category link. System will direct the user to Bulletin Board - View Posts page.
Step 2	Click on "Topic" icon. System will direct the user to Bulletin Board - Post Reply page.
Step 3	The system will direct to post reply. All the posts are displayed with an option to reply post.
Step 4	Complete the message fields and click on "Add" button. System will display message stating, "Data has been successfully created".

4.0   Downloads

Mentors will be able to download the reading materials and the Plug-In/Software available in the iPraxis e-LMS.

iPraxis e-LMS Administrator will be able to upload the reading materials for Mentors to be available in the iPraxis e-LMS.

The Plug-Ins/Software available is:
▪ Adobe Acrobat Reader
▪ Flash Player
▪ Shockwave Player

Step 1	Click on "Downloads" -> "Download Files". System will direct the user to Download Files page.
Step 2	At the Download Files page. Click on "View" icon (indicated by different file type icons). System will prompt user with File Download dialog box.

5.0   Learning Care

This module allows Mentor to view the contents of subjects, assignments and overall assessment report that they are assigned to.

The followings are the functions under Learning Care:
- View Subject Materials
- Assignments
- Overall Assessment Report

5.1 View Subject Materials

This function allows Mentor to view the contents of subjects that they are assigned to.

Step 1	Click on "View Subject Materials". System will direct the user to View Subject Materials page. **Subject Materials**<table><tr><td>No.</td><td>Subject Name</td><td>Action</td></tr><tr><td>1</td><td>ATP_Musculoskeletal_Problems</td><td>View</td></tr></table>
Step 2	Click on "View" to view the subject materials. System will display the "Subject Material Content" page.
Step 3	Click on the Learning Objects or highlighted content to view the content. Quizzes with answers and comments can be viewed as well as all the assignments and assessments. Assessments (MCQ and EMQ) will have their answers shown.

5.2 Assignments

This function allows Mentor to view only the assignments that are submitted by his/her Mentees.

Submitted assignments will be checked and marked by the respective Mentors.

Mentors will be able to add remarks and scores to the assignments.

Step 1	Click on "Assignments". System will direct the user to Assignments page.
Step 2	Select the Subject and click on "Go" button. System will display the Assignments for the selected Subject. **Subject Materials** ATP_Musculoskeletal_Problems ▼ Go No. Learner Name Subject Name Assignment Title Action
Step 3	Click on a <Learner Name>. System will display the Learner Profile for that Mentee.
Step 4	Click on "View" to view the assignment submitted by Mentee. System will display the "Assignment Start" page.
Step 5	Click on "Start Assignment" button. System will display the "Assignment" page.
Step 6	Click on "Comments" section to key in comments. After entering the comments, Mentor is to enter their name at the end.
Step 7	Click on "Score" section to key in the score. Mentors are only to enter score once. After entering the score, Click on "Submit" button.

5.3   Overall Assessment Report

This function allows Mentor to view the overall Mentee's assessment scores, correct and wrong answers.

This function allows the authorised users to generate, export to Ms Excel and print reports.

Step 1	Click on "Overall Assessment Report". System will direct the user to Overall Assessment Report page.
Step 2	Select the Subject and click on "Go" button. System will display the Overall Assessment Report for the selected Subject.
Step 3	Click on "Export to Excel" button. System will export the report into Excel file with the filename "assessmentreport.xls".
Step 4	Click on a <Learner Name>. System will display the Learner Profile for that Mentee.

6.0   Attendance

This module allows Mentor to add, view and edit the Mentor-Mentee Session Attendance.

Every session's details such as subject discussed, date, location and attendance needs to be recorded.

The followings are the functions under Attendance:
- Session Attendance
- Session Attendance Template

6.1 Session Attendance

This function allows Mentor to add, view and edit the Mentor-Mentee Session Attendance.

Step 1	Click on "Session Attendance". System will direct the user to Mentor-Mentee Session Attendance page. **Subject:** Select a Subject ▼ **Session Date:** [ ] 🗓 **Session Location:** [ ]
Step 2	Select a "Subject". Select the "Session Date". Enter the "Session Location". Select the Mentees who attended this Session by ticking the check box. Enter a remark if required. Once completed, click on "Submit" button. System will display the "Mentor-Mentee Session Attendance" at the View Mentor-Mentee Session Attendance page.
Step 3	System will display the "Mentor-Mentee Session Attendance" at the View Mentor-Mentee Session Attendance page. Select a Session and click on "View" to edit the Mentor-Mentee Session Attendance information.
Step 4	At the View Mentor-Mentee Session Attendance page select a Session and click on "View" to edit the Mentor-Mentee Session Attendance information. System will display the "Mentor-Mentee Session Attendance" at the Edit Mentor-Mentee Session Attendance page. Edit the Mentor-Mentee Session Attendance information. Once completed, click on "Update" button. System will display the updated "Mentor-Mentee Session Attendance" at the View Mentor-Mentee Session Attendance page.

6.2   Session Attendance Template

This function allows Mentor to download the Mentor-Mentee Session Attendance Template.

Step 1	Click on "Session Attendance Template". System will direct the user to Session Attendance Template page.
Step 2	Click on "Download Template" button. System will display the template in pdf format.
Step 3	Click on "Print" icon to print a copy of the template.
Step 4	Click on "Save" icon to save a copy of the template. System will save the report into pdf file with the filename "exporttopdf.pdf".

7.0   Contact Us

Mentors can view the contact information and send an email on general or specific matters pertaining to iPraxis e-LMS to Mr. Samy. System will launch the default email program (e.g., Outlook Express, Microsoft Outlook etc) for user to send email.

Step 1	Click on "Contact Us" link at the top right of the page. System will direct user to Contact Us page.
Step 2	Click on "samymuru@yahoo.com" link. System will launch the default email program (e.g., Outlook Express, Microsoft Outlook etc) for user to send email.