![Teknimedia — Enabling Success in a Digital World]

Web Learning Center
Quick Reference Guide

Version 7

Table of Contents

1. Introduction

This document provides information about Teknimedia's Web Learning Center (WLC) management system software. The following terms are used in the document:

- **Titles**: Teknimedia products are referred to by title. Each title includes a number and description (e.g., PC100-Win7-Basic Skills). Each title includes both the TekAssess pre/post-assessment tool and course material. Title settings can be customized by Account Administrators and Instructors.

- **TekAssess**: TekAssess is Teknimedia's web-based pre/post assessment tool. TekAssess modules include performance-based and knowledge-based questions. Questions are based on the specific contents of the Teknimedia course that corresponds to the TekAssess assessment. TekAssess settings can be customized by Account Administrators and Instructors.

- **Courses**: Courses include Teknimedia's instructional content. Courses consist of multimedia lessons, interactive practice exercises, Frequently Asked Questions and quizzes. Course settings can be customized by the user.

- **Total TekAssess™**: Total TekAssess™ (TTA) is Teknimedia's customizable computer skills assessment tool. TTA modules include performance-based and knowledge-based questions covering a variety of computer skills concepts and skills. TTA settings can be customized by Account Administrators and Instructors. For information on creating a creating a customized TTA assessment, please refer to the *Total TekAssess™ Customization Guide*.

2. User Types and Rights

WLC can have three types of users:
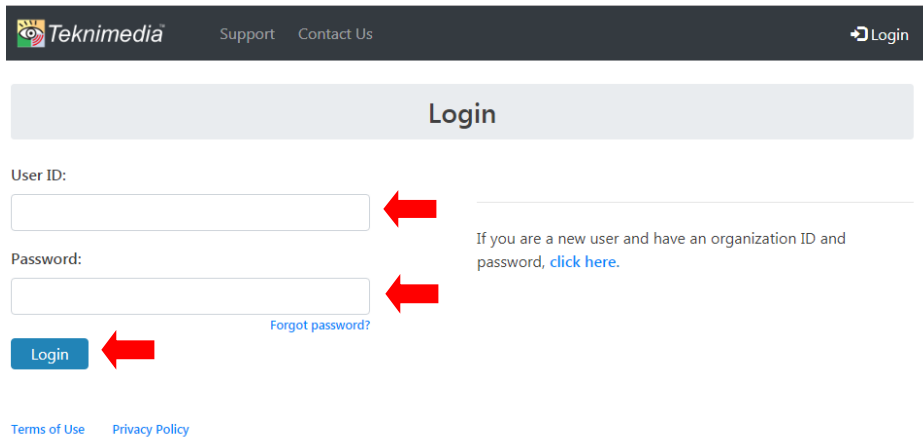
- Account Administrator
- Instructor
- Student

The chart below provides details about the rights for each user type.

User Right	User Type		
	Account Administrator	**Instructor**	**Student**
Edit user's own personal info	✓	✓	✓
View user's own records	✓	✓	✓
Take "Open" titles	✓	✓	✓
Take "Closed" titles assigned to user	✓	✓	✓
WLC Guides	✓	✓	✓ [3]
View student records for certain titles	✓	✓ [1]	
Add new users	✓	✓	
Edit/Deactivate users	✓	✓	
Add User Groups	✓	✓	
Edit/Delete User Groups	✓	✓ [2]	
Manage titles	✓	✓ [1]	
Create/Use TekAssess Templates	✓	✓	
Manage TekAssess Templates	✓	✓ [2]	
Create new titles	✓		
View student records for all titles	✓		
Edit organization account information	✓		
View Purchase History & License Reports	✓		

Notes:
1. Applies to titles assigned to the Instructor
2. Only if created by the Instructor
3. Students may only access the *WLC Guide for Taking Titles*.

3. Logging On

From your web browser, go to https://www.e-learning.com/html/login.asp

Note: The following customers should use the URL indicated below to access their accounts:

Arkansas Adult Education & WAGE Programs:
https://ar.e-learning.com/html/loginok.asp

CDCR: https://cdcr.e-learning.com/html/loginok.asp

South Dakota AEL Programs & Local Offices:
https://sd.e-learning.com/html/loginok.asp

Certiport:
https://ic3.e-learning.com/html/loginok.asp

At the **Login** screen, type your User ID and Password under **I'm a Registered User,** and Click on **OK.**

Note: The default **Registration** setting for WLC accounts is **Closed Registration**, meaning user IDs and passwords must be created for users beforehand in order for them to log in. Account Administrators can change this setting to **Open Registration** to allow users to create their own user IDs and passwords.

4. Dashboard

Once a user has logged in, the WLC Dashboard will be displayed. Depending on the user type, the Dashboard screen provides the user access to different WLC functions.
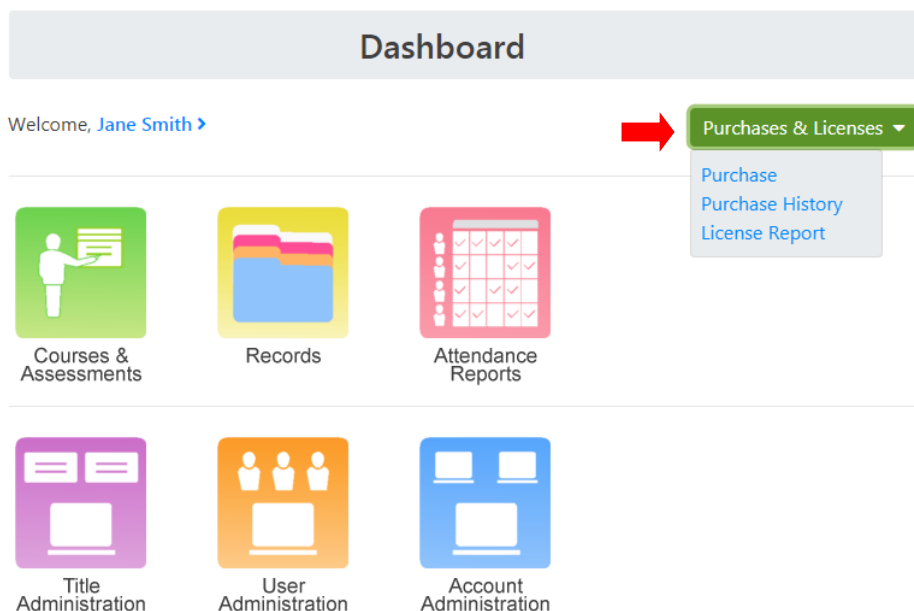
a. Dashboard – Administrators
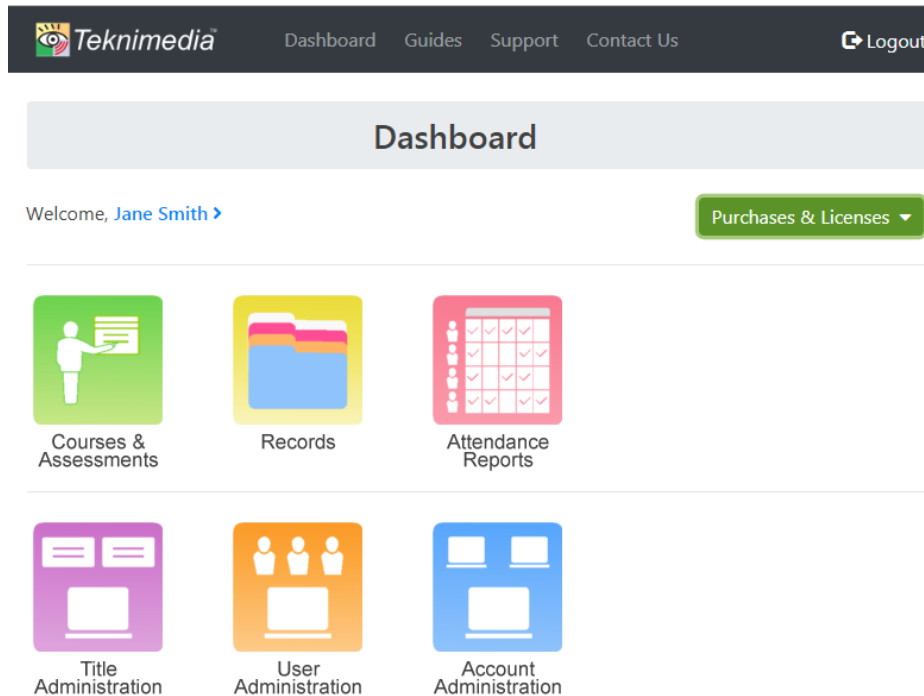
From the WLC Dashboard, **Account Administrators** can click on the appropriate icons to get access to the following options:

1. Courses & Assessments
2. Records
3. Attendance Reports
4. Title Administration
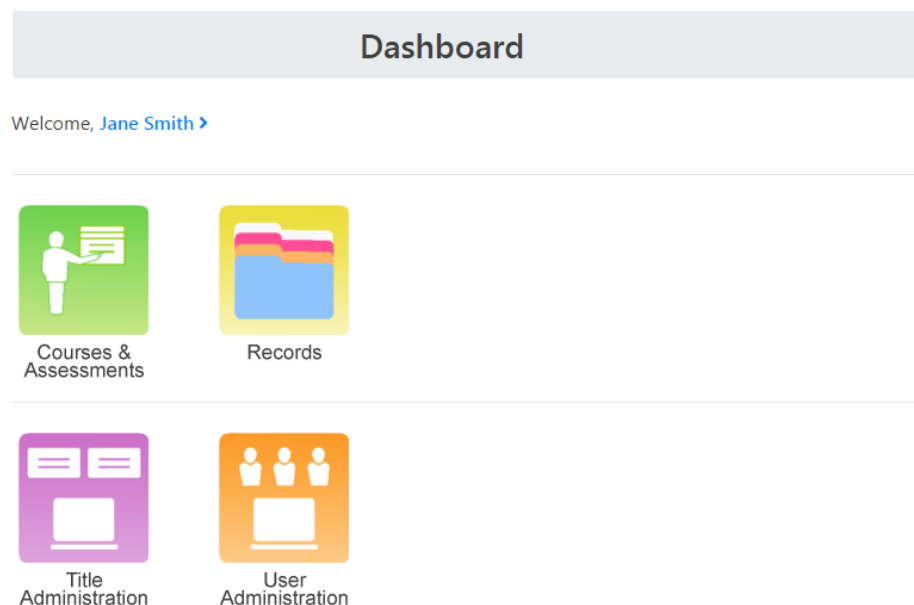5. User Administration
6. Account Administration

Note: Teknimedia recommends all teachers, trainers, staff, etc. be given Account Administrator User IDs.

In addition, **Account Administrators** can use the **Purchases & Licenses** drop down list to get access to the following options:

1. Purchase
2. Purchase History
3. License Reports
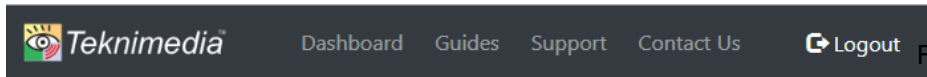
b. Dashboard - Instructors

From the WLC Dashboard, **Instructors** can use the appropriate icons to get access to the following options:

1. Courses & Assessments
2. Records
3. Title Administration
4. User Administration

Note: Instructors are only allowed to manage titles assigned to them by an Account Administrator and manage User Groups created by them.
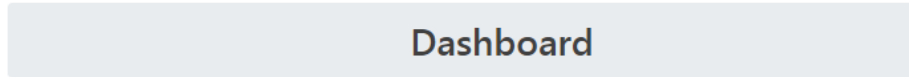
Note: Account Administrators and Instructors have access to four different user guides, which are available for download. They can be accessed by clicking on the **Guides** link in the upper menu bar of the screen.

c. Dashboard - Students

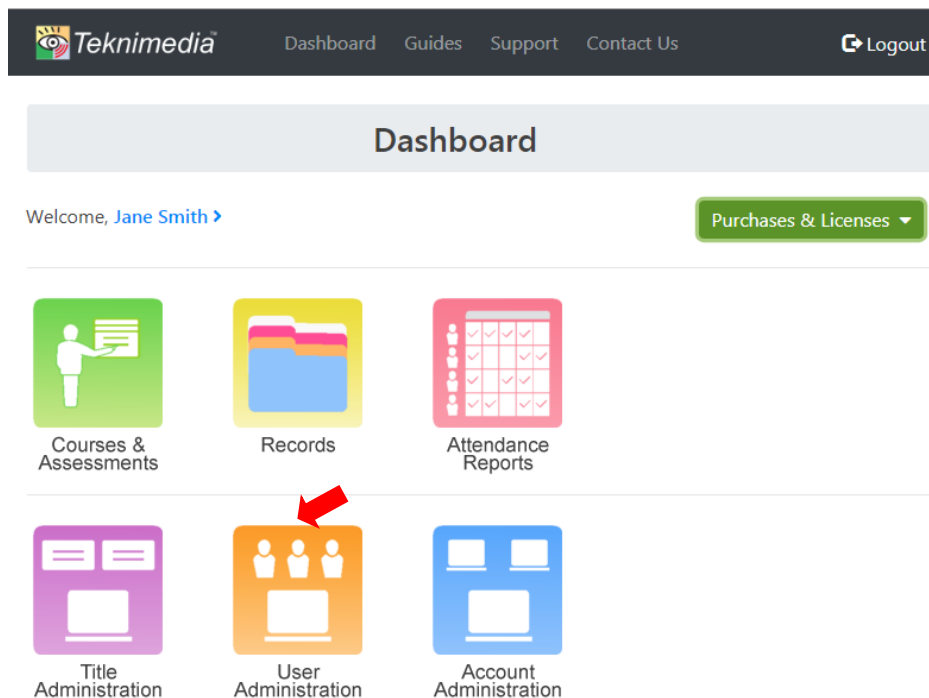From the WLC Dashboard, Students have access to the following options:
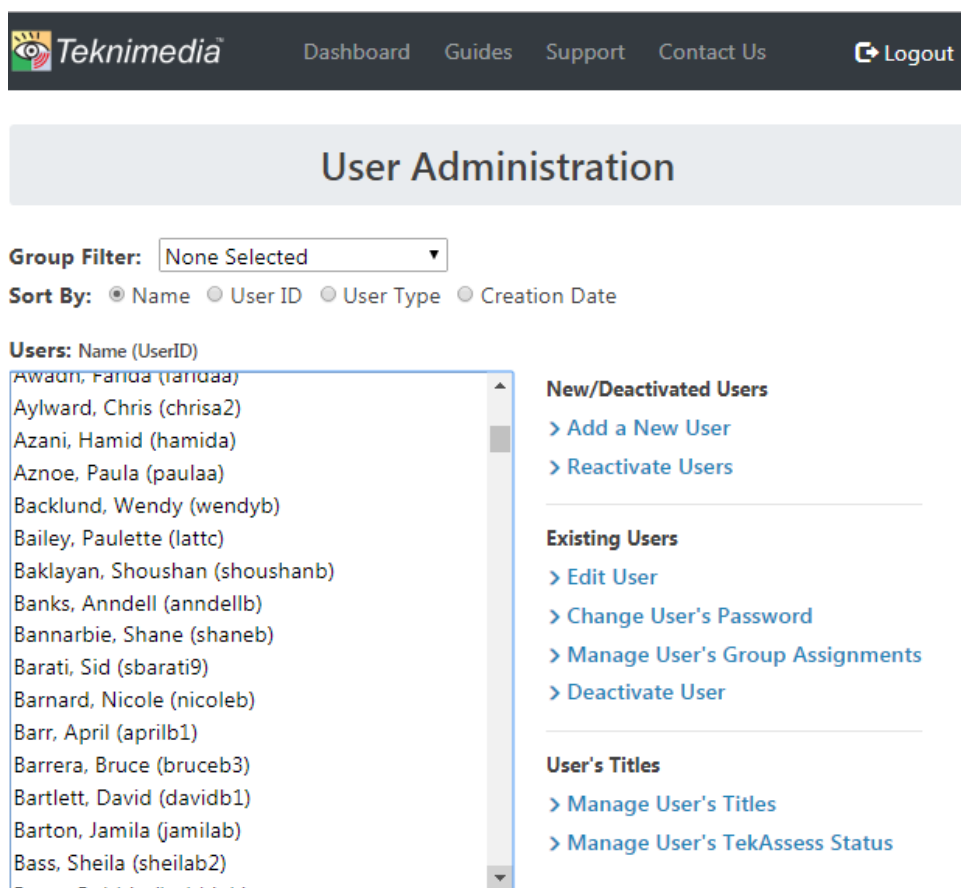
1. Courses & Assessments
2. Records

5. Creating User IDs

Account Administrators can create user IDs for Students, Instructors, and other Account Administrators. Instructors can create user IDs only for Students.

To create user IDs, go to the **Dashboard** and click on **User Administration**.

From the **User Administration** screen, click on the **Add a New User** link.

Add User

Fields marked * are required.

First Name:* Mary

Middle Initial:

Last Name:* Jones

User ID:* mjones   Check Availability ←

Email address:* mjones9876@gmail.com

Password:* ••••••

Verify Password:* ••••••

User Type:* Student ▼   User Types & Rights ←

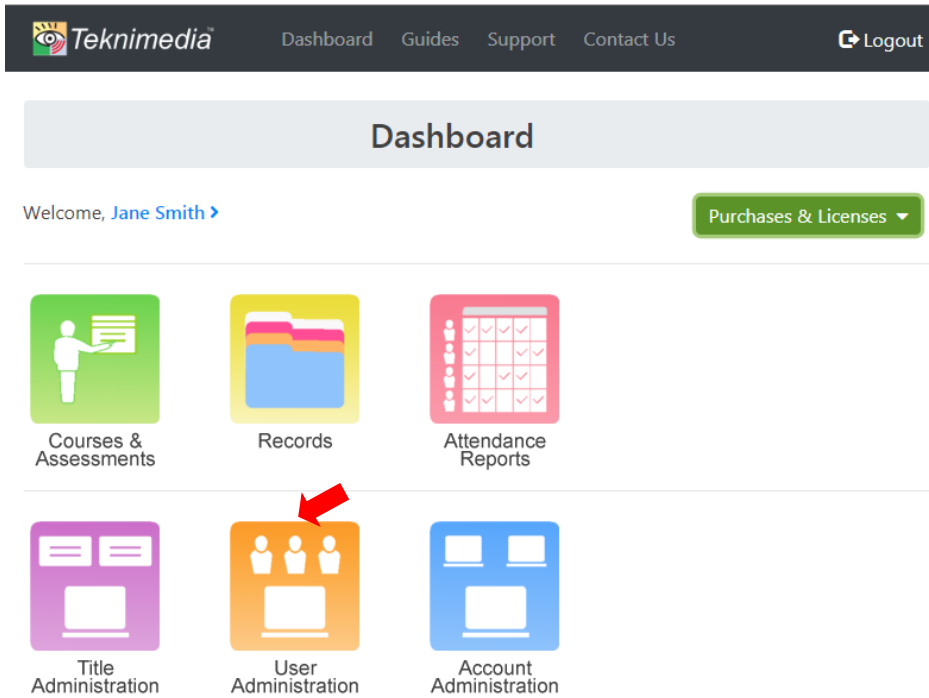**User Group:*** None Selected ▼

[Add User] [Cancel]

From the **Add User** screen, fill in all required fields for the user you are creating a User ID and password for:

Click on the **Add User** button.

Notes:

1. User IDs must be unique. You will be prompted if the User ID you requested is already in use. You can check for the availability of a User ID before proceeding by clicking on the **Check Availability** link.

2. All users must have a valid and unique e-mail address. E-mail addresses for Account Administrators may be used for multiple student user ids if a valid e-mail address isn't available for the student.

3. The "default" **User Type** is **Student**. For details about other User Types, click on the **User Type** link next to the drop-down list.

4. A user may be added into an existing User Group by clicking on the down arrow and selecting the desired group.

6. Creating User Groups

To create a **User Group**, go to the **Dashboard** and click on **User Administration.**

Note: User Groups are helpful for filtering lists of Users in **User Administration**, **Records** and **Title Administration**.

From the **User Administration** screen, click on the **Add a New Group** link under **Groups**.

Note: Administrators can manage a user's group assignments from the User Administration screen. Click on the **Manage User's Group Assignments** link to edit the group assignments.

First, enter the desired name for the User Group in the **User Group Name** box.

Next, highlight the name(s) of the desired Users in the box on the right (**Users NOT in Group**) and click on the left arrow button to move the users to the **Users In Group** box.

Once all the desired users have been moved to the **Users In Group** box, click on the **OK** button.

7. Assigning Titles to Users

From the **User Administration** screen, highlight the name of the user you want to assign titles to.

Click on the **Manage User's Titles** link.

Note: Titles can also be assigned to User Groups by highlighting the desired User Group and clicking on the **Assign Titles to Group** link.

The **Manage User's Titles** screen is divided into five sections:

1. Titles the User has already started.
2. Titles the User has been assigned but has not yet started.
3. Titles the User has already completed but is allowed to retake.
4. Titles set to "Open" registration that are available to all Users.
5. Titles that have been assigned to User Group(s) the User is a member of.

Sections 2 and 3 can be changed by clicking on the **Change** link.

To assign titles to the User, click on the change link next to **Titles Assigned to User But Not Started** section of the screen.

To allow a User to "retake" a title already completed, click on the change link next to **Completed Titles User Is Allowed to Retake**.

Note:
1. Users are not allowed to re-take a title whose license has expired unless given permission by an Account Administrator to "retake" the title. If the User retakes a title, a second user license for that title will be used.

In the right-hand box of the **Assign Titles to User** screen, highlight the title that you want to assign to the User and click on the left arrow button to move the title to the left-hand box.

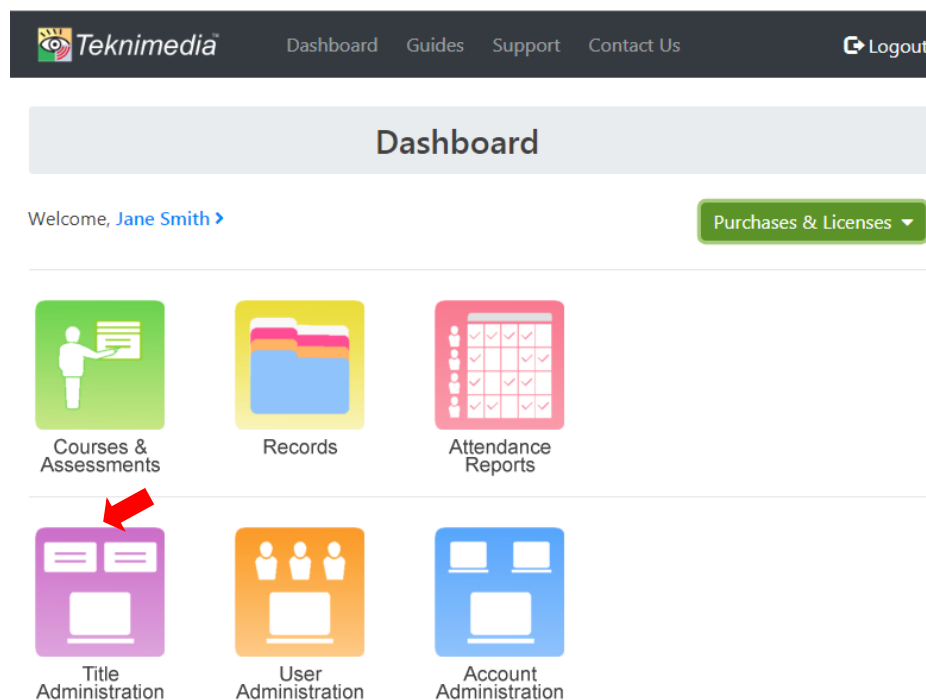Repeat this process for each title you want to assign to a User.

Once you have assigned the titles, click on the **Apply Changes** button.

8. Creating Titles

When an organization purchases a course or assessment product, for example PC100-V5 - Basic Skills, a default title for that product will be created in the organization's WLC account. Additional titles based on the same product can be created by the organization's Account Administrator(s) to allow multiple Instructors to use the product independently of each other. For example, if three Instructors need to use PC100-V5, the default PC100-V5 title can be assigned to one Instructor, and two more PC100-V5 titles can be created and assigned to the other two Instructors. In this way, the Instructors will each have a title that they can use with their own students. They will also be able to modify the title's settings and pre-post assessment parameters without affecting the titles used by the other Instructors.

Titles may also be created based on the Total TekAssess (TTA) product. For example, if an organization purchases TTA-Win7-2016, multiple titles based on that product may be created in addition to the default title. Each title could be used to create an assessment with its own questions and parameters. Account Administrators and Instructors are also able to customize an assessment and offer it to their students without affecting the other assessment titles.

Note: Only Account Administrators are allowed to create titles.

To create a title, click on **Title Administration** from the **Dashboard**.

From the **Title Administration** screen, click on the **Create a New TekAssess/Course Title** link.

The **Create a New Course/TekAssess Title** screen will be displayed.

Select the product on which you want to base the new title (e.g. PC100-V5) from the **Products** drop-down list.

Enter a name for the title.

Select the Administrator or Instructor who will be allowed to administer and use the title from the **Admin/Instructor** drop-down list.

Click on **Add**.

9. Modifying Title Settings

Account Administrators (and Instructors who have been assigned to a title) can modify a number of settings for a title:

- Change the Name of the Title
- Designate Licenses for restricted or unrestricted use by Instructors and Account Administrators
- Changes Registration Status (Open/Closed)
- Request E-Mail Notifications
- Quiz Question Randomization

To modify Title Settings, click on **Title Administration** from the **Dashboard**.

From the **Title Administration** screen, highlight the title you want to modify and click on the **Edit Title Settings** link.

From the **Edit TekAssess/Course Title** screen, make the desired changes.

Click on **Apply Changes**.

The initial default settings are as follows:

- Licensing: Unrestricted
- Registration: Closed[1]
- E-Mail Notifications: Notify when license count reaches 5 remaining licenses.[2]
- Course Quizzes: Randomized.

Notes:

1. With closed registration, the titles must be assigned to the desired Users (or to a User Group) to allow the users to take it. If the registration is changed to Open, the title will be available for all users.

2. If checked, e-mail notifications will be sent to the Administrator or Instructor whose name appears in the drop-down list.

10. Modifying TekAssess Parameters

The default settings for the TekAssess pre/post-assessments that accompany most titles are as follows:

Settings	Pre-Assessment	Post-Assessment
Performance-Based Instant Feedback	On	On
Default TekAssess Setting	Optional*	Automatic**
TekAssess Time Limit • Knowledge-Based Questions • Performance-Based Questions	Timed 30 Seconds 45 Seconds	Timed 30 Seconds 45 Seconds
Retry Count - Performance-Based Questions	6	6
Pass/Fail Threshold	70%	70%

*Note: **Optional** setting allows the student to decide whether s/he wants to take Pre-Assessment. The administrator can change this setting to either **disabled**, where Pre-Assessment is not available to the student, or **required**, where the student has to take Pre-Assessment.

Note: **Automatic setting implies that Post-Assessment will become available as soon as the student has completed the course. The administrator can change this setting to either **disabled**, where Post-Assessment is not available to the student, or **available**, which allows the student to take Post-Assessment whenever s/he is ready.
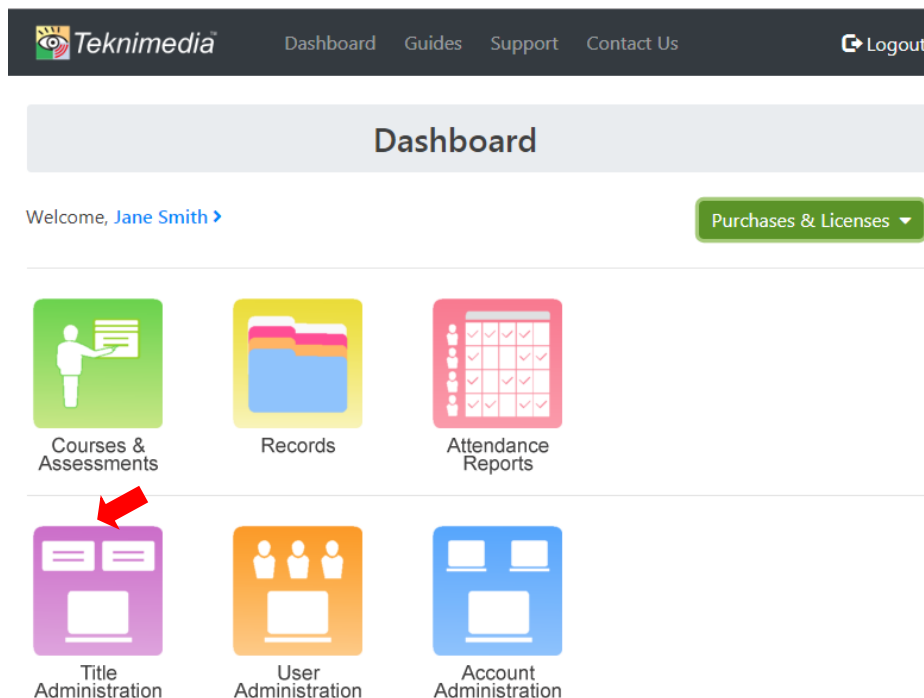
Account Administrators can customize the TekAssess Pre-Assessment and Post-Assessment parameters of all titles. Instructors can customize the TekAssess Pre-Assessment and Post-Assessment parameters of the titles that have been assigned to them.

To customize TekAssess parameters, click on **Title Administration** from the **Dashboard**.

From the **Title Administration** screen, highlight the title for which you want to modify the assessment parameters and click on the **Edit TekAssess Parameters**.

Assessment Parameters

Title:

PC100-V5 - Basic Skills

Performance-Based Instant Feedback Mode

On. Performance-based questions will provide instant feedback. Change

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Pre-Assessment Default Setting

Optional. Students allowed to decide if they want to take Pre-Assessment Change

Pre-Assessment Time Limit

Limited. Limit the amount of time allowed for each Pre-Assessment section Change
 -Time allowed per knowledge-based question: **30** seconds (recommended 30)
 -Time allowed per performance-based question: **45** seconds (recommended 45)
Estimated total pre-assessment time: 34 Minutes 15 Seconds Details

Pre-Assessment Retry Count

Maximum number of tries allowed per performance-based question (recommended 6):**6** Change

Pre-Assessment Pass/Fail Threshold

Pass/Fail Threshold (at or above which a student passes the assessment):**70%** Change

Pre-Assessment Question Customization

Not Customized. Include all performance-based questions and randomly choose which knowledge-based questions to include. Change

Custom Path for Untested Sections

Do not include. Do not include untested sections in the learning module's custom path. Change

---

Post-Assessment Default Setting

Automatic. Post-Assessment becomes available once the student completes the main course Change

Post-Assessment Time Limit

Limited. Limit the amount of time allowed for each Post-Assessment section Change
 -Time allowed per knowledge-based question: **30** seconds (recommended 30)
 -Time allowed per performance-based question: **45** seconds (recommended 45)
Estimated total post-assessment time: 19 Minutes 15 Seconds Details

Post-Assessment Retry Count

Maximum number of tries allowed per performance-based question (recommended 6):**6** Change

Post-Assessment Pass/Fail Threshold

Pass/Fail Threshold (at or above which a student passes the assessment):**70%** Change
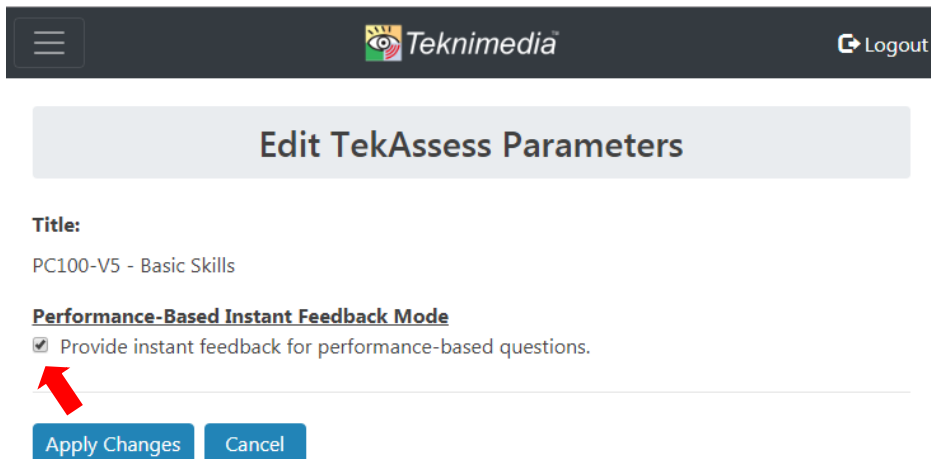
Post-Assessment Question Customization

Customized. Customize which questions to include. Change

From the **Assessment Parameters** screen, make the desired changes to the Pre-Assessment and Post-Assessment parameters.

Please refer to the following pages for details regarding the various TekAssess parameter options.

a. *Performance-Based Instant Feedback Mode*

For performance-based questions for both the TekAssess Pre-Assessment and Post-Assessment, instant feedback is available. The default setting is for instant feedback to be turned <u>on</u>.

To turn-off instant feedback, deselect the check box and click on the **Apply Changes** button.

In this screen shot, Instant Feedback is turned <u>on</u>. The User is told the answer was correct and s/he can click on the Next button to move to the next question.

Basic Computer Skills - 1

Recycle Bin

Paint

Microsoft Works

Calculator

Calculator

0.

7	8	9	/	C
4	5	6	*	
1	2	3	-	=
0		.	+	

Action Complete

↩ Retry   Submit →

4:18 PM
6/12

Ques.
1 of 15

Double-click on the "Calculator" icon to open the calculator.

Skip
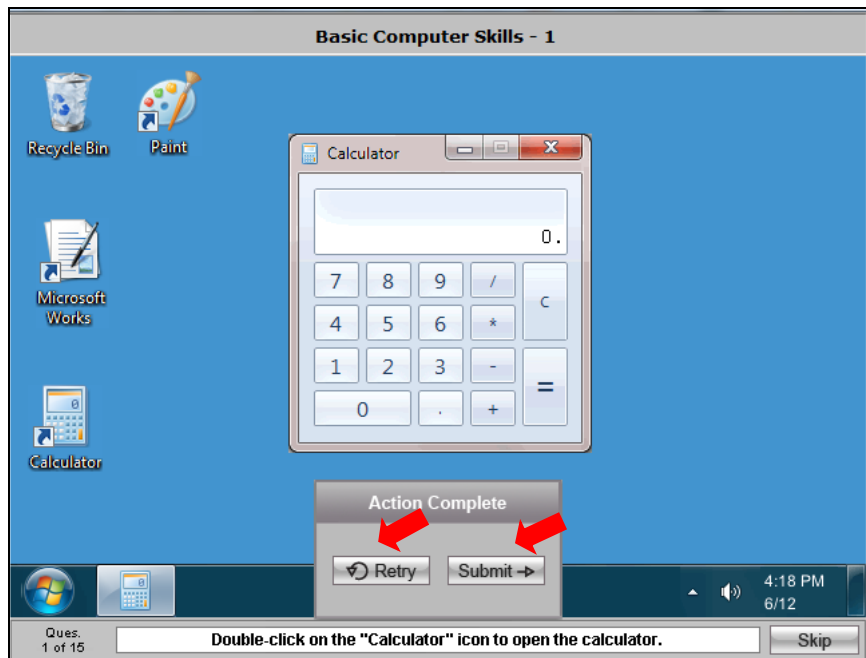
In this screen shot, Instant Feedback is turned **off**. The user is not told whether his/her answer is correct or not. The user is given the option to retry the question or submit his/her answer and advance to the next question.

b. *Pre-Assessment Default Setting*

The options for the TekAssess Pre-Assessment Default Setting are:

- Disabled
- Optional
- Required

Note: The initial default setting for TekAssess is for the Pre-Assessment to be "optional."

A change to the Pre-Assessment Default Setting (or the Post-Assessment Default Setting) on the Assessment Parameters screen will affect <u>all</u> users that have not yet started the title.

This default setting can be overridden for individual users through **User Administration** (then **Manage TekAssess Status**) or through **Title Administration** (then **Manage TekAssess Title Status**). See section 11, Overriding TekAssess Default Settings.

For details regarding the **TekAssess Post-Assessment** Default Setting options, please go to section H.

c. Time Parameters

The default setting for the Pre-Assessment is for it to be timed and to allow up to 30 seconds per knowledge-based (true/false and multiple choice) question and up to 45 seconds per performance-based question.

To change the Pre-Assessment to **untimed**, deselect the check box and click on the **Apply Changes** button.

To increase/decrease the time allowed per question, enter the desired number of seconds per question type in the appropriate text box.

Once the desired changes have been made, click on the **Apply Changes** button.

This parameter is also available for the **TekAssess Post-Assessment**. The parameters set can be the same or different as the Pre-Assessment.

d. Retry Count

The Retry Count refers to the number of attempts the User will have to answer a performance-based question before it is scored.

The default setting is for 6 attempts to be allowed.

To change the Retry Count, enter the desired number in the text box and click on the **Apply Changes** button.

This parameter is also available for the **TekAssess Post-Assessment**. The Post-Assessment retry count can be the same or different as the Pre-Assessment.

e. Pass/Fail Threshold

The default Pass/Fail Threshold for the TekAssess Pre-Assessment is 70%.

To change the Pass/Fail Threshold, enter the desired percentage in the text box and clock on the **Apply Changes** button**.**

This parameter is also available for the **TekAssess Post-Assessment**. The Post-Assessment Pass/Fail Threshold can be the same or different as the Pre-Assessment.

f. Question Customization

TekAssess allows you to customize the specific questions included in the TekAssess Pre-Assessment.

The default setting is for <u>all</u> questions in the test bank to be included in the pre-assessment.

To customize the questions, click on the **<u>Customize</u>** link.

This parameter is also available for the **TekAssess Post-Assessment**. The Post-Assessment Pass/Fail Threshold can be the same or different as the Pre-Assessment.

From the Customize TekAssess screen, click on the **Yes** radio button to display the topics covered by each module in the assessment.

Customize TekAssess

Title:
PC100-V5 - Basic Skills

Show Topics: ○ Yes ● No

#	Module	Enabled? (change)	Type[1]	Always Include Bank (set all)	Random Include Bank (set all)	Never Include Bank (set all)	Customize
1	Basic Computer Skills - 1	✓ Yes	P	0	4	12	Customize
2	Basic Computer Skills - 2	✓ Yes	P	0	6	14	Customize
3	Typing Speed and Accuracy	✓ Yes	P	1	0	0	Customize
4	Basic Computer Skills - Quiz	✓ Yes	K	9	0	0	Customize
			Total	10	5 out of 10 Change	26	

[1] Type: P=Performance Based, K=Knowledge Based
Total number of questions included: **15**
Estimated total assessment time: **11 Minutes 0 Second** Details

Exit

Click on the **Customize** link to view the questions included in the test module.

Customize TekAssess

Title:
PC100-V5 - Basic Skills

Show Topics: ● Yes ○ No

#	Module	Enabled? (change)	Topics	Type[1]	Always Include Bank (set all)	Random Include Bank (set all)	Never Include Bank (set all)	Customize
1	Basic Computer Skills - 1	✓ Yes	» Use buttons and icons » Manipulate windows » Use menus » Scroll through lists » Select option buttons and check boxes	P	0	4	12	Customize
2	Basic Computer Skills - 2	✓ Yes	» Use the keyboard » Enter text » Edit text » Cut, copy and paste text » Fill out online forms	P	0	6	14	Customize
3	Typing Speed and Accuracy	✓ Yes	» Use the keyboard » Enter text	P	1	0	0	Customize

Customize TekAssess Module

Title:
PC100-V5 - Basic Skills

[Apply Changes] [Cancel]

Customization for Module 1: Basic Computer Skills - 1

#	Instruction	Always Include (set all)	Randomly Include (set all)	Never Include (set all)
1 2	Double-click on the "Calculator" icon to open the calculator. Click on the calculator buttons to perform the specified calculation.	○	●	○
3	Maximize the window, and then restore it.	○	○	●
4	Minimize the window, and display it again.	○	○	●
5	Close the window.	○	●	○
6 7	Select Open from the File menu. Open the specified file.	○	○	●
8	Select Flip Horizontal from the Transform submenu of the Edit menu.	○	○	●
9	Select Flip Vertical from the Rotate drop-down menu.	○	○	●
10	Select the specified item in the list.	○	○	●

Questions may be excluded from the assessment by selecting the radio button in the **Never** column.

Questions may also be included on a random basis by selecting the radio button in the **Random** column.

After the desired changes have been made, click on the **Apply Changes** button.

Customize TekAssess Module

Title:
PC100-V5 - Basic Skills

Apply Changes Cancel

Customization for Module 4: Basic Computer Skills - Quiz

#	Question	Always Include (set all)	Randomly Include (set all)	Never Include (set all)
1	Which item in this picture is the "Maximize" button? (Picture) Answer A: A Answer B: B Answer C: C Answer D: D	●	○	○
2	Which item in this picture is the "Minimize" button? (Picture) Answer A: A Answer B: B Answer C: C Answer D: D	●	○	○
3	When you maximize a window, the "Maximize" button will: Answer A: change to the "Minimize" button. Answer B: change to the "Restore" button. Answer C: change to the "Close" button. Answer D: not change.	●	○	○

g. Custom Path for Untested Sections

Teknimedia's **Custom Path** feature maps the TekAssess Pre-Assessment results to the course table of contents. Through use of the Custom Path, the user will be "exempt" from any course lessons and exercises that correspond to questions answered correctly in the assessment.

If questions have been excluded from the TekAssess Pre-Assessment, the topics covered by these questions can also be excluded from the custom path.

To exclude untested sections from the Custom Path, deselect the check box and click on the **Apply Changes** button.

This parameter is only available for the **TekAssess Pre-Assessment**.

h. Post-Assessment Default Setting

Post-Assessment Default Setting

Automatic. Post-Assessment becomes available once the student completes the main course Change

Post-Assessment Time Limit

Limited. Limit the amount of time allowed for each Post-Assessment section Change

  -Time allowed per knowledge-based question: **30** seconds (recommended 30)
  -Time allowed per performance-based question: **45** seconds (recommended 45)
Estimated total post-assessment time: 34 Minutes 15 Seconds Details

Post-Assessment Retry Count

Maximum number of tries allowed per performance-based question (recommended 6):**6** Change

Post-Assessment Pass/Fail Threshold

Pass/Fail Threshold (at or above which a student passes the assessment):**70%** Change

Post-Assessment Question Customization

Customized. Customize which questions to include. Change

Post-Assessment parameters can be modified as desired in the same manner as Pre-Assessment parameters.

Teknimedia   Dashboard   Guides   Support   Contact Us   ⏻ Logout

Edit TekAssess Parameters

Title: PC100-V5 - Basic Skills

Post-Assessment Question Customization
○ Use same parameters as Pre-Assessment.
○ Include all performance-based questions and randomly choose which knowledge-based questions to include.
◉ Customize which questions to include. Customize

[Apply Changes] [Cancel]

The options for the TekAssess Post-Assessment Default Setting are:

- Disabled
- Available
- Automatic

Note: The initial default setting for TekAssess is for the Post-Assessment to be **automatic** which means that the post-assessment will become available once the student completes the main course.

A change to the Post-Assessment Default Setting on the Assessment Parameters screen will affect <u>all</u> users.

This default setting can be overridden for individual users through **User Administration** (then **Manage TekAssess Status**) or through **Title Administration** (then **Manage TekAssess Title Status**). See directions below.

11. Modifying Total TekAssess™ Parameters

Total TekAssess™ (TTA), Teknimedia's comprehensive, customizable assessment tool, includes its own set of test parameters similar to those included with the TekAssess Pre/Post-Assessments that accompany each Teknimedia course. For information about how to create a TTA assessment, please refer to the **Total TekAssess Customization Guide**. This guide is available to Account Administrators by clicking on the **Guides** link on the Web Learning Center Dashboard.

12. Overriding Default TekAssess Settings
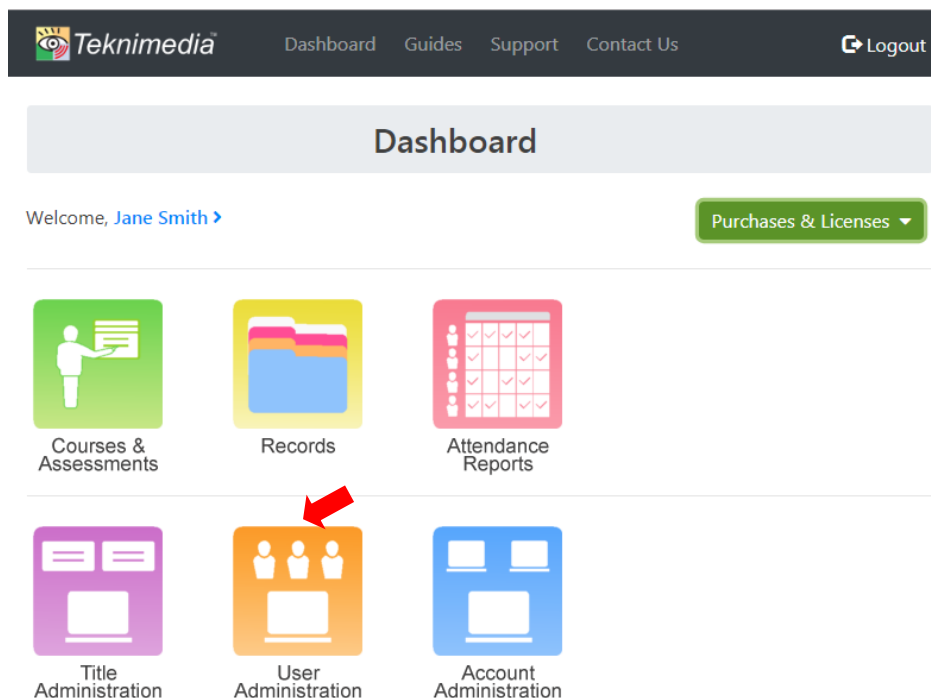
To override the default TekAssess Pre and/or Post-Assessment setting for an individual user, click on **User Administration** from the **Dashboard**.

From the User Administration screen, highlight the name of the desired user and click on the **Manage User's TekAssess Status** link.

From the **Manage TekAssess Title Status** screen, locate the desired title and click on the appropriate **Change** link.

In this example, the status of the Pre-Assessment for PC100-V5 is optional for the user.

To require this user to take the Pre-Assessment for PC100-V5 click on the **Change** link in the Pre-Assessment Status table.

On the **Change TekAssess Status** screen, select the **Required** radio button and click on the **Apply Changes** button.

To easily change the assessment status for a particular title for <u>multiple</u> users, click on **Title Administration** from the **Dashboard**.

From the **Title Administration** screen, highlight the desired title and click on the **Manage TekAssess User Status** link.

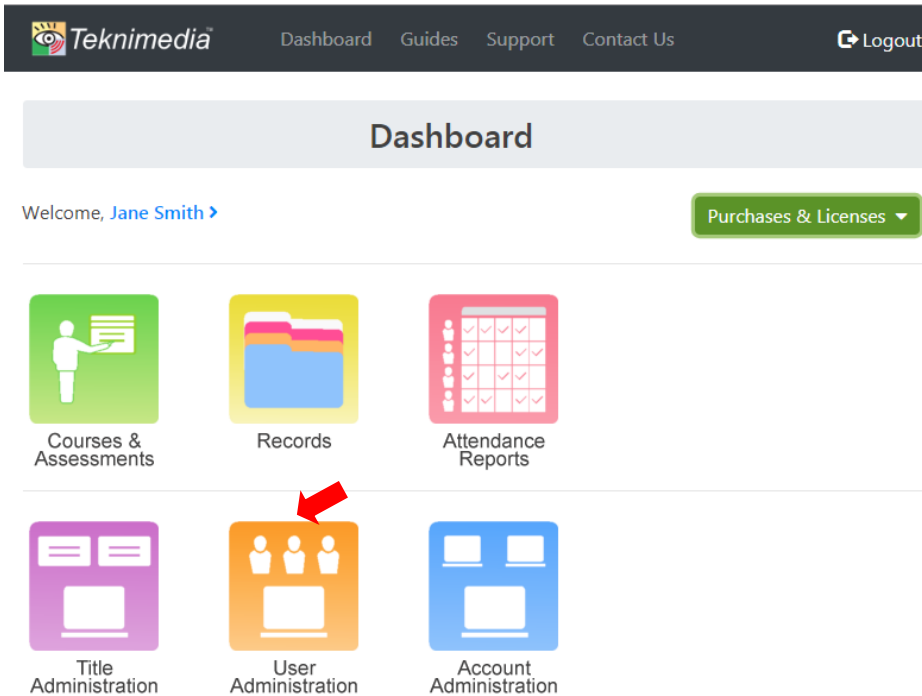From the **Manage TekAssess User Status** screen, locate the desired user and click on the appropriate **Change** link.

On the **Change TekAssess Status** screen, select the **Required** radio button and click on the **Apply Changes** button.

Repeat this process for any other users desired.

13. Resetting a User's TekAssess Results

Account Administrators are allowed to reset the User's TekAssess results which will erase the Users assessment results and allow the User to **retake** any/all of the assessment modules included in TekAssess.

To reset a User's TekAssess results, click on **User Administration** from the **Dashboard**.
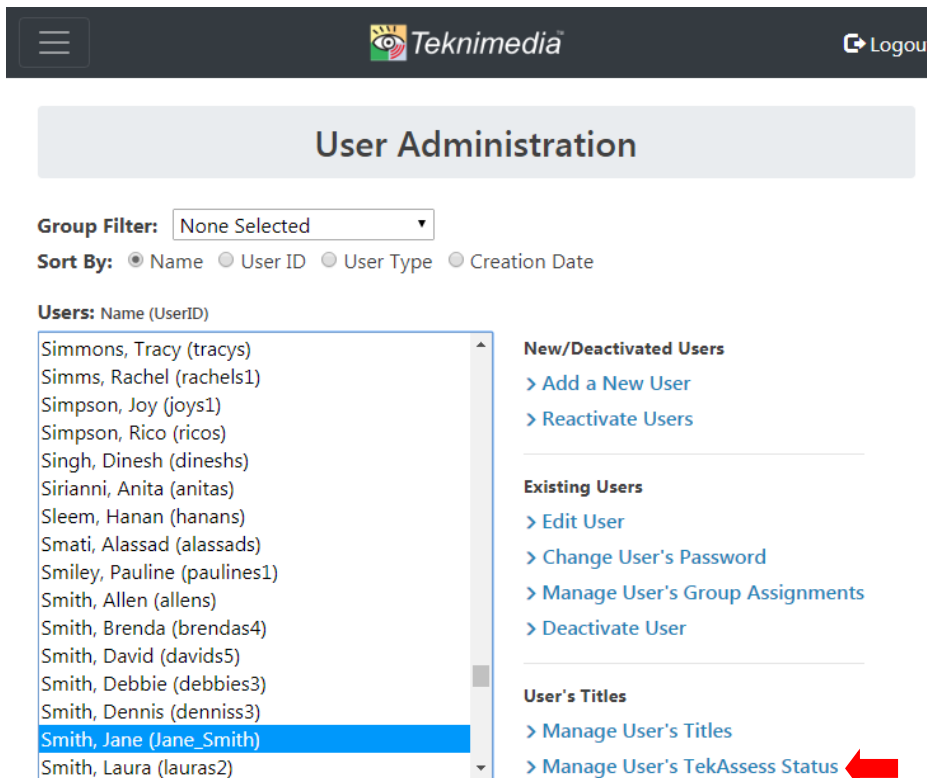
From the **User Administration** screen, highlight the name of the User whose results you want to modify.

Click on the **Manage User's TekAssess Status** Link.

Manage User's TekAssess Status

User:

Smith, Jane (Jane_Smith)

Sorted By:

Title

Pre-Assessment Status

Title	Status	Start Date	Completion Date	Change	Detail
PC100-V5 - Basic Skills	Optional	-	-	Change	-
PC160-2016 - Basic Presentations	Optional, in progress	8/15/2019	-	Change	Detail

Post-Assessment Status

Title	Status	Start Date	Completion Date	Change	Detail
PC100-V5 - Basic Skills	Automatic	-	-	Change	-
PC160-2016 - Basic Presentations	Automatic	-	-	Change	-

Back   Dashboard

From the **Manage TekAssess Title Status** screen, locate the TekAssess title you want to reset for the User.

Note that the Pre-Assessment and Post-Assessment entries are listed separately.

If you want to reset the User's <u>entire</u> TekAssess record for a specific title, click on the **Change** link.

If you want to reset the User's TekAssess record for <u>one or more</u> of the assessment modules, click on the **Detail** link.

Follow this step if you want to reset the User's <u>entire</u> TekAssess record for a specific title.

(If you want to reset <u>some</u> but not all of the User's TekAssess record for a given title, see below.)

If the User has started the assessment, the **Change TekAssess Status** screen will have a checkbox labeled **Reset User's entire Pre-Assessment Record**.

Select the checkbox on and then click on **Apply Changes**.

Follow this step if you want to reset the records for <u>selected modules</u> of the User's TekAssess record.

From the **Manage User's TekAssess Details** screen, locate the first assessment module you want to reset and turn on the **Select** checkbox for it. (The checkbox is found in the last column.)

Repeat for all the TekAssess modules you want to reset and then click on the **Reset Selected Sections** button.
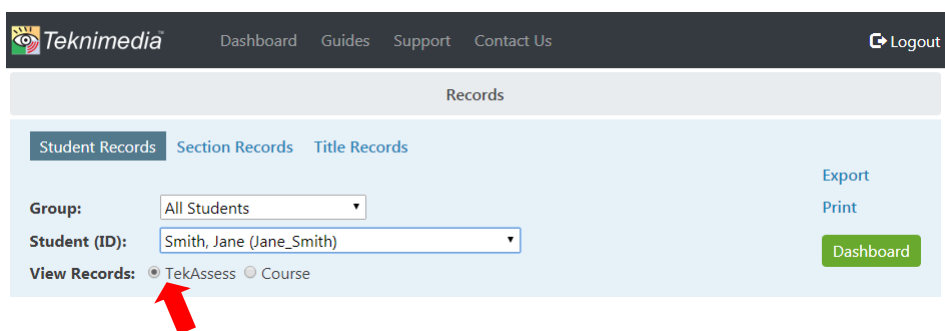
14. Viewing Performance Records
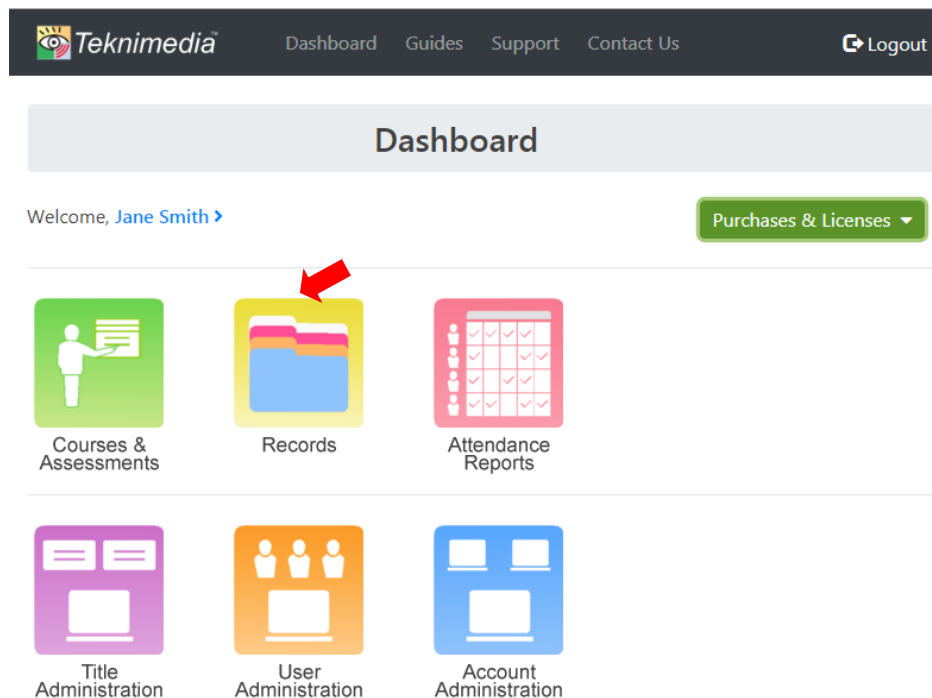
Teknimedia's WLC records performance for User's taking **TekAssess pre/post assessments** and **courses**.
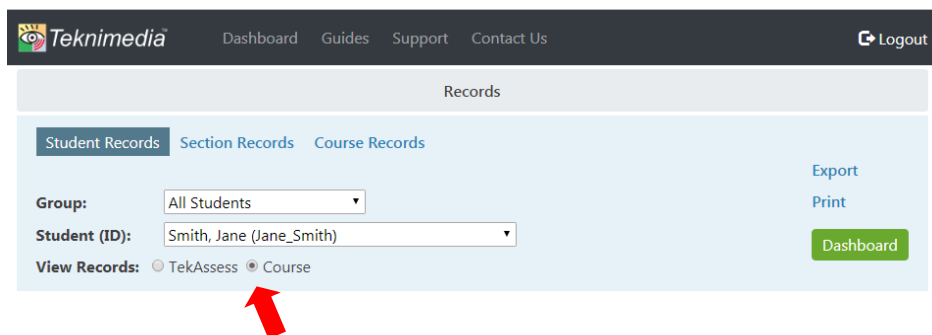
Three types of records are available:
- **Student Records** – Summary data per User
- **Section/Module Records** – Detailed data per User per Title
- **Course/Title Records** – Summary data per Title

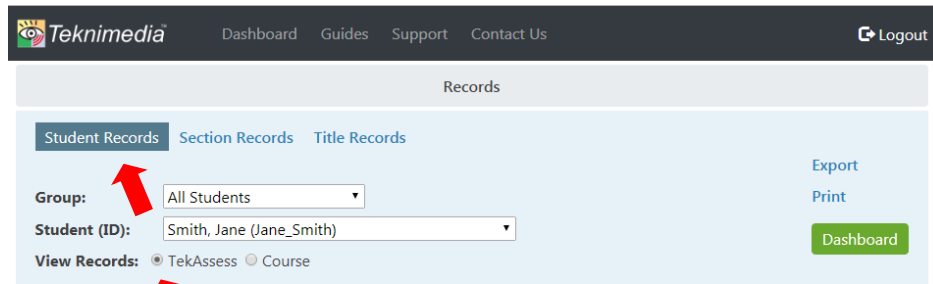To view Records, click on **Records** from the Dashboard.

On the **Records** screen, the radio button selected will determine whether **TekAssess Records** or **Course Records** will be displayed.

In this example, **TekAssess Records** will be displayed. To change the view to **Course Records**, select the Course radio button.

In this example, **Course Records** will be displayed.
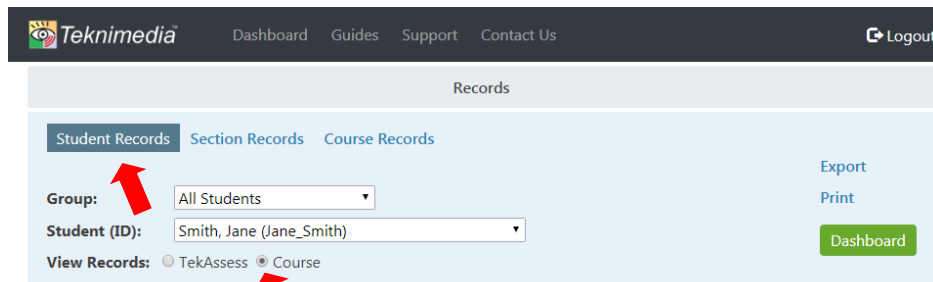
a. Student Records

Student Records display a summary of information for all of the TekAssess pre/post-assessments and Courses the user is taking or has completed.

To view Student Records, select the **Student Records** tab from the **Records** screen. Click on the drop-down list to select the desired user. (Users can be filtered by Group.)

The radio button that is selected following **View Records** determines whether you are viewing TekAssess or Course records.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

Click on the **Dashboard** button to return to the **Dashboard** screen.

To switch from the user's **TekAssess** Records and view the user's **Course** Records, click on the **Course** radio button.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

Click on the **Dashboard** button to return to the **Dashboard** screen.

b. Module/Section Records

To view the user's detailed TekAssess pre/post-assessment records, click on the **TekAssess** radio button following **View Records**. The tab will say **Module Records**.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

Click on the **Dashboard** button to return to the **Dashboard** screen.

To view Module details for performance-based modules, click on the hyperlink in the second column.

The **TekAssess Module Details** screen will provide a list of the individual performance-based tasks that were presented to the user in the pre-assessment (and post-assessment if applicable).

If the task was successfully completed, the user will receive a score of 100.

If the user completed the first two steps of a multi-step task (but no subsequent steps), a score of 66 will be received.

If the user completed the first step of a multi-step task (but no subsequent steps), a score of 33 will be received.

If no steps of the task were completed successfully, a score of 0 will be received.

Section Records provide detailed information about the performance of a particular user on a particular course title.

To view Section Records for a particular user, select the **Section Records** tab from the **Records** screen, Use the drop-down lists to select the desired user and the desired title. Users are listed alphabetically by last name. Titles are listed alphabetically.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

The radio button that is selected following **View Records** determines whether you are viewing TekAssess or Course records.

Click on the **Dashboard** link to return to the **Dashboard** screen.

Note: The last two columns of the Section Records report show how the User scored on the pre-assessment and post-assessment questions that correspond to the course sections. In the example to the left, the user missed the pre-assessment question(s) on "Buttons & Icons" but passed the question(s) in the post-assessment.
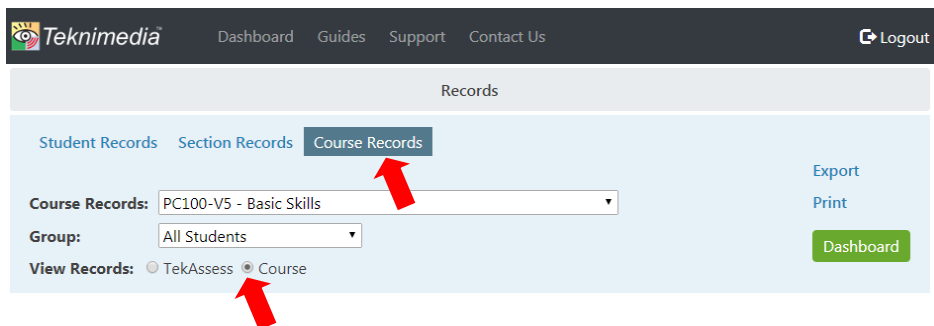
c. Title/Course Records

Title/Course Records provide summary data for all users who are taking (or have taken) the particular title/course selected from the drop-down list.

To view **TekAssess Title Records**, be sure the **TekAssess** radio button is selected. Then select the **Title Records** tab from the **Records** screen.

Use the drop-down list to select the desired course. **Title Records** can also be filtered by User Group.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

Click on the **Dashboard** link to return to the **Dashboard** screen.

To view Course Records, be sure the **Course** radio button is selected. Then select the **Course Records** tab from the **Records** screen. Use the drop-down list to select the desired course. Course Records can also be filtered by User Group.

Use the drop-down list to select the desired title. Title Records can also be filtered by User Group.

To export the report (as a csv file) or send the report to your printer, click on the appropriate link.

Click on the **Dashboard** button to return to the **Dashboard** screen.

15. Viewing Attendance Reports
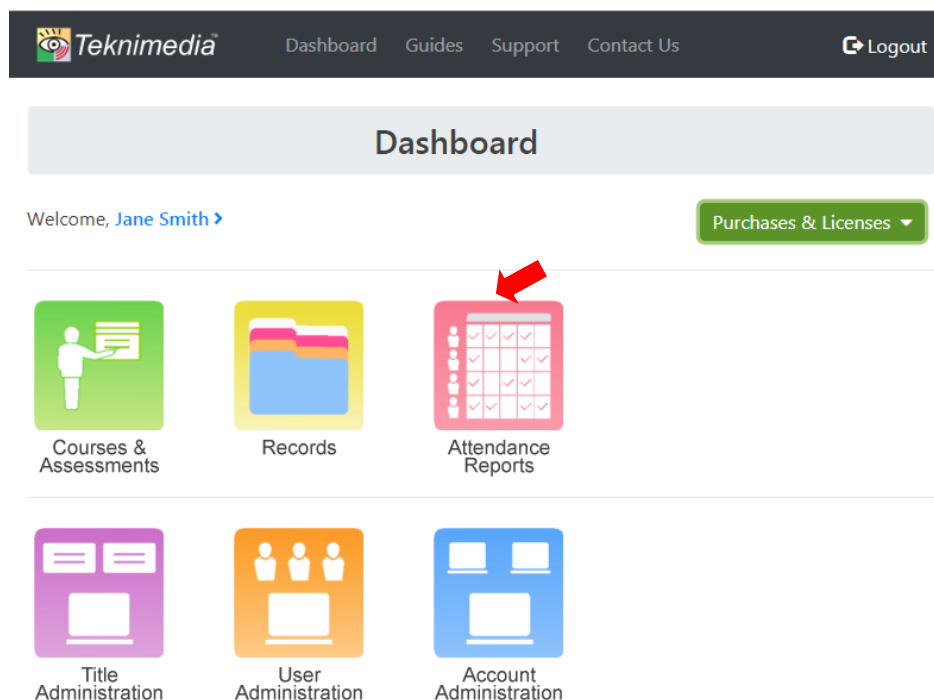
Teknimedia Attendance Reports provide information regarding User(s) "time on task" that can be helpful to Distance Learning and other programs where student usage data is required.
.

To generate Attendance Reports, click on **Attendance Reports** from the **Dashboard**.

Four different Attendance Reports are available to Account Administrators:

To generate a report, **Account Administrators** can simply click on the desired report's link; select the desired start and end dates; and the desired User(s).

Notes:
1. Attendance Report data is limited to a one month period.
2. Attendance data is available starting from May 1, 2015.
3. Users may be filtered by User Group.

Sample Attendance Reports are shown below.

Group Attendance Report – provides the total time spent in Teknimedia courses and assessments by each User in the selected User Group for the date period specified.

Detailed Group Attendance Report – provides the total time spent in Teknimedia courses and assessments by Users in the selected User Group for the date period specified.

A breakdown of time spent by each User per login session is also provided.

Student Attendance Report – provides the total time spent in Teknimedia courses and assessments by the User selected for the date period specified.

A breakdown of daily time spent is also provided.

Note: Users can be filtered by User Group.

Detailed Student Attendance Report

Start Date:	08 ▾ / 15 ▾ / 2019 ▾ (mm/dd/yyyy)	**Update Report**	**>** Print
End Date:	08 ▾ / 16 ▾ / 2019 ▾ (mm/dd/yyyy)		**>** Export
Group Filter:	None selected ▾		
User:	Smith, Jane (Jane_Smith) ▾		

Student: Smith, Jane (Jane_Smith)
Start Date: 08/15/2019
End Date: 08/16/2019
Total Time Spent: 00:36:15
Displaying Page: 1 **of** 1

Login	Logout	Time Spent (hours:minutes:seconds)	Title
8/15/2019 10:53:33 AM	8/15/2019 10:58:27 AM	00:04:53	PC160-2016 - Basic Presentations
8/15/2019 11:00:32 AM	8/15/2019 11:03:11 AM	00:02:39	PC100-V5 - Basic Skills
8/15/2019 6:14:39 PM	8/15/2019 6:15:14 PM	00:00:36	PC161-2016 - Intermediate Presentations

Detailed Student Attendance Report – provides the total time spent in Teknimedia courses and assessments by the User selected for the date period specified.

A breakdown of time spent by the User per login session is also provided.

Note: Users can be filtered by User Group.

16. License Report

To view your account's License Report, select **License Report** from the **Dashboard**'s **Purchases & Licenses** drop down list.

Individual User License Report

If your organization has purchased individual user licenses, the License Report consists of a table that displays the following information:

- Product name
- Number of licenses purchased per title
- Number of licenses used (or activated) by users per title
- Number of licenses that have been transferred to another title
- Number of licenses that have expired from the account
- Number of licenses remaining (unused) in the account per title
- Number of licenses allocated for use by a specific Account Administrator or Instructor
- Number of licenses that have not been allocated for use by a specific Account Administrator or Instructor
- Earliest Expiration Date for unused licenses.

Product	#Purchased	#Used	#Xfrd Out	#Expired	#Remaining	#Allocated	#Unallocated	Earliest Expiration Date
CBT100-Computer Skills for the GED® Test	108	7	0	100	1	0	1	8/16/2020
CBT100-SP-Computer Skills for the GED® Test-Spanish	10	3	0	7	0	0	0	-
CBT100-V2-Computer Skills for the GED® Test	20	7	0	13	0	0	0	-
GenericCLS-Generic CLS Course	152	0	56	96	0	0	0	-
MOUSE-Mouse Tutorial	311	106	3	202	0	0	0	-

Concurrent User License Report

For organizations that have purchased Concurrent User Licenses of Teknimedia titles, the License Report consists of a table that displays the following information:

- Product name
- Number of Concurrent Users allowed
- Concurrent User Start Date
- Concurrent User End Date
- Number of individual users who have accessed the given title during under the current license
- Total number of individual users who have accessed the given title across all licenses

17. Logging Off

To log out of WLC, click on **Logout** on the **Dashboard** screen.

At the **Logout Confirmation** screen, click on the **Yes** button to log out of WLC and return to the **Login** screen.

Click on the **No** button to return to the **Dashboard** screen.

Note: Please encourage all Users to properly log out of WLC before closing their browser window.

18. Technical Support

For technical assistance, please call 1-800-366-4614 or send an e-mail to support@teknimedia.com . Technical Support is available from 9 am to 5:30 pm (EST), Monday through Friday.