



System Supervisor (Master) Guide

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Getting Started

About this Guide

This document is written for CAN-8 VirtualLab Master users, sometimes called System Supervisors, who are responsible for managing the software within the language lab.

In this manual, the functions are described in the order in which they are likely to be performed by the supervisor of a new system. When familiar with the system, you may modify the menu of your CAN-8 system to suit your needs.

About CAN-8 User Roles

When each CAN-8 user is registered, they are assigned a unique User ID and a password. The User ID is also assigned one of three possible user roles. Their role determines which user menu appears when they log in to CAN-8.

Users Registered as:	Can:
Master	<ul style="list-style-type: none"> • set system-level attributes to define languages and to create menus which determine how course material is organized; • register Instructors; • import registration information for groups of students; • manage video and system resources; and • do anything Instructors can do (except register individual students)
Instructors	<ul style="list-style-type: none"> • create and manage classes; • facilitate classes, track student progress and administer tests; <p>and may also, depending on how the master has set up their User ID:</p> <ul style="list-style-type: none"> • register individual students; • create lesson plans and author lesson and test items; and • delete student records.
Students	<ul style="list-style-type: none"> • study and record responses to CAN-8 lessons and tests

About the Master User

Only one User ID in each institution can be assigned to the role of Master user. You may decide to allow a few individuals to share this Master User ID (perhaps the System Supervisor and the head of each language department), but only one person can log in as the Master user at any time.

The Master user also has access to all menus and submenu available to Instructor and Student users.

NOTE There is usually more than one way to do things in CAN-8. For example, you can switch to Edit Menu mode in any of the following ways:

- From the Master Menu, choose Edit MENU System.

- From the menu bar at the top of the CAN-8 desktop, choose Edit, then Menu.
- From anywhere on the CAN-8 desktop, click the right mouse button, then from pop-up menu, choose Edit Menu.

However, in the interests of simplicity, the instructions provided in this manual include those requiring the fewest steps.

Logging In to CAN-8

To log in to CAN-8 as the Master user:

1. On your Windows desktop, double-click the CAN-8 shortcut.
The CAN-8 Login dialog appears.
2. In the User ID field type your CAN-8 User ID.
3. In the Password field type your CAN-8 password, then click **Login**.
The Master Menu appears on the CAN-8 desktop.

Getting Help

Use the online *CAN-8 VirtuaLab Master Manual* any time you need more information.

To open the online Master Manual:

- ▶ Click the **Help** button.
The Introduction to the manual appears.

For additional information, refer to the following documents:

- *CAN-8 VirtuaLab Administration Guide*
- *CAN-8 VirtuaLab Authoring Guide*
- *CAN-8 VirtuaLab Student Monitoring Guide*

Working with System Attributes

The System Attributes tool is an extremely powerful tool which defines how the users of the system get to see their choices in the menu. System Attributes define how the information is structured in CAN-8 menus and restrict/allow menu access on a per user or per class basis.

System Attributes give the system supervisor and instructors control over which menus are displayed to the students, and therefore make the menu navigation simpler for all users.

For example, they can be used to hide a submenu that includes tests and thereby prevent students accessing them prior to the examination day.

They can also change the layout of the menu a user can see depending on which class that user belongs to.

Although other tools are available in CAN-8 to show/hide specific menus to the users, the attributes allow a much more flexible menu display.

NOTE:

► Because menu items, classes, and users are created with all of the attribute positions preset, when a new attribute entry in the Attribute column is created in a formerly blank space, this entry will be added to all existing menu items, classes and users. It is therefore best to have a well developed plan of attributes **before** creating menu items, classes and users.

► Although it is possible to design a menu structure at a later date, when the menus have already been populated, it will require much more time since each menu will then have to be edited to reflect the new design.

System Attributes Assignment Sample

The first step when defining system attributes is to create a layout of the system's organization.

This layout is unique to the need of each site, and therefore can only be created by the site administrator in consultation with the instructors. The following sample is only meant to illustrate how attributes are used.

Site A offers several language courses, each language divided by fluency level. Users progress over the sessions from Level 1 to 4:

Sample System Attributes Layout.

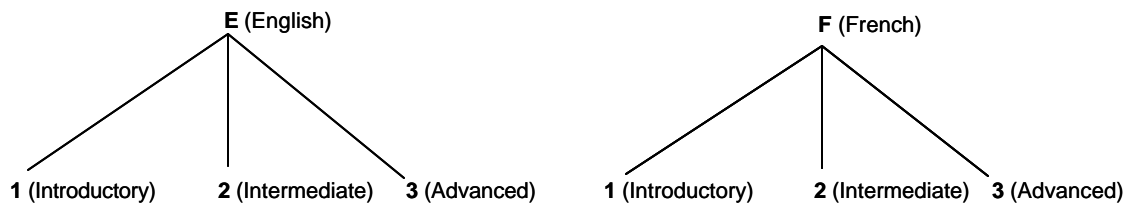
Attribute	Description	Attribute	Description
F	French	1	Level 1
E	English	2	Level 2
S	Spanish	3	Level 3
G	German	4	Level 4

Layout from System Supervisor Menu

Same menu seen by a student with attributes F and 1

When each menu is created, it is assigned an attribute. All submenus and lessons associated with that menu inherit the attribute(s) for that menu. For example, in the sample above, the English menu is assigned attribute E and the French menu is assigned F. The Introductory level submenus for both languages are assigned the attribute 1, while attribute 2 is assigned to LEVEL 2, and 3 to LEVEL 3. When students are registered, they are assigned the attributes for the menus that they will use. For example, a student with the attributes **E, 1** will see only the English menu and the LEVEL 1 submenu, while a student with the attributes **E, 1, 2** will see both the LEVEL 1 and LEVEL 2 English submenus.

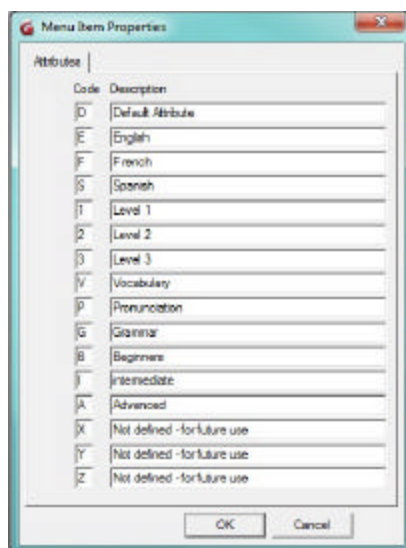
Sample System Attribute Assignments



Attributes can be changed via classes. When a class is created, it is assigned the attributes for the menus that will be used by that class. All students in that class will see whatever menus are associated with the attributes assigned to that class independently of the attributes assigned in their profiles. When users are registered, they are assigned a code for one or more classes. This makes it easy to define which menus a group of users will have. Simply changing the attributes for a class will change the attributes for all students (and instructors) who belong to that class.

Defining System Attributes

Although instructors can assign attributes to students and classes, only the System Supervisor can define them or assign them to menus.



Up to 16 system attributes can be defined. Each one consist of a single letter or digit, and of a brief description of the attribute use. The selection of the letter and the description is left to the system supervisor.

The letters or numbers in the Attribute column are selected as mnemonic aliases for the attribute numbers. A simple system that uses E for English, F for French, and S for Spanish for example is recommended. However, the selection of letters is arbitrary. Any letters or digit can be used to classify the menu items.

Note:

► By default, the CAN-8 system comes with the attribute D (for Default) which is assigned to all menu items created.

This attribute can be edited/removed at the user's discretion.

To define the system attributes:

- From the Master Menu, choose System Administration then Edit System Wide Attributes. On a new system, only the **D - Default attribute** - shows in the list.
- In the Attribute field, type a single letter or digit (1-9) for the first attribute you want to define.
- In the Description field, type a description.

The Attributes appear only on the System Supervisor's screens and the Descriptions appear only in this window.

Note:

► It is important to specify all 16 system attributes before you create any course menus, even if the attributes are temporary ones. The reason for this is that attributes added later will automatically be associated with all previously created menus. In other words, it is best to create dummy attributes right at the start and then change them when you need them, e.g., when a new language is added to the system, rather than having to remove the new attribute(s) from the existing menus if you add additional attributes later.

Using System Attributes to hide menus

If all system attributes are removed from a menu entry, (or if no attribute is assigned to the menu at its creation), no CAN-8 user will be able to see this menu EXCEPT the system supervisor. This can be used as a tool to hide tests or courseware the users are not meant to access.

Removing all attributes from a user's profile (except the system supervisor) will hide all menus from the user and is not recommended.

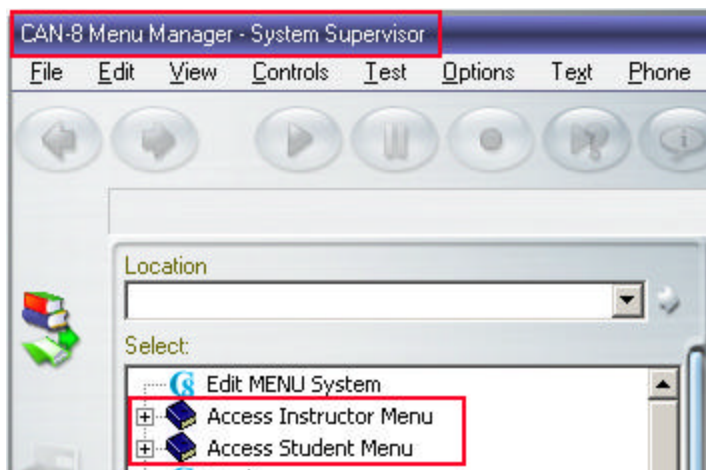
Attributes assigned to users can be added, removed or edited via classes.

Managing Menus

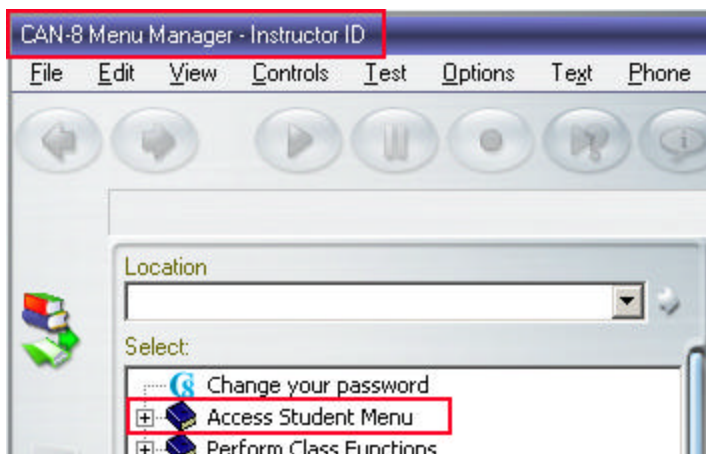
About the CAN-8 Menus and Menu Items

User menus are the top-level menus defined for each user role and are pre-defined in the system., i.e., Master is assigned the System supervisor (MASTER) menu, instructors are assigned the Instructor (INST) menu and students the Student (STUD) menu.

The associated user menu appears when the user logs in to CAN-8. For example, when a Student logs in, the Student (STUD) menu appears.



Because of the hierarchy in the privileges, the system supervisor has access to menu entries located in the system supervisor's main menu, in the instructors' menu and in the students' menu.



The menu presented to instructors gives them access to all instructors functions and menu entries, as well as access to the student menu. Instructors, unless specified otherwise in their profile, do not have access to the system supervisor menu.



By default, students can only access the menu entries placed in the student menu.

Menu items, including submenus, provide access to the lessons, other software applications such as MS Word, the Internet, and other special functions. Menu items appear on the user menus and other submenus.

The following types of menu items can be added to a CAN-8 menu:

This type of menu item:	Is used to:
EAASy II*	open an actual lesson
Submenu	open another menu
Application	launch an application program, e.g., Microsoft Word
Internal	add an internal command. e.g., Change Own Password
Internet	launch an internet browser and go to a particular site
Media	open a media player directly from the menu

* Educators' Automatic Authoring System II

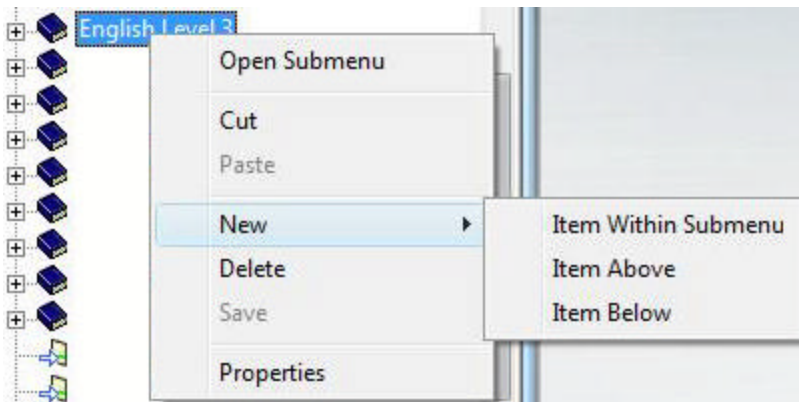
NOTE Before using the Internet and Media menu types, you must modify the SV.INI file on each workstation to have this functionality. The changes only need to be made once. For instructions, see the section below on *Modifying the SV.INI File*.

Editing the Menu

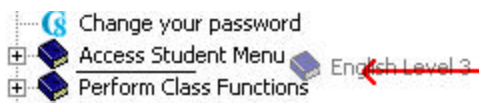
The system supervisor (signed in as Master) is the **only** user who can create and edit menus.

No other user on the system is permitted to edit the menu. Although Instructors can create the content of a lesson, the actual menu entry that links to the lesson must be created by the system supervisor.

To add an entry in the menu, the system supervisor can either:



- Right click on the menu area where the new entry should be placed, then in the popup menu, select one of the 3 options available.



- Drag an existing entry from a menu and drop it in another location. The name and type of item being dragged is greyed out and an arrow shows where the item will be dropped when the mouse button is released.

The modified menu entries are displayed in red instead of white.

Changes to the menu will take effect only once the changes have been saved using **FILE > SAVE** from the menu bar or **Right click > Save**. The option to **ABANDON CHANGES** is also available from the **FILE** menu if the changes were not satisfactory.

Inserting New Menu Items

As seen above, open the menu option list by clicking the right mouse button where you want to insert the item. The new item may be inserted either above or below the currently selected item showing in the menu or placed within the submenu.

Once the location is selected, the Menu Item Property form will be presented. This is where the item details are specified.



In the **Menu Item** tab, the fields are:



Menu Item Name






This is the name of the item that the user sees displayed in the menu. This field can include a maximum of 69 alphanumeric characters as well as symbols. Every menu item **must** have a name consisting of at least one character.

Type

This selects the type of item that will be inserted. Changing the type also changes the selection of active fields shown to the right of the Type box.

Each menu entry type has a unique function and can be recognized by the icon located in the menu before the title. They are:

Icon	Type	Description	Corresponding field(s) activated
	EAASy II	Used for all lessons.	<p>PATH: This field indicates the path on the file server that the selected item is to reside in.</p> <p><i>This field can be left blank</i> at item creation time, the system will automatically create a path based on some of the letters in the menu item name: SVI\FOLDER_NAME</p> <p>Care should be taken when composing paths manually. Be sure that the path points to a valid directory name on the server that you have rights to access. The default path for CAN-8 lesson folder is SVI\FOLDER_NAME and should be preferably kept so when entered manually to keep an organized structure. FOLDER_NAME should be composed of a maximum of 8 characters.</p>
	Submenu - closed	For adding customized menus. Although there is no limit to the	<p>MENU TAG: This field can be left blank during item creation. The system will assign</p>

	Submenu - expanded	<p>Although there is no limit to the number of submenus that can be created, a maximum depth of 10 linked submenus can be displayed at once.</p> <p>The maximum number of items that can be created per submenu is 255.</p> <p>Any type of menu entry can be added in a submenu.</p>	<p>during item creation. The system will assign a non-conflicting tag for the submenu you are creating.</p> <p>Tags are composed of 6 alphanumeric characters. They can be entered manually at creation, but cannot be edited after.</p> <p>If entered manually, a descriptive tag will be easier to remember for future use: ENGL01 for English Level 1 for example.</p> <p>This menu Tag can be selected in the user's profile as the INITIAL MENU. In that case, the user, when starting a CAN-8 session, will only be able to view and access this submenu and the menu items it includes.</p>
	Application link	<p>Provides a link to external applications. When the path to an application is provided in the path field, and the application executable placed in the Application field, clicking on this menu link will start the application in a different window.</p>	<p>The PATH and COMMAND fields MUST be manually filled.</p> <p>PATH: Type in the path to the folder where the Application's main executable can be found.</p> <p>COMMAND: Type in the name and extension of the executable that you wish to run.(i.e.: notepad.exe)</p>
	INTERNAL	<p>Link to one of the CAN-8 functions.</p>	<p>Internal</p> <p>Select the command name associated to the CAN-8 function you wish to create a menu item for.</p> <p>The complete list of all available internal commands can be accessed via the dropdown selector. Click on the command to select it.</p>
	Internet link	<p>Opens the default browser and links to listed site</p>	<p>URL</p> <p>Type in the URL of the website you want the user to reach.</p>
	Media link	<p>Provides a link to the default media player on the workstation. When selected in CAN-8, this entry will open via the default media player any file the media player supports. (Audio and/or videos) external applications.</p>	<p>MEDIA</p> <p>Type in the path to the media.</p> <p>This path must be valid on all workstations.</p>

			If this path points to <i>C:\AUDIO</i> , all workstations have to have an <i>AUDIO</i> folder on the C drive, and if it points to <i>F:\AUDIO</i> where F is a network share, all stations must have a mapped drive named F pointing to the drive where the shared <i>AUDIO</i> folder is located.
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Menu Attributes

By default all available attributes are selected. Deselect the one you wish to remove from the new menu entry to limit access to the menu. Only users that have the attribute defined for a menu will be able to see and access that menu.

Linking to an Existing Menu entry

Linking to an Existing Submenu

When a submenu item is created, it is given a **unique tag** that the system uses when referring to that submenu.

This tag can be used to refer to a menu

- From another menu
- From a user profile

It is therefore possible to refer to an existing submenu and its content from several places in the menu system by using the same Submenu Tag. The *Class Functions* submenu is an example of that. It is present both in the System supervisor's menu, and in the instructors menu.

To place a copy of a submenu in another area of the menu system (for example, a submenu in the instructor's menu and a copy of this menu in the students' menu), you must first create the initial submenu, note its menu tag, then create a second submenu elsewhere in the menu system and assign it the **same** menu tag as the first one. The system will recognize the menu tag as not being unique and warn you that the tag you wish to use already exists, then offer you the choice to either enter another unique tag, or keep this tag and be linked to the existing submenu. If you choose to link the submenus, then the new submenu will reference the content of the first one: Every item included in the original submenu, no matter its type, will be present in the linked submenu.

Note:

► When a submenu that includes lessons is copied to another part of the menu system, the lessons' path still points at the original lesson folder. It is only the link to the lessons that has been moved. Therefore **any change made to the lesson's planner or state in the linked submenu will show as well in the original lesson.**

▶ To create a submenu which contains the same lessons as another submenu, yet are not linked to the originals, the lesson folder(s) must be first copied and named differently on the server machine. The path(s) to the new lesson(s) on the server will have to be entered in each menu item created. This will result in an exact copy of the lesson, but changes done to this new lesson will not be reflected in the original lesson.

Saving Menu Changes

After you have made any modifications to the CAN-8 menus, you must save these changes in order for them to take effect.

Linking Copied Items to the New Lesson Content

When you copy a menu item, the new menu item is linked to the content of the original. This means that if you change the content of either the original or the copy using the Planner or Recorder screens, the content of both the original and the copy will be affected.

IMPORTANT NOTE

If you want to keep one version intact and change the other, you must copy the source directory for that menu into a different directory. This must be done outside CAN-8 on the associated file server as follows:

1. Make a note of the path of the directory that you want to copy.
2. Make a copy of the original directory and note the name of the new directory that contains the copy.
3. Back in CAN-8, using the procedure on *Changing Menu Items*, enter this new path in the Path field of the new menu item.

Deleting Menu Items

When you delete a menu item, you don't actually delete it from the CAN-8 system, just from the menu on which it appeared. If you know the path or tag of the item, you can re-use it any time by adding another menu item with the appropriate path or submenu tag. Therefore, be sure to note the path or tag of any item you delete in case you want to use it at some other future time.

Use this procedure to remove an item from an existing CAN-8 menu:

1. Navigate to the menu containing the item you want to delete, then highlight the item using the cursor arrow keys.
2. Do one of the following:
 - From the menu bar at the top of the CAN-8 desktop, choose **Edit**, then **Menu**, then **Delete Item**.
 - From anywhere on the CAN-8 desktop, click the right mouse button, then from the pop-up menu, choose **Delete Item**.

You are prompted to confirm the deletion.

3. Do one of the following:
 - To proceed with the deletion, choose **OK**.
 - To cancel the deletion, choose **Cancel**.
4. From the menu bar at the top of the CAN-8 desktop, choose **Edit**, then **Menu**, then **Save Changes**.

Hiding Menu Items

Normally, you will place items in the appropriate spot on the Student menu. For example, if an Instructor will be authoring a lesson on the Present Perfect Tense, then you would create an EAASy II menu item called Present Perfect Tense somewhere on the English menu. However, until the instructor has finished authoring the item, it should be hidden from the students' view. Similarly, you may want to hide a "test" menu item until a certain time.

There are three ways to hide a menu item:

The Master can:

- place the item in the correct spot on the Student menu, but give it a special attribute (e.g., "I" for instructors only, or "D" for draft version). If this temporary attribute is not assigned to any students, no students will be able to see it, even if it is on the menu. When the item is complete, change the attribute to one that students have been given. (You can only do this if you have an extra attribute that is not being used for languages or levels).
- place the item on the Instructor menu (which students cannot access), then when it is complete, create a new menu item on the Student menu with the path of the original item on the Instructor menu. (See *Linking Copied Items to the New Lesson Content*.)

The Instructor can:

- create the item in the correct spot on the Student menu with the correct attribute, then use the Wait to Start option. (For more information, refer to the section on Lesson Modes / *Preventing Students from Starting* in the *CAN-8 VirtualLab Student Monitoring Guide*.)

Registering Users

- The System Supervisor can only create Instructor IDs via the **REGISTER USER** command.
- Only Instructors can create Student IDs.

IMPORTANT NOTE:

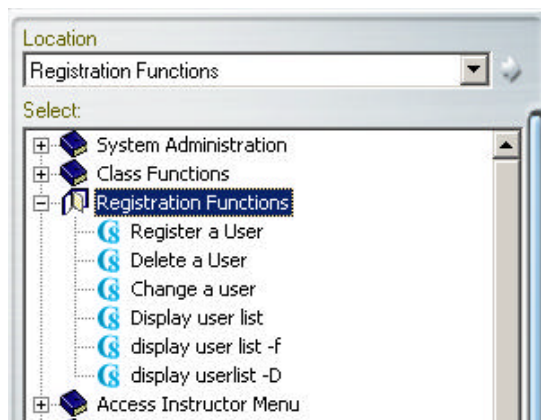
▶ The **only** way for the system supervisor to register a student is via an **IMPORT FILE**. It's important to understand that although the system supervisor can change an instructor menu

tag to STUD, thus restricting the displayed menu of the user to the student's menu, this user will keep **full instructor's privileges** and can Plan, Track, author, register and delete students.

▶ As well, some internal functions, present different interfaces to the users depending on their privileges and will not behave properly if the System Supervisor attempts to register students in this manner.

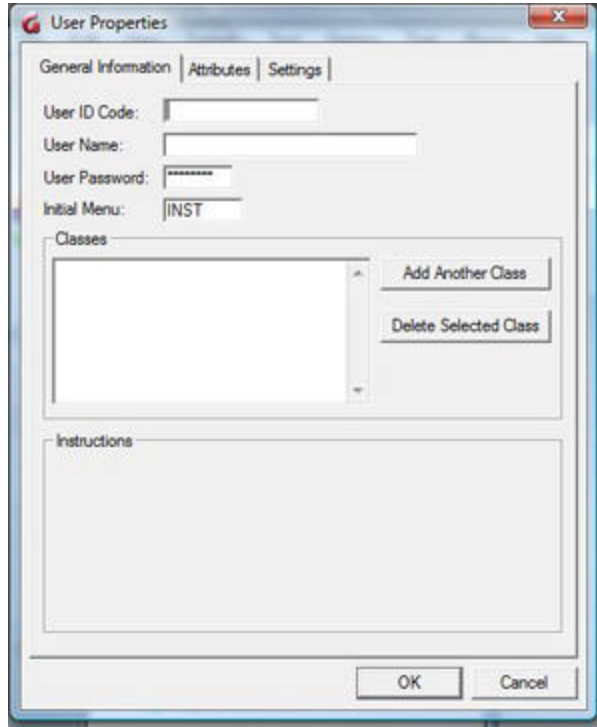
Registering an Instructor

Instructors can only be registered by the system Administrator (MASTER), either using the internal CAN-8 function **Register a User** from the Master menu, or by using an **Import Registration** file.



Locate and expand the **Registration Functions** menu entry as illustrated, then select **Register a User**. The user registration form is displayed.

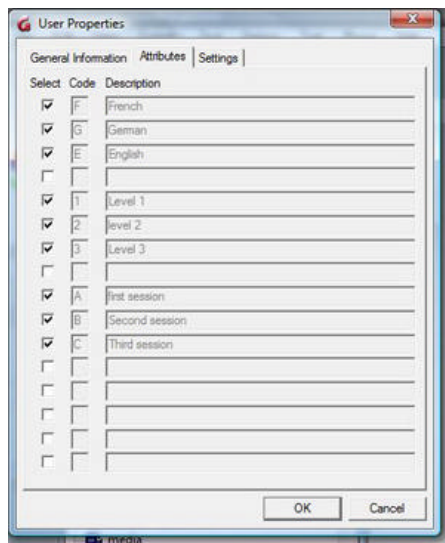
The General Information tab



- **User ID Code** is the identification code that the Instructor signs on with. It must be unique within the system.
Any alphanumeric combination with a maximum of 18 characters is supported. Punctuation and symbols are not accepted. The space character will be ignored.
- The **User Name** is the Instructor's name.
A maximum of 30 characters is supported. This field will accept alphanumeric characters, punctuation, spaces and symbols.
- The **User Password** is the password to be used for the user to sign on.
The default is set to **PWORD** and the user may change it at any time using the Change Password option.
A maximum of 8 characters, alphanumeric only, is supported for this field. The password does not display when being changed or entered.
- The **Initial Menu** is the starting point of the user in the menu system. The default for Instructors is called **INST**. If left as is, the instructors signing in will see the default instructor's menu layout.
A menu may be created by the Master on a site-specific basis and attributed to the instructor. If the system supervisor creates a menu, then assigns this menu code to the instructor's profile, the instructor will only be able to access that menu.
- The **Classes** field specifies which classes the instructor belongs to. Each user can belong to a maximum of 16 classes. Each of the classes is listed by class name in the form. The classes

must have been created prior to enrolling a user in it. In the event a user belongs to more than 1 class, the attributes by default are the attributes of the first (top) class listed in that section. If the attributes of the classes are too restrictive for the instructors, the System Supervisor can create a class reserved for instructors, which would then give them the appropriate attributes. Registering an Instructor in a class will facilitate student's monitoring as it allows the instructor to use the **View by Class** option in the *Tracker*.

The Attributes tab



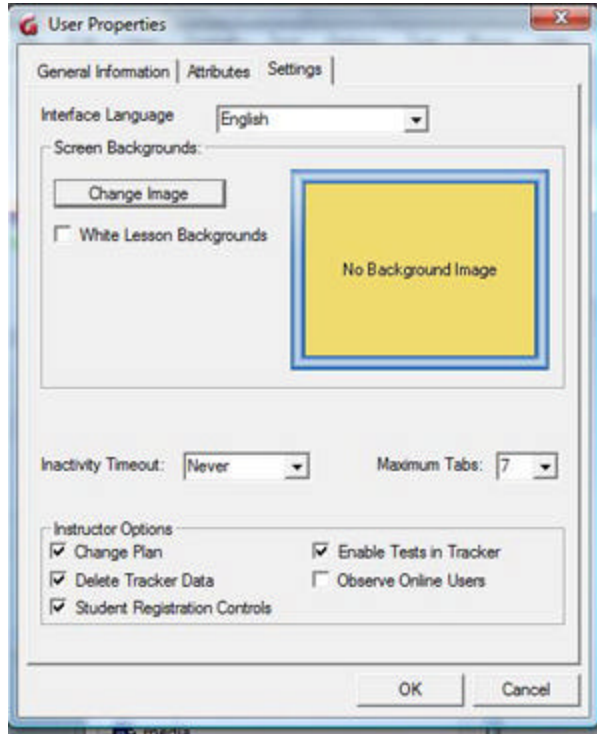
The **Code** and **Description** fields are pre-filled with all of the system-defined attributes. These attributes have been setup by the MASTER user at some earlier point in the operation of the system.

By default, all existing attributes are selected.

The system supervisor should uncheck the attribute(s) that should not be assigned to the Instructor.

The Instructor will see only menu entries that have been assigned one of these attributes.

The Settings tab



This is where the users' personal settings are set. They include:

- **Interface Language**
Use the drop down arrow at the end of this field to select if this user's interface should be in French or English.
- **Change Image**
When selected, a choice of several images previously entered in the system will display. Others can be added using drag/drop.

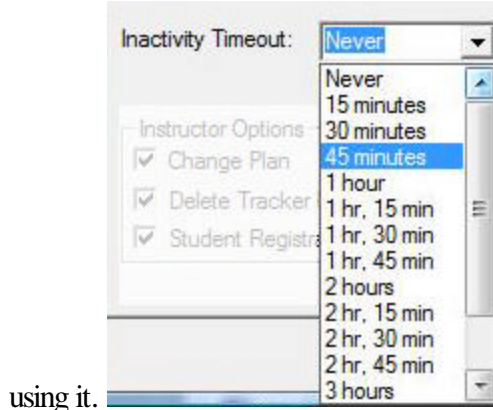
Images that are added to this section can be .gif, .jpg, .bmp and of a maximum size of 320px wide by 240 px high. Larger images placed there will be truncated to that size from their top left corner.

The background image selected will be displayed over the system's main interface for that user. It will not display in the lesson background.

To select the user's background, simply click on the image of your choice. The image selected will show in the *Screen Background* section of the form. If no image is selected, the default interface background will show when the user signs in.

- **Inactivity Timeout**
When a user is signed in, one license out of the pool of licenses available on the server is being used. If the user signs in, but forgets to sign out, that license is being held and cannot be used by anyone else until it is released and re-placed in the license pool.

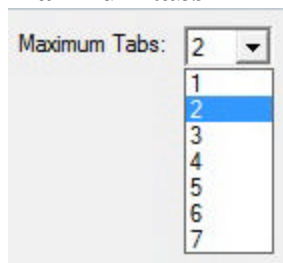
The Inactivity timeout settings prevent licenses from being held by a user who is no longer



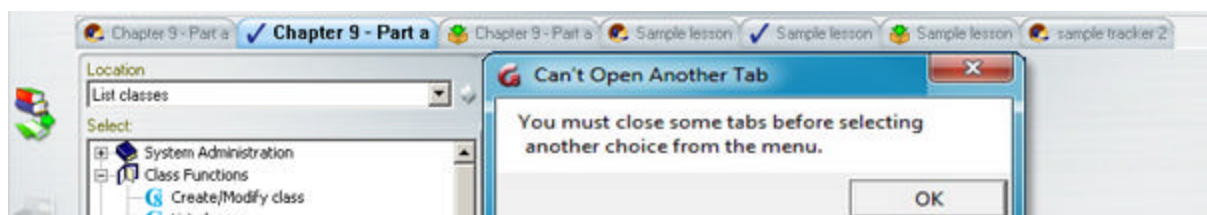
using it.

The default setting is **None**, meaning the user can keep the license indefinitely.

- **Maximum tabs**



Sets the maximum number of simultaneous menu entry tabs a user can open at the same time. The default number is 7.



If the user exceeds the tab limit number, the above warning message will appear.

- **Change Plan**

If checked, the instructor will have permission to create or alter an existing Planner.

- **Delete Tracker Data**

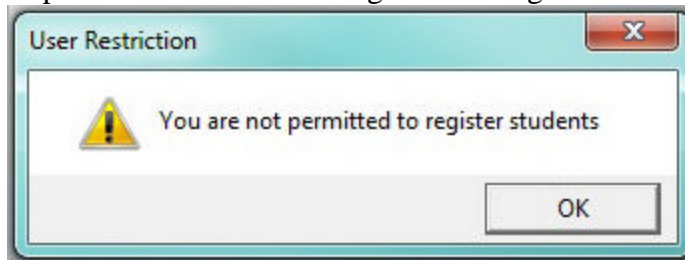
This option can be unchecked, in which case the instructor will not be able to delete the student's data from a Tracker.

All other Tracker functions will remain available to the instructor.

- **Student Registration Controls**

This option allows the instructor to create, delete and change students profiles. If this option is not checked, when attempting to create, delete or change a user profile, the instructor will

be presented with the following error message:



- **Enable tests in Tracker**
If this option is checked, the instructor can change the lesson mode, from practice to test or waiting mode.
- **Observe Online Users**
This option is not available in all CAN-8 distributions. If the licensing purchased by the site includes the Real Time Student Management function, you may allow or restrict an instructor from having access to that feature by either checking or un-checking that option.
- The Instructor's user ID is created as soon as the OK button is pressed.
The Create a User form can also be accessed by selecting FILE from the menu bar and the option CREATE then INSTRUCTOR.
User profiles can also be created via an import file.

Changing an Instructor's Registration

Use this procedure when you want to change information for a registered Instructor.

1. From the User Registration Menu, choose **Change a User**.
A dialog appears prompting you to enter the User ID Code, or to use **Browse**.
2. Do one of the following:
 - If you know the User ID Code for the Instructor, enter it.
 - If you don't know the User ID Code, to display the list of registered instructors, click on **Browse**, then double-click on the instructor you want to modify.

The Change/Register User dialog appears.

NOTE For details on each field, see *Registering an Instructor*.

4. Make whatever changes are required, then click **OK**.

Listing Registered Users

Use this procedure to display a list showing the User ID and Name of the registered Instructors, or the Instructors and Students.

1. From the User Registration Menu, choose **Display User List**.
You are prompted to choose which type of users whose information you want to see.
2. Choose either:

- **Instructors Only** (shows the list of all Instructors registered in the system) or
- **Instructors and Student** (shows the list of all users registered in the system)

This list includes 4 columns:

The 1st column shows the information from the “USER NAME” field.

The 2nd column shows the USER ID

The 3rd column gives the users default start menu.

The 4th is the user's *internal id number*. This internal number is used when restoring data.

Importing and Deleting Registration Information

Overview

Many people prefer to register users manually. However, the import registration function allows the Master to modify registration information for a number of users at one time. You can import external class and Student data, delete Student registration data, delete all registration data, or import Instructor data.

This process requires a specially formatted import file. You can create this file using a regular text editor, a spreadsheet package, or a program that works with your institution's computer system.

The file must contain only ASCII data and all fields must be delimited by tabs. For more information about the import files, see the section below on *Preparing Import Files*.

NOTE Because the import process locks the user and class database, during the file import process no other users can be using the system.

To modify registration information:

1. From the **System Administration** menu, choose **Import Register Information**.

A message appears warning the user that you must know how to use this function before proceeding.

2. Locate the file you want to import then click **OK**.

As the import proceeds, the status of the import is reported on the screen. During this process, a report called IMPORT.REP is created in the same directory as the import file.

3. When the import is finished, print the IMPORT.REP file and examine it carefully to verify that all users and classes were created or deleted correctly.

Consult the online manual for detailed instructions about this function.

Managing Resources

Video Formats

Both .avi and .mpg video files may be imported into lessons authored in EAASy II. Only .avi files display the sound file at the bottom of the student screen. The other choices, .mpg, and .mpeg, do not appear on the selection box but may be accessed by typing the file name and extension into the file selection box directly.

Video Codecs

In general, when video is digitized into .avi or .mpg formats, the video clip is compressed by a particular video compression codec that may be associated with the video driver of the video card in the computer. To play that video clip on a client workstation, the appropriate codec must reside on the client computer.

The easiest way to ensure compatibility is to digitize or recompress files using a codec that resides on the client computers.

To confirm which codecs reside on a computer, look under Settings/Multimedia/Devices/Video Compression Codecs. A list will appear including items such as "Indeo video R.32 by Intel". We cannot recommend particular codecs, although using ones produced by large companies such as Intel is probably safest.

The next step is to digitize or recompress the video clips to use a codec you have found to be available on all of the client machines. Each video digitizing software program is slightly different, so it is not possible to provide detailed instructions about how to digitize or recompress video clips. Consult the documentation for your digitizing software and determine how to set the format to match the codec which you know exists on client machines.

Video Storage

In CAN-8, sound, text and image files are part of the lessons in which they appear. The author simply imports these elements into the lesson while creating the lesson. These components of the lesson are then available to anyone accessing the lesson.

This is not the case for video. Video clips are only **linked** into lessons and not directly imported.

It is therefore important that the link to the video be true on all the client workstations that will try to access it.

There are 2 options to store videos:

- Link to a video placed on a network share.

Videos can be stored on a file server in a directory that is able to be accessed by and streamed to the client workstations. It is not necessary that it be the same server where the CAN-8 system is located, but Microsoft File Sharing or other file sharing software such as Novell, must be installed on the machine that is to provide this shared resource.

For video files to be accessible on client machines, they must reside in a shared resource directory on a file server accessible from the client. Confirm that the shared resource is accessible from the workstation and place all video files into one shared directory with a suitable name (e.g., "video").

To make a directory shareable on a Microsoft-based server, right-click on the directory where the videos are stored. Choose Properties/Sharing. The default setting is "not sharing". Change this to "sharing". A little hand will appear under the folder indicating that this folder is now accessible from client stations on the network.

Care should be taken to ensure that access to this shared resource is read-only to prevent other users from erasing, modifying or adding their own files to the directory. On each client machine you must map a network drive to the shared resource by browsing the network neighbourhood and selecting the server and drive you wish to access. To do this, right-click on the desired resource and select "Map network drive" from the pop-up menu. Choose a drive letter that is the same as the one used by the authoring station as well as all the other workstations. If the drive letter is different, some stations will not be able to access the video. Select "Reconnect at Login" to make the connection permanent.

If in the lesson the link to the video is:

E:\Videos\video_name.avi

All workstations must have an E:\ mapped drive and the video folder must be shared.

- Link to a video placed locally on the client work station.

If network bandwidth is an issue, the video can also be placed on the workstation instead of a network share. This however implies that the path to the video be the same one used by the authoring station as well as all the other workstations.

If in the lesson the link to the video is:

C:\VIDEOS\video_name.avi

All workstation **MUST** have a VIDEOS folder on their C drive, and the video file must be present on all the workstations.

Access Control for Users of CAN-8 Servers

To provide control over where licensed connections to CAN-8 servers originate from, an access control system has been implemented.

The access controls allow the server administrator to allocate a specific **number of licenses** to a **range** of IP addresses. In this way, the server administrator may reserve a number of licenses for use in a classroom thus preventing others from outside the classroom from using them. For details about how to set up access control consult the online manual.