

# Isoph Blue Administrative Panel

A Quick Start Guide for Administrators

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# Isoph Blue Administrative Panel

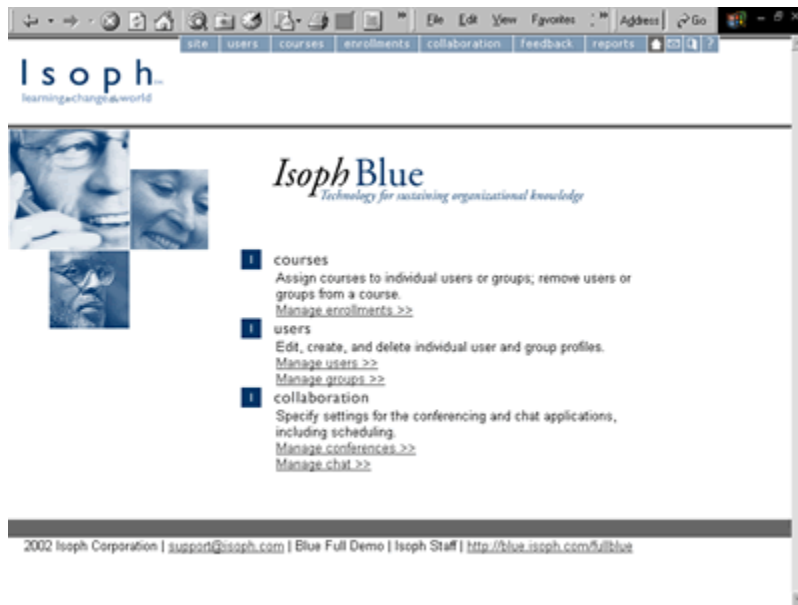
## A Quick Start Guide for Administrators

Isoph Blue is an integrated, Web-based application that gives your organization complete control over establishing and managing an online environment for learning and collaboration. All aspects of the system are managed through the Isoph Blue administrative panel, a site accessible only by the designated administrators in your organization. This document is intended to give a brief overview of the key features available in the administrative site.

## I. Logging In

To access your administrative panel, point your browser to <http://blue.isoph.com>. Here you will be asked for the administrative log-in and password provided to you by Isoph. If you or others have already accessed the site, additional administrative log-ins and passwords may also have been created. These may also be used to enter the site.

Upon entry, you will see a screen similar to the following:



Across the bottom of the screen, along with the copyright information and the e-mail address for Isoph support, you will see three pieces of information that will let you know you are logged into your site:

- The name of your site
- The user name with which you logged in
- The URL of your site

## II. The Administrative Menu



The administrative menu appears persistently throughout the administrative site and provides access to various management tools. The menu is organized into:

- Site
- Users
- Courses
- Enrollments
- Collaboration
- Feedback
- Reports

The following icons also appear at the right end of the menu:

- Arrow (links to the administrative site home page)
- Envelope (e-mail Isoph support)
- Door (exit administrative site)
- Question mark (access available help information)

## III. The Site Area



The site area of the administrative panel provides the engine for creating much of what your end users will see on the screen. Within it you have the ability to create new pages for the site, plug in interactive controls, determine navigational structure, and modify the overall look and feel of the end user experience.

### A. Content

The content section is divided into two major sub-sections:

Content Objects: Content objects are essentially HTML pages that may hold any combination of text and graphics. Additionally, content objects may contain Isoph Controls which provide for a wide variety of interactivity in your site. The use of controls is addressed in more detail below, as this is a very important aspect of the Isoph Blue application.

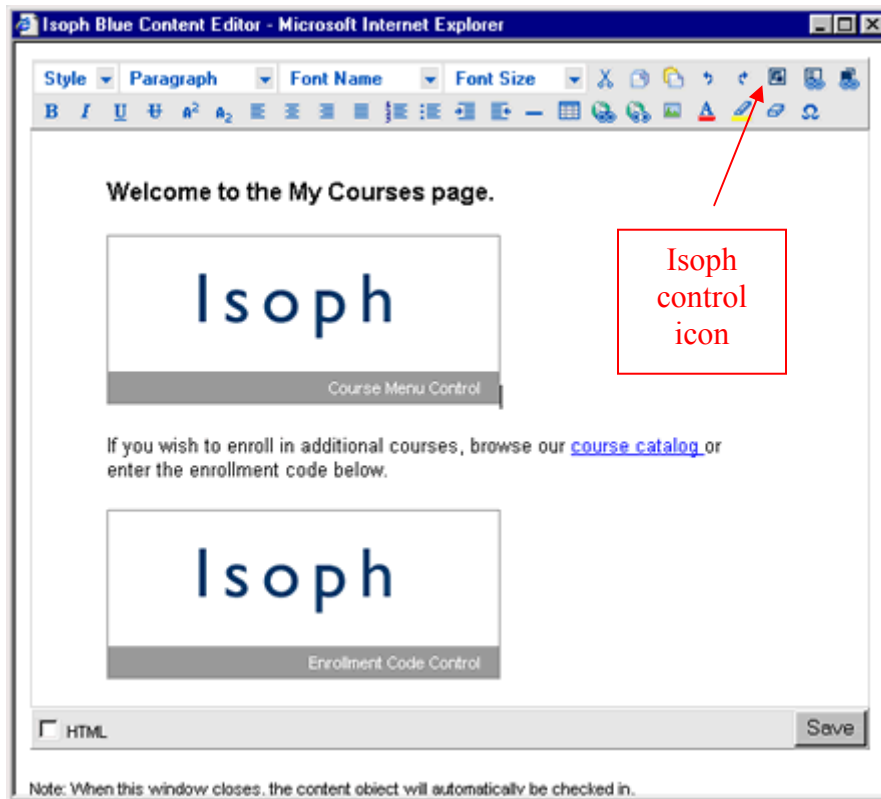
As you will see, all of the content objects available in the site are conveniently listed in the content area under the content objects tab. New objects may easily be added by clicking on “add content object” or edited by clicking “edit content.”

Assets: The assets panel allows you to upload Web-accessible documents or media that you would like to make available to you end users. Once the asset is uploaded, you may create a hyperlink to it from any page in your site.

As with content objects, the available assets in the site are listed in the content area under the assets tab. New assets can be added by clicking “add asset” and you may easily edit the properties of any asset by clicking “edit.”

### ***Feature: Isoph Controls***

Isoph Controls are one of the most powerful features of the Isoph Blue system. Through them, you provide your end users access to great features like Web conferencing, discussion boards, online courses, and more. Plugging a control into a content object is really simple. The controls pictured below were inserted simply by clicking on the control icon in the content editor and selecting the desired function. *Please Note: While the Isoph Blue platform is generally not dependent upon a specific browser, the Content Editor does require Internet Explorer.*



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***Feature: Isoph controls, continued***

The Isoph Control icon brings up the following screen:

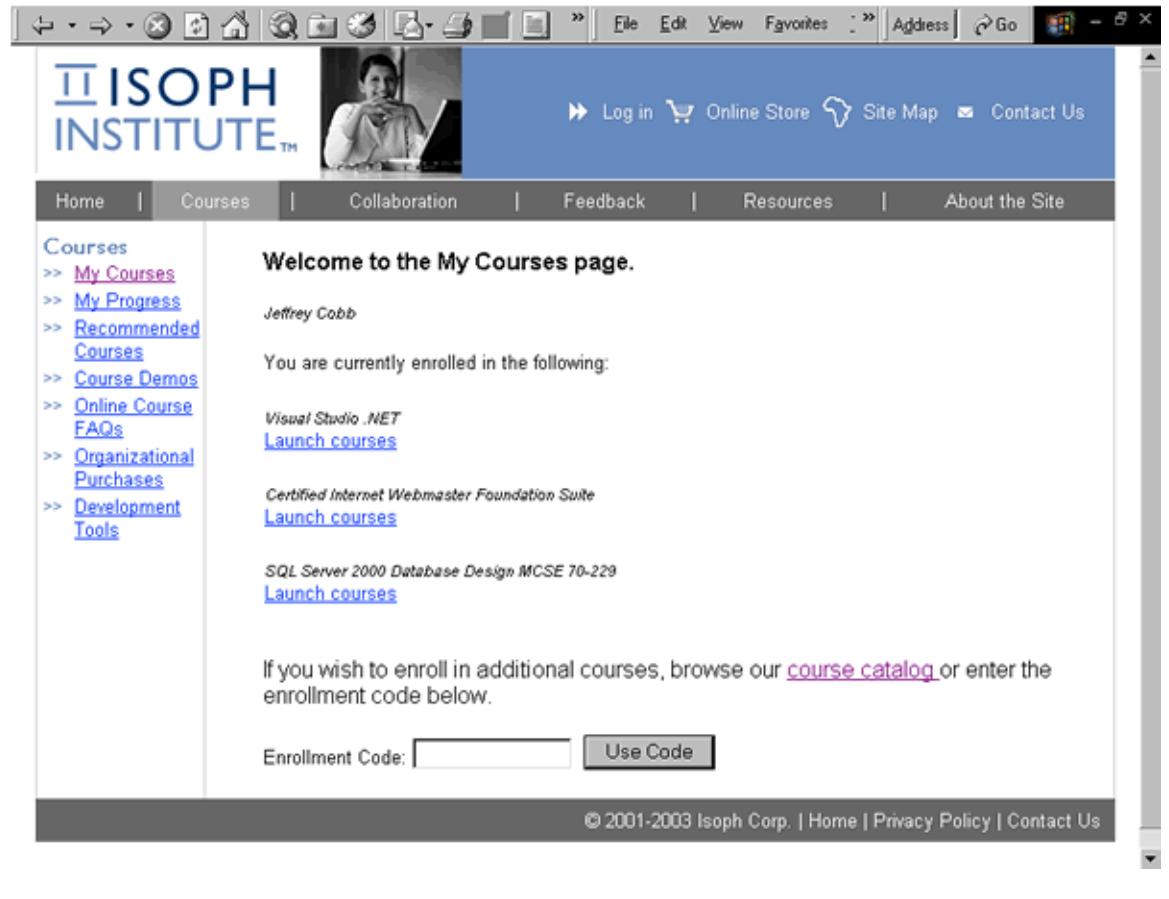


As the first picture above illustrates, the controls do not look like much more than gray and white boxes when they are inserted in the content editor. However, what the end user sees is quite different. See the next page for how the Course Menu and Enrollment Code controls pictures above might appear to an end user.

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### Feature: Isoph Controls, continued

Here is how the Course Menu and Enrollment Code control might display to the end user.



## B. Structure

The structure area is divided into three major sub-sections

Navigation: The navigation panel gives you complete control over creating and changing navigation of the site. You can easily add new sections as well as first and second level sub-sections. Once you create the sections, you can add content into them by associating them with content objects.

Security: The security panel addresses global security for the site, collection of registration information, and setting of restrictions on access to individual content objects. You may choose to password protect your entire site, or to require users to log in if they land on certain pages.

Categories: The categories panel allows you to categorize the types of knowledge that will be captured and made available in your site. Activities like discussion, file sharing, surveys, and even course content may be associated with a particular category—say, for instance, “Fundraising”—to help users more easily identify resources in this category throughout the site. Additionally, categories can be used to set up unique learning spaces that are accessible only by designated individuals—like a class of students, board members, key volunteers, or some other defined group

## **C. Design**

The design section is broken down into four major sub-sections:

Template: The template panel offers a choice of templates for designing your site. In addition, Isoph can develop custom templates for your organization.

Template Options: The template options panel offers a number of options regarding how your template menus are displayed as well as use of headers and footers.

Font Styles: The font styles area enables you to set fonts as well as text size, color, and formatting for body text, headings, and links throughout your site.

Branding: The branding panel is where you import your organization’s logo or another graphic that will appear persistently throughout the site. You can also import the graphic to display in you chat room here.

## IV. The Users Area



The user area of the administrative panel gives you access to a wide range of data about site users and groups, allows you to edit this data, and allows you to add or delete users and groups.

### Individuals

The default page for the individuals section provides a list of all individuals registered in the system and well as an opportunity to add new users by clicking on “add individual.” There are six major sub-sections that appear when you choose to edit the data for a particular individual:

General: The general panel covers contact information and other identification data for each individual, including user name and password. Administrators with appropriate rights have full control over changing this data

Administrative Rights: The administrative rights panel enables you to assign varying administrative rights to system users. By default, only the original administrator designated by your organization has administrative rights. New users added to the system after it is set up have no administrative rights until rights are granted by the original administrator.

Groups: The groups panel enables an administrator to easily see any groups a user belongs to, remove the user from groups, and add the user into other groups.

Preferences: The preferences panel contains settings related to the Airline Industry CBT Committee (AICC) standards. Isoph Blue contains an AICC-compliant learning management system, meaning that it can launch and track any online course built to AICC standards. You should not change the default settings in this area unless you know that the courses you will be launching in Isoph Blue are designed to respond to changes in the settings.

Enrollments: The enrollments panels enables you to easily see which courses a user is enrolled in, whether as an individual or as a member of a group. Administrators can delete a user’s enrollment for a particular course here, or add the user into new courses.

Delete: The delete panel enables you to delete a user. Please use this option carefully, as there is no way to reinstate a user once she is deleted other than starting from scratch and re-entering all of the user information.

## Groups

The default page for the groups section provides a list of all groups created in the system and well as an opportunity to add new groups by clicking on “add group.” Groups could contain members from multiple departments, constituencies, etc. across an organization. The common denominator is that they are all enrolled in a particular course (or given rights to a particular category) at the same time. Thus, by using the groups function, you can report on a cohort’s activity in a particular course.

There are four major sub-sections that appear when you choose to edit the data for a particular group:

General: The general panel shows the name and description for a group and enables the administrator to change this information.

Members: The members panel shows the members of a particular group and enables you to add and remove members.

Enrollments: The enrollments panel shows any courses in which a group is enrolled. By enrolling users as a group, you will then be able to generate reports for that group and compare how members of the group are doing in the course.

Delete: The delete panel allows you to delete a group. Deleting the group will delete all enrollment data associated with the group, so the course data for users who were enrolled in a course via a group will be deleted. However, other user data for the group’s members is not affected.

## V. The Courses Area



The courses area of the administrative panel provides the tools for assembling individual lessons into instructional blocks and courses and then organizing these into groups and collections. Course lessons may come from the Isoph catalog, or may represent content that your organization has licensed or created.

### Content

The default page for the courses section provides a list of all courses currently available in the system as well as an opportunity to add new courses by clicking on “add course.” There are three sub-sections relevant to assembling a course:

Courses: Clicking on “edit” for a course in the courses panel will bring up a panel that displays general information about a course, including its name, description, group and collection it is a part of, and how large the window will be that it launches in. There is also an additional “structure” tab in the edit mode that enables you to insert lessons and instructional blocks into a course. A course does not actually have any content until you add lessons or instructional blocks to it.

Blocks: The terms “blocks” refers to instructional blocks, or groupings of lessons within a course. You may want to use the blocks tool to add more structure to your courses and group together lessons into logical sections within the course. Keep in mind that this more complex course structuring does require more processing time, and can slow launch time for the end user somewhat. So, it is not recommended that you rely heavily on block structures within courses. Similar to the courses panel, the blocks panel provides a mechanism for inputting general information about an instructional block and then adding lessons to it.

Lessons: Lessons are the basic element of any course experience. When you add or edit a lesson in the lessons panel, you will see long list of information that can be provided for any lesson. Practically speaking, only the lesson name and the information needed to launch a lesson are required. However, filling in all of the appropriate descriptive information will mean that your users can see this information when browsing your course catalog. A more in-depth treatment of creating lessons in Isoph Blue is available in “Creating Courses in Isoph Blue.” Please note that it is not possible to edit information for lessons pulled from the Isoph catalog.

## Organization

The organization area enables you to organize courses into logical groups and collections. A collection can be made up of any number of groups, and a group can contain any number of courses.

Collections: The collections panel enables you to name and describe a collection of courses as well as choose the order in which the collection will be displayed in your catalog. Defining a collection for your courses is optional. Please note that an empty collection—one that does not contain courses or groups of courses—will not be displayed in the catalog courses area of the administrative panel.

Groups: The groups panel enables you to name and describe a group of courses as well as choose the order in which the collection will be displayed within the collection they are associated with. The creation of groups is optional, and groups do not have to belong to a collection. Please note that an empty group—one that does not contain courses—will not be displayed in the catalog courses area of the administrative panel.

## VI. The Enrollments Area



The enrollments area of the administrative panel provides the tools for creating catalogs of courses and enrolling your learners in courses either via e-commerce, enrollment codes, enrollment requests, or self-enrollment.

### Administration

The administration section is where you can manage all of the enrollments for your organization. There are three sub-sections:

Enrollments overview: The enrollments overview panel enables administrators to see all of the enrollments for the organization either on a course-by-course, per individual, or per group basis. Additionally, you can easily enroll individuals or groups into courses via this panel.

Enrollment codes: The enrollment codes panel allows you to create codes for specified courses that can be distributed to learners in your organization. The learners can then enter the codes into the enrollment codes form in your site (which you insert as a control, see *Feature: Isoph Controls* above) and be automatically enrolled in the course you have specified.

Enrollment requests: The enrollment requests panel allows you to see requests that learners have submitted for enrollment into particular courses (via an enrollment request control inserted into your site). You can approve or deny the request, and the learner is notified by e-mail. If you approve the request, the learner is automatically enrolled in the requested course.

### Catalog Courses

The catalog courses section is where you can create catalogs of courses for your learners to access, control how these catalogs are displayed, and allow for demonstration courses to be available to learners for a stipulated period of time. There are three sub-sections:

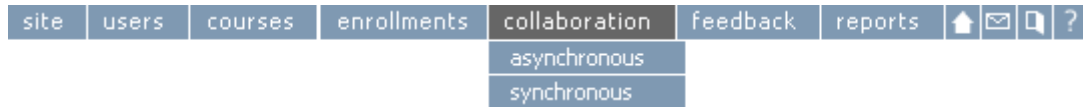
Catalogs: The catalogs panel allows administrators to define how users will enroll in courses as well as create and edit multiple catalogs. When you click “add course catalog” or edit an existing course catalog, you can specify which courses the catalog will contain, the course information that will be displayed, and if you are using e-commerce, the link to the e-commerce system you are using. The catalogs you create here can be inserted into any page of your site as an Isoph Control. When you choose “Course Catalog” in the Isoph Control panel (see

*Features: Isoph Controls* above), you will see a list of the catalogs you have created, and can choose the appropriate catalog or catalogs to insert.

Catalog layout: The catalog layout panel gives you the ability to define the font styles that will be applied to the display of each of the catalogs you create.

Demo courses: The demo course panel enables you to define which courses will be available as demonstration courses and how long the learner will have access to them. You may make demonstration courses available to learners either by inserting the Demo Courses control into an appropriate area of your site, or by choosing the Demo Course option when you set up user registration information in the site : security area.

## VII. The Collaboration Area



Isoph Blue provides for collaboration in both real-time (*synchronous* collaboration) and over extended periods of time (*asynchronous* collaboration). The sub-sections of the collaboration area are defined by these two distinctions. All of the collaboration tools in the Isoph Blue system are activated by insertion of the appropriate Isoph Controls (see *Feature: Isoph Controls* above) into appropriate areas of your site.

### Asynchronous

Discussion: The discussion panel allows administrators to enable or disable discussion, specify times at which the discussion boards will be accessible, create or delete discussion board content, specify error messages, and ban specific users from participating in the discussion boards.

File share: The file sharing panel allows administrators to enable or disable file sharing, specify times at which the file share area will be accessible (which can be useful for distributing time sensitive materials), create or delete files, specify error messages, and ban specific users from participating in the file sharing. Administrators may also change how the file share application will appear to end users of your organization's site.

Link share: The link sharing panel allows administrators to enable or disable link sharing, specify times at which the link share area will be accessible, create or delete links, specify error messages, and ban specific users from participating in the link sharing. Administrators may also change how the file link share application will appear to end users of your organization's site.

### Synchronous

Conference: The conference panel allows administrators to enable or disable conference, specify times at which conferencing will be accessible, specify error messages, and ban specific users from participating in conference. Administrators may also change how the conference application will appear to end users of your organization's site.

Chat: The chat panel allows administrators to enable or disable chat, specify times at which chat will be accessible, specify error messages, and ban specific users from participating in chat. Administrators may also change how the chat application will appear to end users of your organization's site.

## VIII. The Feedback Area



The feedback area of the administrative panel provides the tools for surveys and polls and tracking the responses of your users. The surveys and polls created in the feedback area can be inserted anywhere in your Isoph Blue site as Isoph Controls (see *Feature: Isoph Controls* above). When you choose “Survey” or “Poll” in the Isoph Control panel, a list of the surveys or polls you have created will appear, and can choose the appropriate survey or poll to insert.

### Survey

The survey section is where you can create surveys for your organization. Any surveys you have created will be listed on the default page for this section, “surveys.” In addition, you can choose “add survey” here to create a new survey, or click on the “error messages” tab to specify the messages users will see if they are not authorized to access the surveys you create.

Once you have created surveys, you can easily track key information. The number of responses and the date and time of the last response are displayed as part of the list of available surveys. Additionally, you can click to:

- View responses
- Edit the survey content
- Edit the survey properties

More detailed information from surveys can also be accessed in the reports area of the administrative panel. *Please note that survey content cannot be edited once responses to a survey have been submitted. To edit content once surveys have been submitted, you must choose to clear all responses in the results area.*

### Polling

The polling section is where you can create polls for your organization. Any polls you have created will be listed on the default page for this section, “polls.” In addition, you can choose “add poll” here to create a new poll, or click on the “error messages” tab to specify the messages users will see if they are not authorized to access the polls you create.

Once you have created polls, you can easily track key information. The number of responses and the date and time of the last response are displayed as part of the list of available polls. Additionally, you can click to:

- View responses
- Edit the poll content
- Edit the poll properties

More detailed information from polls can also be accessed in the reports area of the administrative panel. *Please note that poll content cannot be edited once responses to a poll have been submitted. To edit content once polls have been submitted, you must choose to clear all responses in the results area.*

## IX. The Reports Area



The reports area enables you to generate a number of standard reports about the variety of activities that occur within your Isoph Blue site as well as manage help requests from your users. Additionally, Isoph can create custom reports that address the specific needs of your organization.

### Standard

There are five standard reports offered within the Isoph Blue system:

Site: The site report offers general information about site activity, including number of visitors, number of page views and total number of hits. Additionally, it gives you the ability to see the pages accessed by a specific user within your administrative site, your end user site, or both.

Users: The users report enables you to see activity by any individual user on the discussion boards, courses, or surveys and polls. It also can generate general information—such as contact data—available for any individual user.

Courses: The courses report shows progress by individual users or groups of users for the courses in which they are enrolled.

Collaboration: The collaboration report shows general activity in the discussion, file share, and link share areas.

Feedback: The feedback report shows data from specified surveys or polls.

### Custom

Isoph can create custom reports to meet the needs of your organization. If custom reports have been created, you can access them via the custom panel.

### Help Requests

Configure: (Coming soon!) The new configure panel will give you more control over who receives help requests and how they are managed.

Manage: The manage panel enables to see help requests that have been submitted and whether they are resolved or unresolved. Unresolved help requests can be responded to from this area.