Student's Getting Started Guide

PDP Online with LearnMate 4

Catalog # 200039

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1 Introduction

Welcome to PDP Online. The Professional Development Program (PDP) is an employability skill-building program designed to prepare high school students for the workplace.

PDP Online is delivered to you via the Web using LearnMate, an online learning system. This Getting Started Guide will help you to get the most out of PDP Online by guiding you through the LearnMate system.

This Getting Started Guide includes the sections listed in the table below.

Note: It recommended that you read through this entire guide before starting work on PDP Online. At the very least, read through 2. Working through PDP Online on page 2, as that section provides a road map through the course.

Section	Description	Page
2. Working through PDP Online	Provides a step-by-step guide on how to work through a PDP Online course.	2
3. Preparing Your Workstation	How to set up your computer to work with LearnMate.	3
4. Enrolling in PDP Online	How to obtain your username and password, if not already supplied.	7
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2 Working through PDP Online

Follow the procedure outlined below to ensure that you work through the PDP Online course effectively and efficiently.

1. Ensure that your computer meets the minimum hardware requirements and that the necessary software preparations have been made. See 3. Preparing Your Workstation on page 3.

2. Enroll in the system. See 4. Enrolling in PDP Online on page 7.

3. Log in to the system. See 5. Logging in to LearnMate on page 9.

4. Open the Glossary located in the Course Resources section of the Course Tools area. At this stage, simply familiarize yourself with the glossary's functionality so that you will feel comfortable referring to it later when required. See 8.1. Course Glossary on page 14.

5. Open the Additional Resources page located in the Course Resources section of the Course Tools area. At this stage simply open a few of the pages listed to become familiar with the utility of this page so that you will be comfortable referring to it later. See 8.2. Additional Resources on page 15.

6. Open your grade book to familiarize yourself with this page. See 15.1. Grades on page 51.

7. Work through each topic in order. Your instructor may set a schedule for the completion of each topic. Within the topics, the following process should be followed:

   a. Download the lesson worksheet. See 10. Working with Worksheets and Assignments on page 18.

   b. Launch and read through the online lesson. (See 11. Viewing Online Lessons on page 25.) At each point where you are instructed to:

      i. Participate in a forum, wiki or choice, return to the Course page, launch the specified collaboration feature, and participate as instructed. Alternatively, schedule time to go back to those activities at a later stage. See 12. Collaboration Tools on page 33.

      ii. Participate in a chat, set yourself a reminder to log into the specified chat at the time that the instructor will have scheduled. See 12.2. Chats on page 38.

      iii. Answer questions on your worksheet, open the downloaded worksheet and fill in the answers required. Alternatively, schedule time to go back to those activities at a later stage. See 10.2. Completing the Lesson Worksheets on page 19.

      iv. Refer to the Additional Resources page located in the Course Resources section of the Course Tools area and visit the sites suggested for the topic you are working on. See 8.2. Additional Resources on page 15.

      v. Submit the completed worksheet via the topic's assignment. See 10.3. Uploading Lesson Worksheets on page 20.

8. After completing work on all topics, launch the quiz located at the bottom of the course page. See 13. Quiz on page 48.

3   Preparing Your Workstation

The preparations required for readying your workstation for use with LearnMate and PDP Online can be divided as follows:

- Preparing the hardware. For more information see 3.1. Preparing Your Hardware on page 3.

- Preparing the software. For more information see 3.2. Preparing Your Software on page 3.

- Configuring your Web browser. For more information see 3.3. Configuring Your Web Browser on page 3.

3.1   Preparing Your Hardware

To access PDP Online, you will need:

- A computer.

- A connection to the Internet.

Ideally, your computer should also be:

- Able to play sound through speakers or a headset.

- Set to a screen resolution of 1024 x 768.

3.2   Preparing Your Software

PDP Online makes use of a number of commonly used, free software programs to provide you with an enjoyable multimedia experience.

Ensure that your computer is loaded with the following software programs:

- **An Internet browser**

  PDP Online supports all commonly used browsers such as Internet Explorer, Mozilla Firefox and Safari.

- **Adobe Flash Player version 10 or higher**

  You can download the latest version of Adobe Flash Player from http://get.adobe.com/flashplayer/.

- **Adobe Reader version 9 or higher**

  You can download the latest version of Adobe Reader from http://get.adobe.com/reader/.

3.3   Configuring Your Web Browser

Providing that your Web browser is already set up to browse the Web, the only configuration required is to prevent your browser from blocking pop-up windows that LearnMate opens from time to time.

Instructions are provided here for disabling pop-up blocking for the following two browsers:

- Internet Explorer. For more information see 3.3.1. Preventing Pop-Up Blocking in Internet Explorer on page 4.

- Mozilla Firefox. For more information see 3.3.2. Preventing Pop-Up Blocking in Mozilla Firefox on page 5.

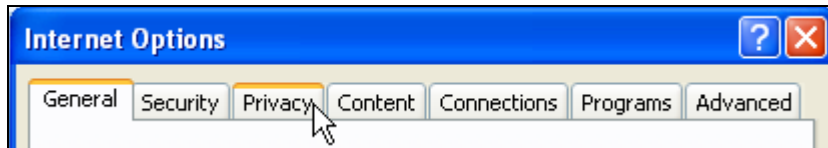### 3.3.1 Preventing Pop-Up Blocking in Internet Explorer

By default, Internet Explorer will block LearnMate pop-up windows.

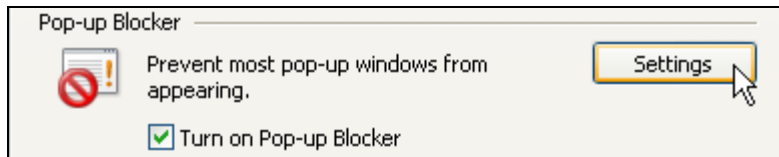**To prevent Internet Explorer from blocking LearnMate pop-up windows:**

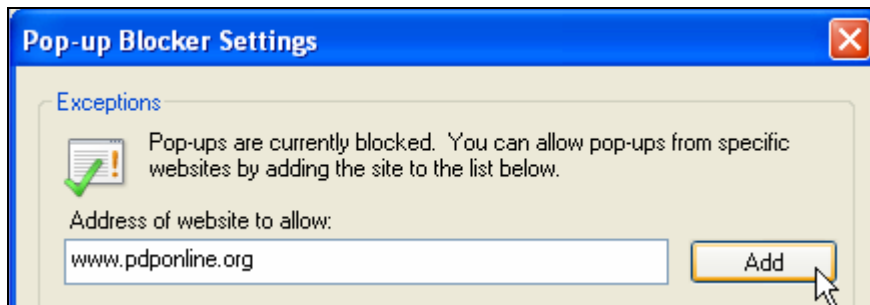1. From the main menu bar, click **Tools**.
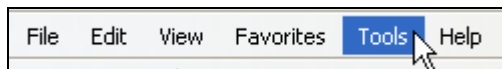
2. Click **Internet Options**.

3. Click the **Privacy** tab.

4. Click **Settings** in the Pop-Up Blocker area   .

5. In the *Address of website to allow* field, type the address of your PDP Online program, which unless otherwise specified by your instructor, is www.pdponline.org.

6. Click **Add**.

7. Click **Close** to close the Pop-Up Blocker Settings window.

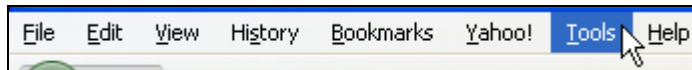8. Click **OK** to close the Internet Options window.

   Internet Explorer will no longer block LearnMate pop-ups.

3.3.2 Preventing Pop-Up Blocking in Mozilla Firefox

By default, Firefox will block LearnMate pop-up windows.

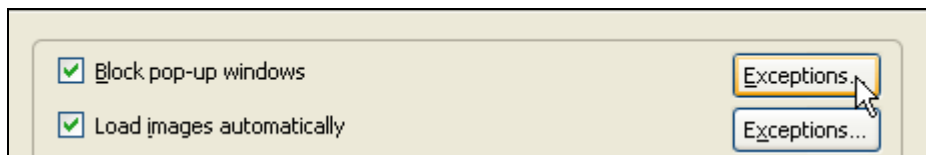**To prevent Mozilla Firefox from blocking LearnMate pop-up windows:**

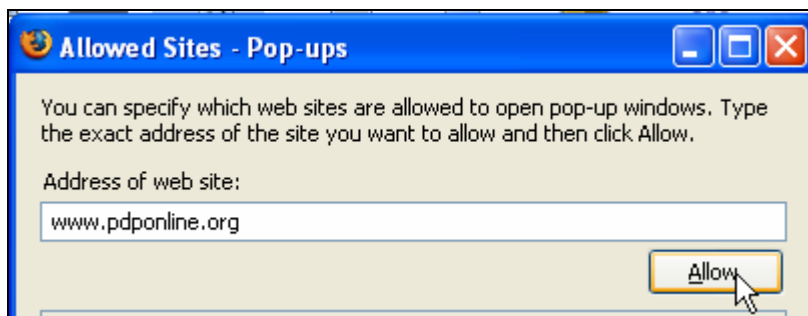1. From the main menu bar, click **Tools**.

2. Click **Options**.

3. Click the **Content** tab.

4. Click **Exceptions** next to *Block pop-up windows*.

5. In the *Address of Website* field, type the address of your PDP Online program, which unless otherwise specified by your instructor, is www.pdponline.org.

6. Click **Allow**.

7. Click **Close** to close the Allowed Sites – Pop-Ups window.

---

8. Click **OK** to close the Options window.

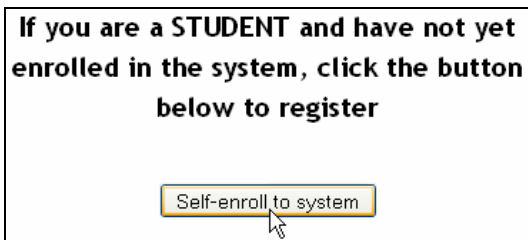   Mozilla Firefox will no longer block LearnMate pop-ups.

4 Enrolling in PDP Online

You will need a username and password to log in to LearnMate. If your instructor has provided you with these, you can proceed directly to 5. Logging in to LearnMate on page 9.

To enroll in the system, you will need an enrollment key, which is a short password. Your instructor should provide you with this.
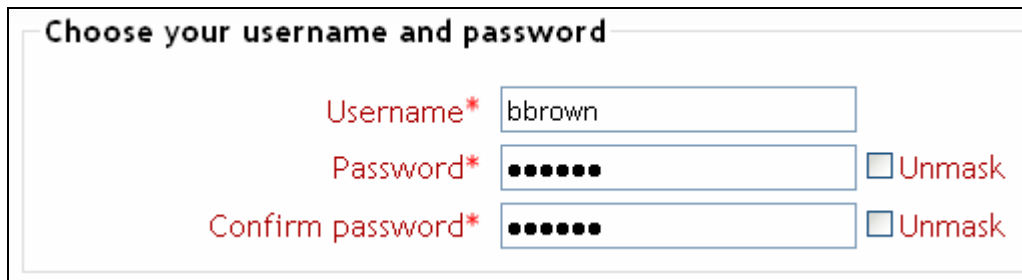
To enroll in LearnMate:

1. Launch your Web browser.

2. If your instructor has provided you with an Internet address for your school's PDP Online program, enter that. If not, enter the address http://www.pdponline.org.

3. Click **Self-enroll to system**.

   If you are a STUDENT and have not yet enrolled in the system, click the button below to register
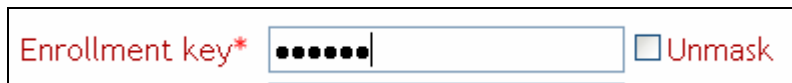
   [Self-enroll to system]

   The New Account page is displayed.

4. Enter the username you want to use and type in your desired password twice. (Checking the *Unmask* checkbox enables you to see the password as you enter it.)

   Choose your username and password

   Username* `bbrown`
   Password* `●●●●●●` ☐ Unmask
   Confirm password* `●●●●●●` ☐ Unmask

5. Enter the enrollment key you were given in the *Enrollment Key* field. (Checking the *Unmask* checkbox enables you to see the enrollment key as you enter it.)

   Enrollment key* `●●●●●●` ☐ Unmask

6. Complete the rest of the form. Note that:

   a. * indicates a required field.

   b. For any of the *User demographics* questions that you do not wish to answer, select **Prefer not to answer**.

7. When you have completed the form click **Create my new account**.

   You will be prompted to complete any fields which were previously unfilled. Once you have enrolled successfully, you will be shown a success message.

   You have successfully registered to LearnMate.

   Press Continue to return to the login page to login to the system.

   Continue

8. Click **Continue**. You are taken back to the log in screen. Proceed to 5. Logging in to LearnMate on page 9.

5   Logging in to LearnMate

Once you have prepared your workstation for use with PDP Online (see 2. Working through PDP Online on page 2), and obtained a username and password (see 4. Enrolling in PDP Online on page 7), you are ready to log in to LearnMate.

To log in to LearnMate:

1.   Launch your Web browser.

2.   If your instructor has provided you with an Internet address for your school's PDP Online program, enter that. If not, enter the address http://www.pdponline.org.

     The LearnMate log in screen displays.

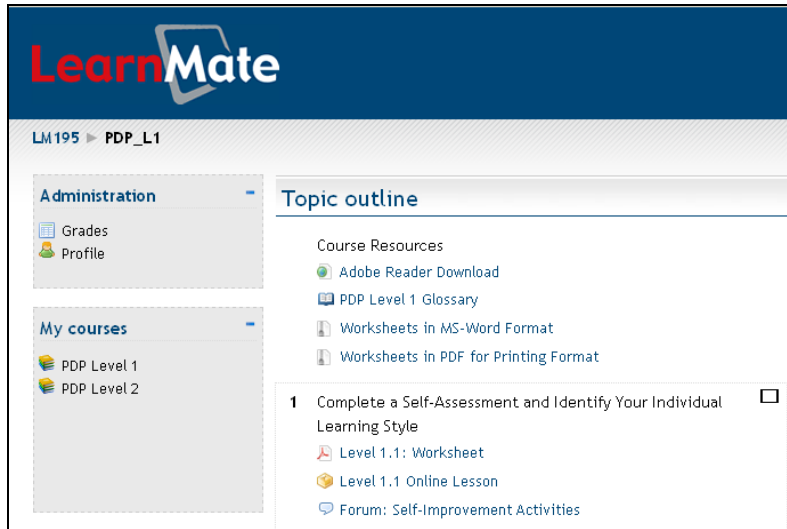3.   Enter your username and password. Then click **Login**.

     The My courses page displays. This page lists all courses to which you are enrolled. (Which courses you will see here depends on which PDP levels your instructor has enrolled you in.)

4.   Click the course you want to launch.

     The Course page is displayed.

You have successfully accessed your PDP Online course.

6 Navigating in LearnMate

Later sections in this guide will tell you how to access and use various LearnMate pages. This section is intended to introduce you to basic navigation in LearnMate.

In general, you move from page to page in the following ways:

- **Clicking hyperlinks**

    All hyperlinks are clickable and open other LearnMate pages. Hyperlinks are usually shown in blue, and change to black with an underline when you roll over them.
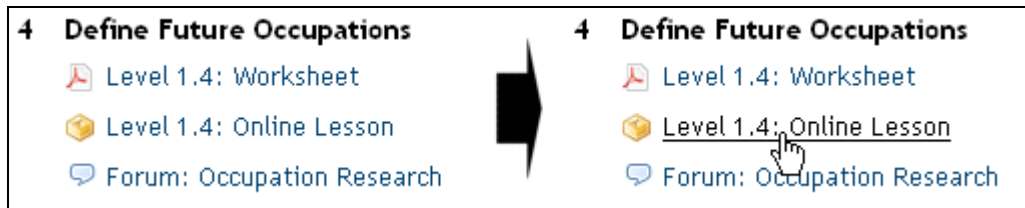
- **Clicking buttons**

    Buttons generally save changes you have made on a page, or perform some other action, and then move you to another page in LearnMate. A selection of buttons is shown below.
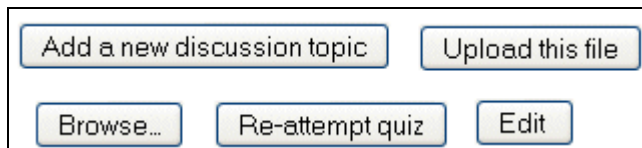
- **Using the navigation bar**

    The navigation bar near the top of the page tells you where you are in the LearnMate system hierarchy. You can click on any blue link in the navigation bar to move to that page. The leftmost link takes you back to the My courses page. The second link takes you to the Course page of the course you are currently in.

7 Course Overview

Every PDP Online course follows the same general structure which can be clearly seen in the Course page.

Each course consists of:

- **A Course Tools section**

   This section includes resources you will need throughout the course, such as a Glossary, this Getting Started Guide, and a link to download Adobe Reader, Adobe Flash and QuickTime. For more information see 8. Course Tools on page 13.

- **Topics**

   Each course consists of multiple topics, where each topic covers a different subject. For more information see 9. Topics on page 17.

- **A Quiz**

   After completing the course, you will take a quiz that will test the knowledge you have gained. For more information see 13. Quiz on page 48.

8   Course Tools

The Course Tools section can be found at the top of your Course page.

Course Tools

Downloads

The three programs below must be installed on your computer. If they are not, click the links below to access their download pages.

- Adobe Reader ver 9
- Adobe Flash Player ver 10
- QuickTime

Course Resources

- PDP Level 1 Glossary
- Additional Resources
- Student's Getting Started Guide
- Worksheets in PDF for Printing Format

Course Communications

Use the chat and forum below for general class discussions. Where relevant, chats and forums have been constructed in each topic for discussions related directly to that topic.

- Course Chat
- Course Forum

The Course Tools section consists of three sub-sections:

- **Downloads**
  Lists the three programs that must be installed on your computer to use all the functionality built into the PDP course. Clicking the links listed takes you to the programs' download pages.

  For more information on these, see 3.2. Preparing Your Software on page 3.

- **Course Resources**
  The following resources are listed:
  o   Glossary. For more information see 8.1. Course Glossary on page 14.

  o   Additional Resources. For more information see 8.2. Additional Resources on page 15.

  o   Student's Getting Started Guide (this document)

  o   Worksheets in PDF for printing format. For more information see 10. Working with Worksheets and Assignments on page 18.

- **Course Communications**
  This section includes a forum and a chat for general class communication. For discussions on particular activities specified in the online lessons, use the forums and chats located in the relevant topics. See 12.1. Forums on page 33 and 12.2. Chats on page 38.

8.1 Course Glossary

The course glossary includes terms to which you will be introduced during the course. (The terms in this glossary can also found in the individual glossaries available in the online lessons. For more information see 11.3.6. Using the Online Lesson Glossary on page 32.)

Each glossary entry consists of a term and its definition, as shown below. The course glossary can be searched by keyword, letter, category and date.
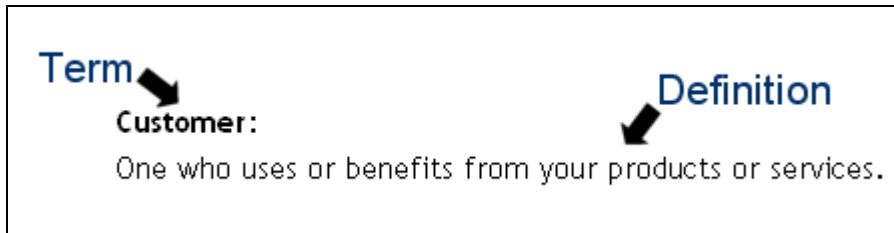
The glossary is launched by clicking the Glossary link in the Course Tools section, under Course Resources.
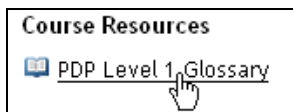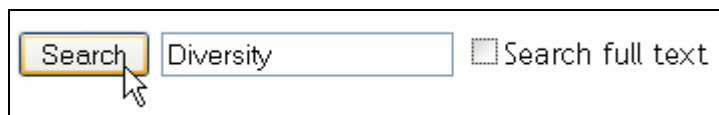

The glossary can be searched in the following ways:

- **Using the Search field**

  Type the word you are looking for in the *Search* block, and click **Search**.

  If you check *Search full text*, LearnMate will search for the text within the glossary terms and definitions. If you do not check *Search full text*, only the terms will be searched.

- **Selecting an initial letter**

  Clicking an initial letter will display the definitions of all terms that start with the selected letter.

  Special | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O
  P | Q | R | S | T | U | V | W | X | Y | Z | **ALL**

- **Paging through the glossary**

  Click the page numbers to jump from one page to another, or click **All** to view all terms and definitions.
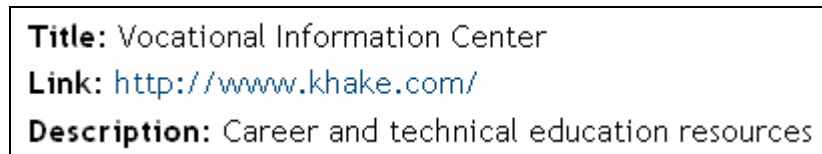
  Page: **1** 2 3 4 5 6 (Next)
  ALL

8.2 Additional Resources

The Additional Resources page lists a number of interesting and well maintained Web sites relevant to the PDP course you are studying. Those links are divided according to the topic to which they are most relevant.

For each Web site, the following is shown:

- Title
- Link
- Description

For example:

Title: Vocational Information Center
Link: http://www.khake.com/
Description: Career and technical education resources

The Additional Resource page is launched by clicking the **Additional Resources** link in the Course Tools section, under Course Resources.

Course Resources
📖 PDP Level 1 Glossary
📄 Additional Resources

To open a site listed on the Additional Resources page, simply click on its link. That Web site will be opened in a new browser tab or window. Your Additional Resources page will remain open.

Title: Vocational Information Center
Link: http://www.khake.com/
Description: Career and technical education resources

9   Topics

Each PDP course consists of multiple topics, with each topic covering a different subject.

A typical topic is shown below.

Some components types are found in all topics, while other components are not used in some topics.

The components are described briefly in the table below. They are all described in more detail elsewhere in this guide.

Component	Description
Worksheet	Downloads the worksheet for the topic. For more information see 10. Working with Worksheets and Assignments on page 18.
Online Lesson	Opens an online lesson in a new browser window or tab. These lessons, spread over a number of pages, include text, pictures and interactive animations to teach you about the specific subject dealt with in the current topic. For more information see 11. Viewing Online Lessons on page 25.
Forums	Launches a Web based forum that enables you to share ideas with your classmates by posting messages to a virtual bulletin board that all class members can access and view. For more information see 12.1. Forums on page 33.
Wikis	Launches a wiki. Wikis are documents that classmates work on together. For more information see 12.3. Wikis on page 40.
Chats	Like all commonly used Internet chat programs, LearnMate chat enables you to chat with your classmates by exchanging text messages in real time. For more information see 12.2. Chats on page 38.
Choices	Presents a poll question that you answer by selecting one answer from a number of alternatives. Students' responses are tallied and presented in the form of a graph. For more information see 12.4. Choices on page 46.
Assignment	Once you have completed work on your worksheet, you will need to upload your worksheet to LearnMate so that it can be graded by your instructor. You submit your worksheet via the Assignment page. For more information see 10.3. Uploading Lesson Worksheets on page 20.

10 Working with Worksheets and Assignments

While working through the online lessons, you will be told when to fill in answers on your lesson worksheet, as shown below.

On your worksheet: *For each of the three categories listed, fill in the blanks identifying your strengths and weaknesses.*

Each topic has its own lesson worksheet, and space is provided to answer each question presented in the topic's online lesson. PDP Online supports both electronic and paper-based forms.

If you are using electronic forms:

For each topic, you will follow the four steps below:

1. Download the worksheet. For more information see 10.1. Downloading the Worksheets on page 19.

2. Fill in the worksheet. For more information see 10.2. Completing the Lesson Worksheets on page 19.

3. Upload the worksheet to LearnMate. For more information see 10.3. Uploading Lesson Worksheets on page 20.

4. Submit your worksheet for final grading. For more information see 10.4. Submitting Your Work for Grading on page 23.

If you are using paper based forms:

1. In the Course Resources area under Course Tools, click on **Worksheets in PDF for Printing Format**, and download to your computer. This is a zipped file that contains one PDF file for each lesson worksheet.
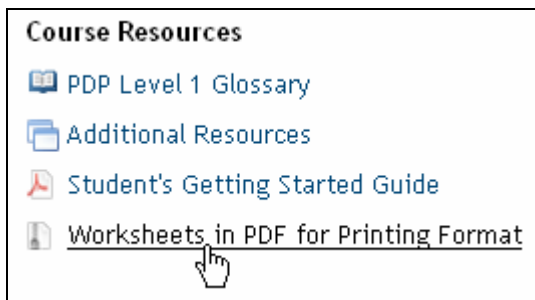
2. Unzip the file.

3. Open each PDF file in your PDF reader and print it to paper.

4. After completing work on a worksheet, hand it to your instructor. Your instructor will grade it and enter your grade into LearnMate.

10.1 Downloading the Worksheets

To download the worksheets, click the Worksheet link in the topic you are working on, as shown below.
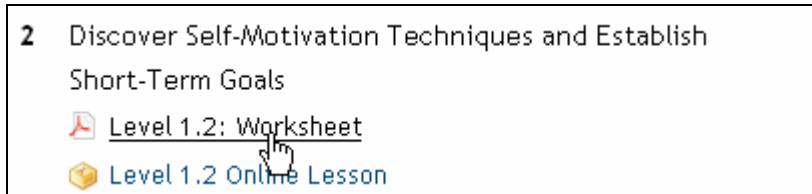
Your browser will then allow you to save the file to your computer.

10.2 Completing the Lesson Worksheets

The worksheets are provided in PDF format, and can thus be opened and viewed in Adobe Reader. You can enter your answers into the form in Adobe Reader, and then the form can be saved.

Note: The PDF worksheets can only be filled in using Adobe Reader version 9.0 or higher. For more information see 3.2. Preparing Your Software on page 3.

To complete a lesson worksheet:

1. Open the lesson worksheet in Adobe Reader.

    Note the purple header that lets you know that you can complete and save the form from within Adobe Reader. If this header is absent you likely have an old version of Adobe Reader installed. For more information see 3.2. Preparing Your Software on page 3.
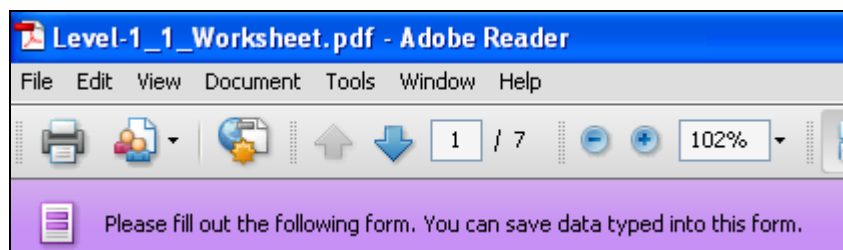
2. Answer each question as instructed.

    Some questions require that you select the correct/relevant option from a number of options, as shown below.

	Seldom	Sometime	Usually	Always
1. I deal honestly and fairly with myself and others.	1 ◯	2 ⊙	3 ◯	4 ◯
2. I try to solve problems encountered each day.	1 ⊙	2 ◯	3 ◯	4 ◯
3. I adapt to new situations.	1 ◯	2 ◯	3 ◯	4 ◯

Other questions require that you enter text. The text blocks allow you to enter as much text as you need to, and automatically adjust the text size as you begin to fill the text block.

I know a lot about:

I know a lot about taking still shots with a digital camera. I know how to compose a scene, gauge the lighting, and choose a shooting angle. I also know how to select shutter speed and the aperture setting.

If you do want to write a lot more than the space in a text block permits, each worksheet contains two blank pages at the end where you can continue answers started earlier in the worksheet. Remember to write a note to your instructor that the answer continues on the back pages.

I know a lot about:

I know a lot about taking still shots with a digital camera. I know how to compose a scene, gauge the lighting, and choose a shooting angle. I also know how to select shutter speed and the aperture setting.
Answer continued on back page.

3. To save your work, click **File** and then **Save**. Click **File** and then **Save As** if you would like to save the file with a different name. You can save your file as many times and as often as you want.

10.3 Uploading Lesson Worksheets

LearnMate enables you to upload and store your worksheets within the system, so that both you and your instructor can access them from within LearnMate.

Once you have uploaded a file to LearnMate, your instructor will receive a notification and will have access to view the file. Your instructor will not be able to assign a final grade, however, until you have indicated that the file is ready for grading.

To upload your worksheets to LearnMate, whether as drafts or for final review, you need to know how to:

- Upload worksheet files. For more information see 10.3.1. Uploading Worksheet Files on page 21.

- Delete worksheet files. For more information see 10.3.2. Deleting Uploaded Files on page 22.

- Add notes to accompany your uploaded files. For more information see 10.3.3. Adding Notes to File Submissions22.
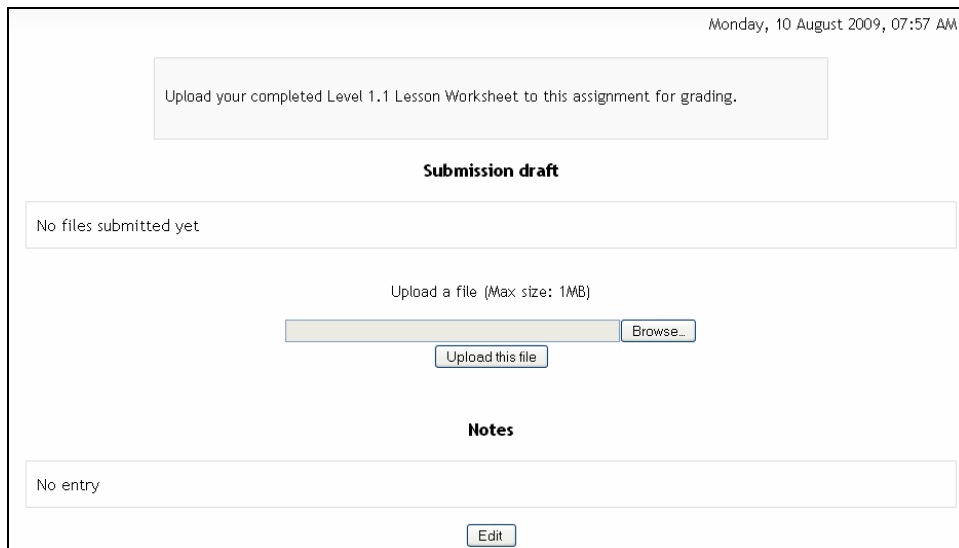
10.3.1 Uploading Worksheet Files

You upload worksheet files using the Assignment component of the relevant topic.

To upload your worksheet (or any other file) to an assignment:

1. Click the **Assignment** link at the bottom of the topic for which you want to upload your worksheet.

The Assignment page displays.

2. Click **Browse**.

The File Upload window displays.

---

10. Working with Worksheets and Assignments   21

3. Select the file you want to upload and click **Open**.

File name:	Level-1_1_Worksheet_JSmith.pdf	⌄	Open
Files of type:	All Files	⌄	Cancel
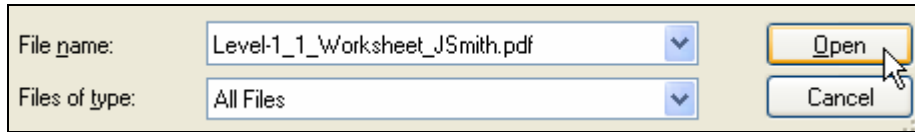
The file name appears in the *Browse* field.

4. Click **Upload this file**.

Upload a file (Max size: 1MB)

C:\Documents and Settings\markl\Desktop\Level-1_1_ [Browse..]
Upload this file
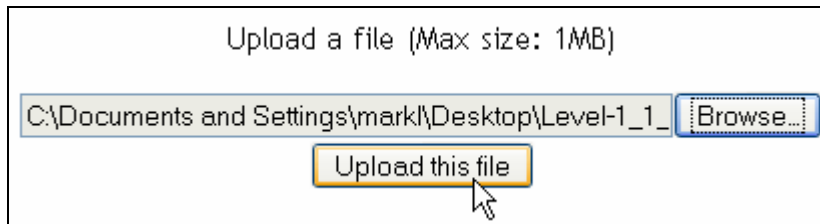
The uploaded file is now listed in the Submission draft area.

Submission draft

Level-1_1_Worksheet_JSmith.pdf ✗
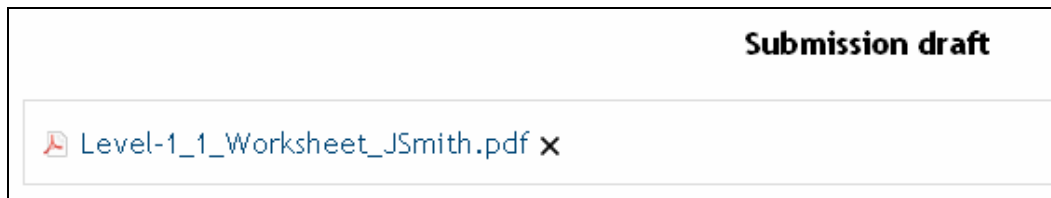
You can upload as many files as you want in this way.

10.3.2 Deleting Uploaded Files

You can delete any file that you have uploaded, as long as you have not yet submitted your files for grading.

To delete a file you have uploaded:

• Click the **X** icon next to any file in the *Submission draft* area that you want to delete.

Level-1_1_Worksheet_JSmith.pdf ✗
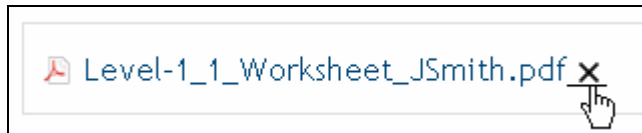
10.3.3 Adding Notes to File Submissions

When you upload files, you may want to write a note that will be visible to both you and your instructor when viewing this page. You can do so in the Notes area of the Assignments page.

---

10. Working with Worksheets and Assignments   22

Note can be used to:

- Remind yourself of what work you still have to do on the worksheet.

- Let your instructor know that the file you uploaded is a rough draft and not ready for grading.

- Request that your instructor look over your draft worksheet as it is, to give feedback before you submit it for grading.

To add a note to file submissions:

1. Click **Edit** below the *Notes* area.

A text entry area is displayed.

2. Write your note in the text entry area.
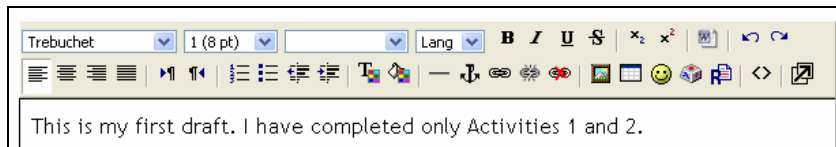
3. Click **Save changes**.

The note you added is shown in the *Notes* area.
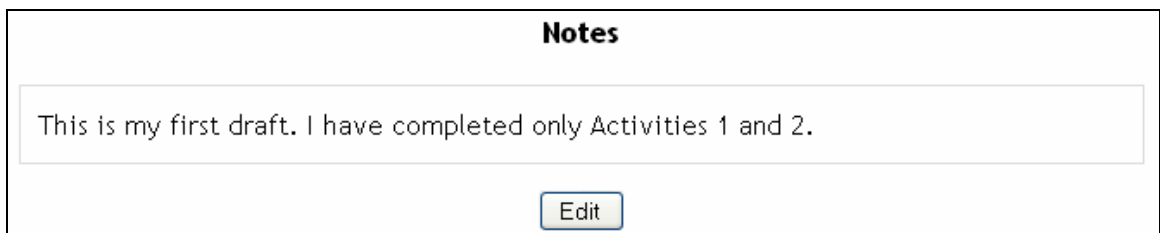
You can delete, change or add to your notes by clicking **Edit** again.

10.4 Submitting Your Work for Grading

Although you can upload as many files as you want to the Assignment page, your instructor will not grade them until you click the Send for marking button. This allows you to store files within LearnMate, and so, for example, you will be able to access your files from any computer that is connected to the Internet.

For information on how to see your grade for a submitted assignment, see 15.1. Grades on page 51.

---

10. Working with Worksheets and Assignments

To submit your uploaded file(s) for grading:

1. Click **Send for marking**.

Final submission for assignment marking

Send for marking
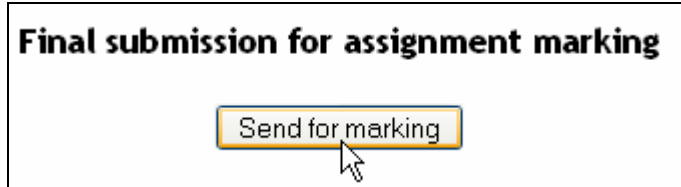
You are warned that once you have submitted your work, you will not be able to delete the files you have uploaded or upload new ones.

2. Click **Yes** to confirm or **No** to return to the Assignments page.

Final submission for assignment marking

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?

Yes   No
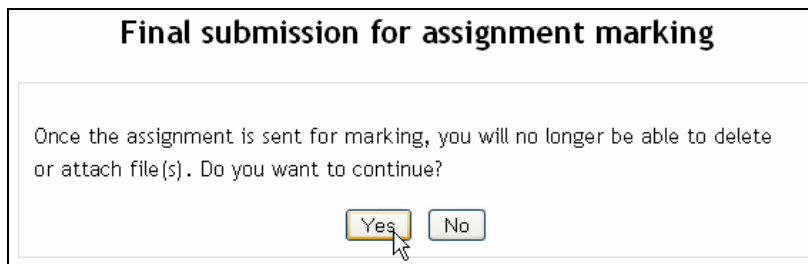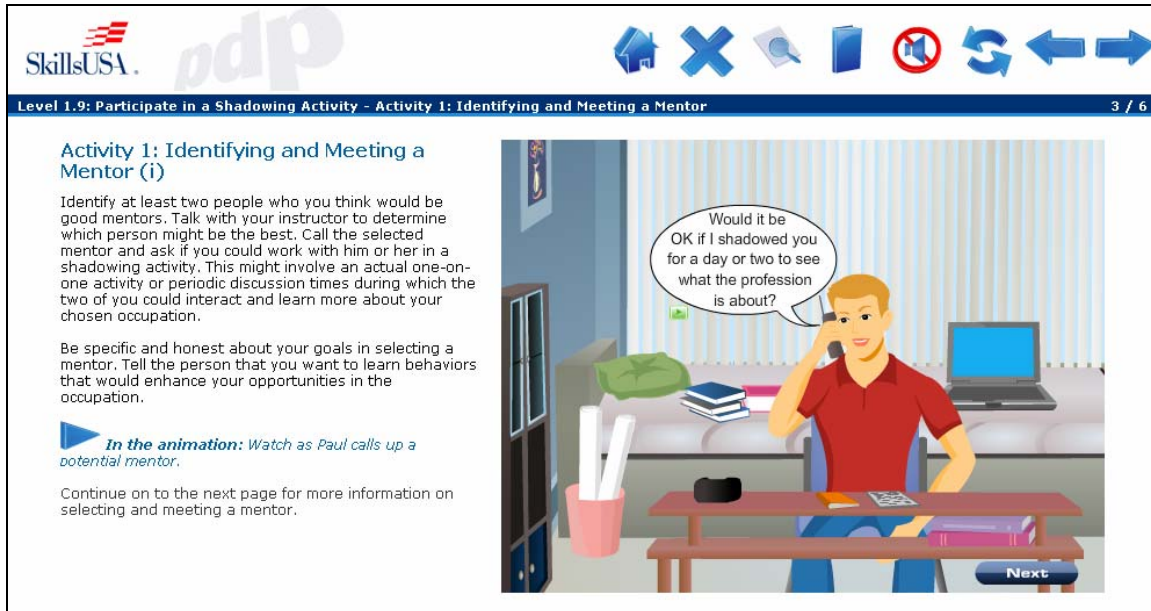
If you click Yes, when you are returned to Assignment page the text below is displayed.

Assignment was already submitted for marking and can not be updated

11 Viewing Online Lessons

The online lessons are the core of the PDP online curriculum. They present PDP's core competencies in an interactive and engaging online format. All other course activities – assignments, chats, choices, forums, wikis and assessments – are centered around the online lessons.

A typical page of an online lesson is shown below.

The following information is provided in this section:

- How to launch an online lesson. See 11.1. Launching an Online Lesson on page 26.

- How to return to the Course page from the online lesson. See 11.2. Returning to the Course Page from an Online Lesson on page 26.

- How to use the online lesson window. See 11.3. The Online Lesson Window on page 27.

- How to use the animations. See 11.3.4. Animations on page 29.

11.1 Launching an Online Lesson

Each topic includes on online lesson. Online lessons are launched from the Course page

To launch an online lesson:

1. Click the **Online Lesson** link in the topic you are working on.

> **1** Complete a Self-Assessment and Identify Your Individual
> Learning Style
> 📄 Level 1.1: Worksheet
> 📦 Level 1.1 Online Lesson
> 💬 Forum: Self-Improvement Activities
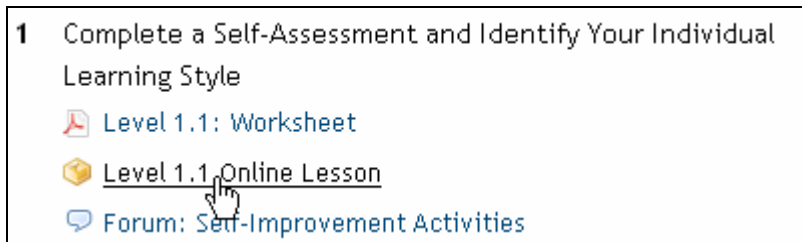
The page shown below is displayed.

> LM195 ▶ PDP_L1 ▶ SCORMs/AICCs ▶ **Level 1.1 Online Lesson**   Exit activity
>
>   If a new window does not appear, click here to launch the activity

2. Do not click anything yet – the online lesson will open in a new window.

    Note: If the online lesson is not opened automatically, ensure that your browser is not blocking pop-ups from your LearnMate site. For more information see 3.3 Configuring Your Web Browser on page 3.

    If the online lesson does not launch by itself, even after disabling pop-ups, click the **click here to launch the activity** link. The online lesson will now open.

11.2 Returning to the Course Page from an Online Lesson

Once the online lesson is launched, to return to the Course page you must follow the procedure outline here.

To return to the Course page from the online lesson:
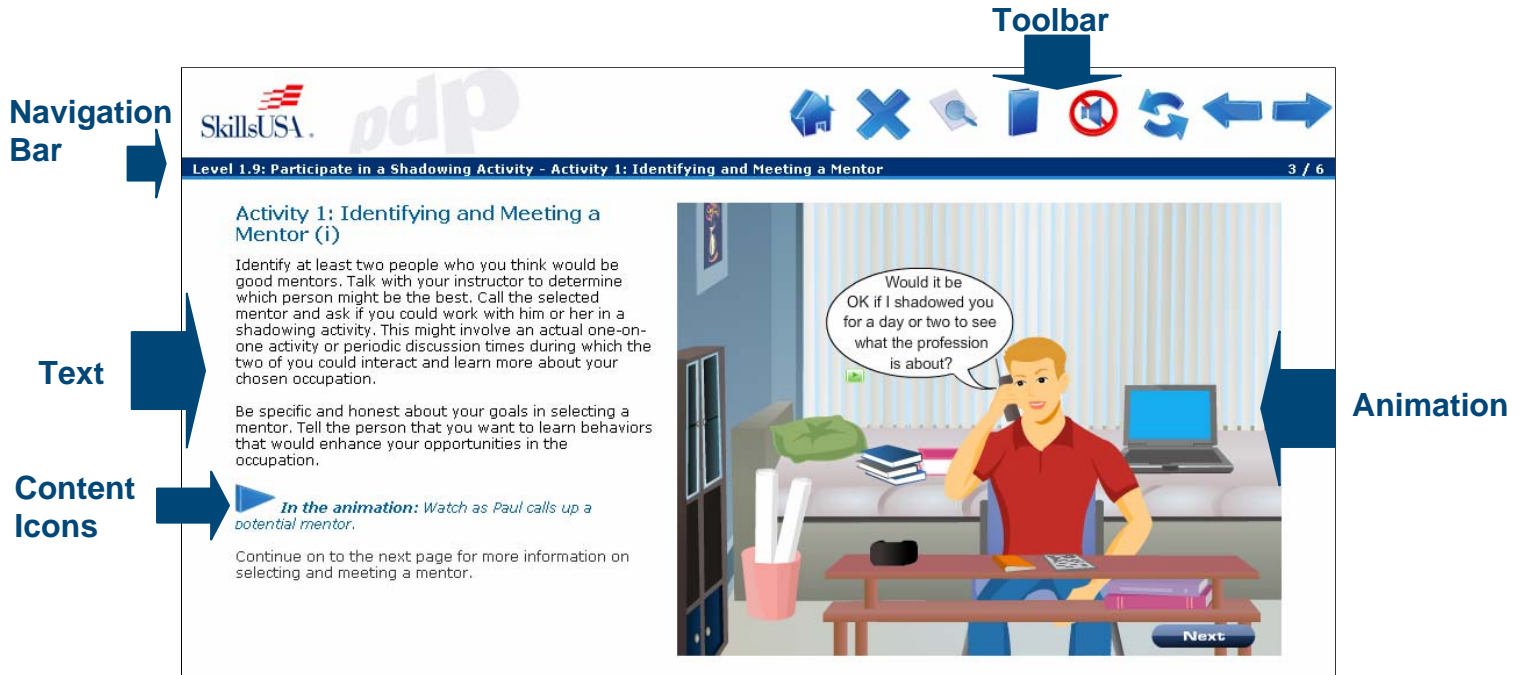
1. Click the Exit button ❌ at the top of the online lesson window.

2. You are returned to the page shown below.

> LM195 ▶ PDP_L1 ▶ SCORMs/AICCs ▶ **Level 1.1 Online Lesson**   Exit activity
>
>   If a new window does not appear, click here to launch the activity

3. Click E**xit activity** to return to your Course Page, or click the course name in the navigation bar.

11.3 The Online Lesson Window

A typical online lesson window is shown below.

As shown, the page consists of the following elements:

- A toolbar. For more information see 11.3.1. Online Lesson Toolbar on page 27.

- A navigation bar. For more information see 11.3.2. Online Lesson Navigation Bar on page 28.

- Text

- Icons within the content. For more information see 11.3.3. Online Lesson Content Icons on page 29.

- Animations or pictures. For more information see 11.3.4. Animations on page 29.

11.3.1 Online Lesson Toolbar

The table below describes the function of each toolbar icon.

Icon	Name	Function
	Home	Takes you back to the first page of the online lesson.
	Exit	Closes the online lesson window. (This may not work on all browsers – you can close the online lesson window manually.)
	Coursemap	Opens a pop-up window that lists all pages in the online lesson. Clicking a page name takes you to that page. For more information see Using the Coursemap on page 31.
	Glossary	Opens a pop-up window listing the definitions of new terms used in the online lesson. For more information see 11.3.6. Using the Online Lesson Glossary on page 32.
	Mute	When a page loads, voice narration begins reading the text automatically. Clicking this button silences that voice. Clicking it again restarts the narration.
	Refresh	Reloads a page. If, for some reason, your page does not seem to be loading properly, click this button to reload. Click this button to restart an animation shown on a page.
	Previous	Navigates to the previous page in the online lesson.
	Next	Navigates to the next page in the online lesson.

11.3.2 Online Lesson Navigation Bar

The navigation bar, displayed below the toolbar, tells you where you are in the lesson. It shows you the current:

- Lesson name
- Section name

11.3.3 Online Lesson Content Icons

Throughout the online lessons, icons are used to identify actions for you to take. The icons used are shown in the table below.

Icon	Name	Provides instructions for you to:
	Worksheet activity	Answer questions on your worksheet. For more information see 10. Working with Worksheets on page 18.
	Online collaboration	Participate together with your classmates in an online forum, chat or wiki. For more information see 12. Collaboration Tools on page 33.
	Animation	View or interact with the animation shown on the side of the page. For more information see 11.3.4. Animations on page 29.

11.3.4 Animations

Animations are presented on many pages within the online lessons. Some are non-interactive and play like movies, while others are interactive and require your input. In all cases, instructions on how to use the animation shown on a page are provided within the text and are identified by the Animation icon ▶.

While the use of each animation is explained on each page, two aspects of animation operation require further explanation:

- Restarting an animation. For more information see 11.3.4.1. Restarting an Animation on page 29.

- Listening to spoken voices in animations. For more information see 11.3.4.2. Listening to Spoken Voices in Animations on page 29.

- Submitting answers in interactive animations. For more information see 11.3.4.3. Submitting Answers in Interactive Animations on page 30.

11.3.4.1 Restarting an Animation

When you reach a page that contains an animation, the animation will load and wait for an input from you to continue – most commonly for you to click a Start button or to answer a question.

Once the animation is running, you can restart it by clicking the Refresh icon 🔄 in the toolbar.

11.3.4.2 Listening to Spoken Voices in Animations

In all animations in which characters talk, their words are shown in text format in speech bubbles, and their spoken words are played through your computer speakers or headset.

To replay a character's spoken words, click the Replay icon below the speech bubble, as shown below.

11.3.4.3 Submitting Answers in Interactive Animations

Many interactive animations require that you answer a question. In some cases you have to type an answer to a question, in others you have to complete a table, while in others you have to drag pictures into their correct order.

In all cases, instructions on how to use the animation shown on a page are provided within the text and are identified by the Animation icon . Further instructions are provided within the animation itself.

A typical example is shown below.
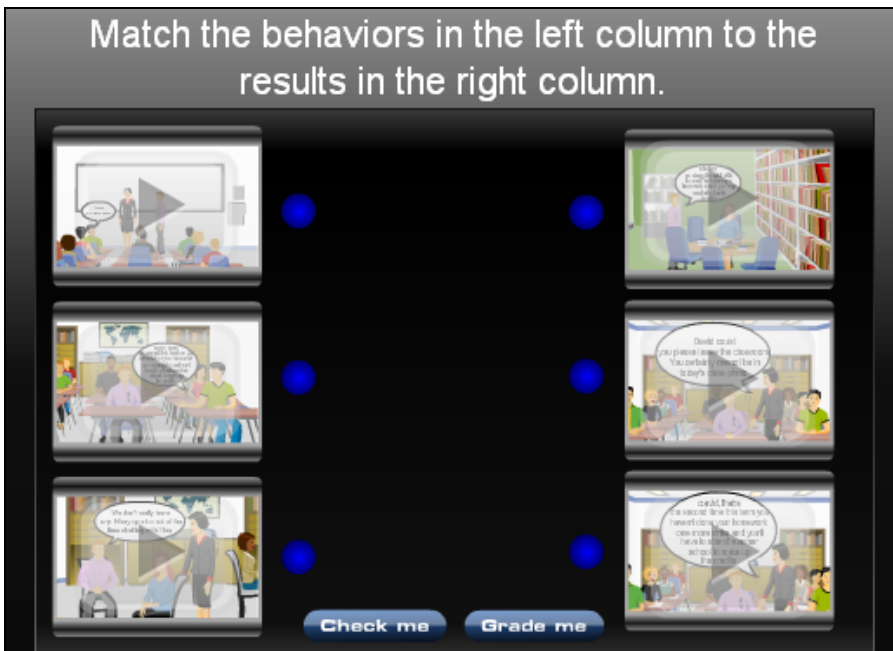
On interactive animations, you will see one or, in most cases, both of the following buttons.

- **Check me**

  Click Check me if you want to know if you answers are correct or not, but want to be able to continue trying if your answers are wrong.

  If your answer is:

  o   Wrong, you will be shown a red cross . When you release the Check me button, the red cross will disappear, and you can continue trying to answer the question.

  o   Correct, you will be told that you answer is correct. You will then have the option to restart the animation.

- **Grade me**

  Click Grade me if you are sure of your answers and want them checked. You will then be shown whether your answer is correct, and if there are multiple answers you will be shown which you answered correctly and which incorrectly.

  You will also be shown a Show Correct Answer(s) button. Click that button to see the correct answer(s).

11.3.5 Using the Coursemap

Each online lesson consists of multiple pages. The Coursemap helps you to navigate between these pages.

To open the Coursemap window, click the Coursemap icon in the toolbar.

A typical Coursemap window is shown below.
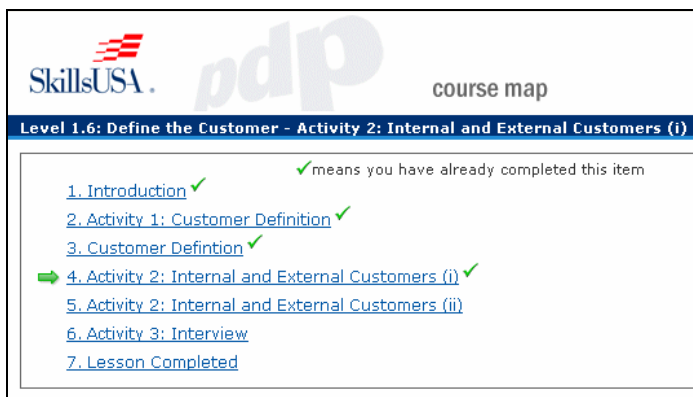
Note the following:

- All pages in the online lesson are listed.

- All pages that you have already viewed are indicated by a checkmark ✓.

- The page that is currently displayed is indicated by an arrow ➡.

- To jump to a different page, click on the name of that page.

11.3.6 Using the Online Lesson Glossary

The glossary lists the definitions of terms used in the course that you may not be familiar with.

To open the glossary, click the Glossary icon 📘 in the toolbar. The glossary will be displayed in a pop-up window.

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12 Collaboration Tools

The PDP Online program promotes interaction between classmates using popular methods of online communication. At many points in the online lessons, you will see text instructing you to use one of these collaboration tools to share or develop answers to activity questions with your classmates. Such instructions are always indicated by the Online collaboration icon 👫. A typical example is shown below.

> 👫 **Online collaboration:** This topic includes the Forum: Customer Definition. Post your definition of a customer, and read your classmates' postings and comment or ask questions. Try and come to a consensus on the definition.

Four different collaboration tools are used in the PDP Online program:

Collaboration Tool	Description
Forums	Launches a Web based forum that enables you to share ideas with your classmates by posting messages to a virtual bulletin board that all class members can access and view.
	For more information, see 12.1. Forums on page 33.
Wikis	Launches a wiki. Wikis are documents that classmates work on together.
	For more information see 12.3. Wikis on page 40.
Chats	Like all commonly used Internet chat programs, LearnMate chat enables you to chat with your classmates by exchanging text messages in real time.
	For more information see 12.2. Chats on page 38.
Choices	Presents a poll question that you answer by selecting one answer from a number of alternatives. Students' responses are tallied and presented in the form of a graph.
	For more information see 12.4. Choices on page 46.

12.1 Forums

Forums are used throughout the PDP curriculum to enable students to communicate with one another and with the instructor on a variety of course topics. Students are encouraged to share ideas and experiences in the various employability topics explored. LearnMate forums work in the same way as forums used on many Web sites. By posting messages to the forum, you can communicate with your classmates to share ideas on the work being covered.

When posting messages to a forum, you can either:

- Add a new discussion topic to the forum. This post will be shown as a top-level post. For more information see 12.1.1. Adding a Discussion Topic to a Forum on page 34.

- Reply to posts added by others, in which case your post will be shown indented below the post to which you are replying. For more information see 12.1.2. Viewing and Replying to Others' Posts on page 35.
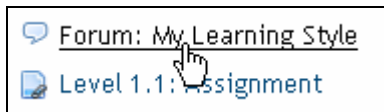
The difference between discussion topics and replies is illustrated below.

12.1.1 Adding a Discussion Topic to a Forum

You can add your own discussion topic (top-level post) to a forum. You would do so if your post is not directly connected to a post someone else has already added, in which case it is better add your post as a reply instead.
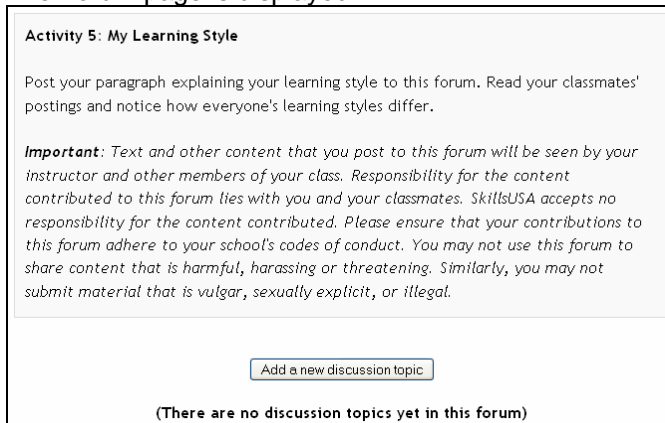
To add a discussion topic to a forum:

1. Click the link to the forum you want to participate in.

The Forum page is displayed.

If topics have been added already, they will be shown on this page, as shown below.

2. To add a new discussion topic, click **Add a new discussion topic**.

3. Enter the subject and message you wish to post to the forum.

4. Optionally, you can attach a file to your posting by clicking the **Browse** button.

5. To add your post to the forum, click **Post to forum**.

    Your posting is added to the forum.

12.1.2 Viewing and Replying to Others' Posts

If what you want to post to the forum is a direct reply to something someone else has written, or is directly related, it is better to add your post as a reply to the related post instead of adding it as a new discussion topic. That way, your post will make more sense to others as they will be reading it in context.

To view and reply to a forum post:

1. If you are not at the forum page already, on the Course page click the link to the forum you want to participate in.

    > 💬 <u>Forum: My Learning Style</u>
    > 📝 Level 1.1: Assignment
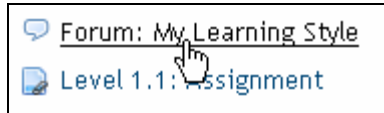
    The Forum page is displayed.

2. Click the Discussion topic of the post you want to reply to.

Discussion	Started by	Replies	Last post
Jane's Learning Style	👤 White, Jane	0	White, Jane Tue, 11 Aug 2009, 09:04 AM

    The selected post is displayed.

    > **Jane's Learning Style**
    > by White, Jane - Tuesday, 11 August 2009, 09:04 AM
    >
    > I have an auditory learning style. I remember so much of what I hear, but almost nothing of what I read. I remember the words to songs particularly well.
    >
    > Reply
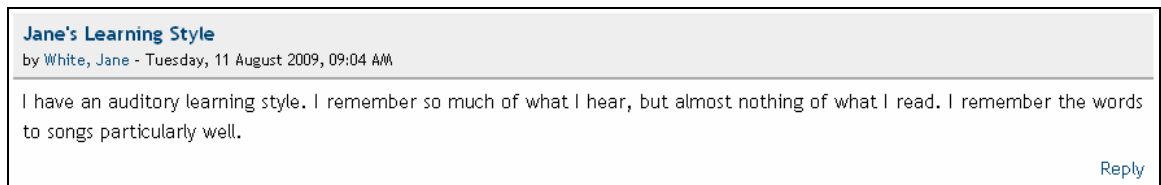
3. To reply to a posting, click **Reply**. The Editing page is displayed.

4. Complete the subject and message fields.

    > **Your reply**
    >
    > Subject* Re: Jane's Learning Style
    > Message* ❓
    >
    > [Trebuchet] [1 (8 pt)] [ ] [Lang] **B** *I* <u>U</u> S | x₂ x² | 🖼 | ↶ ↷
    > ≡ ≡ ≡ ≡ | ▶¶ ¶◀ | ⋮≡ ⋮≡ ⋐ ⋑ | Tₐ ◔ | — ⚓ ⬚ ⬚ ⬚ | 🖼 ⬚ 😊 ⬚ ⬚ | <> | ⬚
    >
    > I have an auditory style too. I find that if I can put my school work to music, I can remember a lot more than if I just read it.
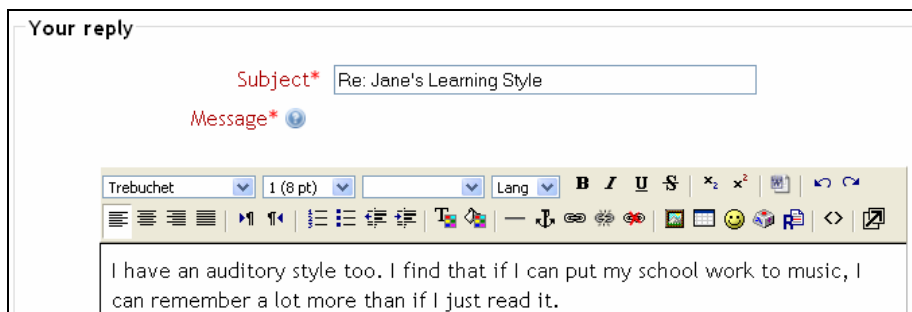
5. Click **Post to forum**.

Your post is now displayed below the post to which you replied.

12.2 Chats

Chats are used in PDP to allow participants to have a real-time synchronous discussion. This is a useful way to get a different understanding of each other and the topic being discussed.

To participate in a chat:

1. Click on the link to the chat you want to participate in.

> Forum: Brainstorming Class Projects.
> Chat: Team Project
> Level 2.6: Assignment

   A page describing the chat is displayed.

Chat: Team Project

Click here to enter the chat now

Team Project

Communicate with other team members for conducting the discussion described below.

Form a team to plan a class project and take the lead with its implementation. Role-play a mock commercial encouraging participation and consensus in adopting the class project. Decide upon team roles, such as facilitator, timekeeper or materials coordinator according to team needs.
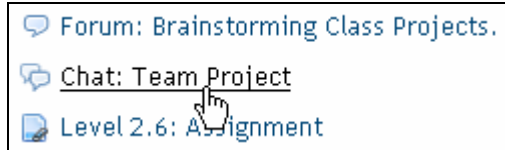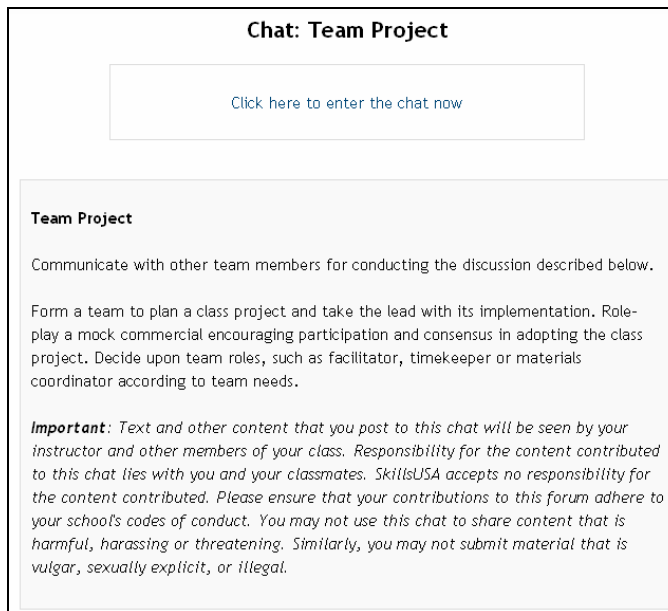
Important: Text and other content that you post to this chat will be seen by your instructor and other members of your class. Responsibility for the content contributed to this chat lies with you and your classmates. SkillsUSA accepts no responsibility for the content contributed. Please ensure that your contributions to this forum adhere to your school's codes of conduct. You may not use this chat to share content that is harmful, harassing or threatening. Similarly, you may not submit material that is vulgar, sexually explicit, or illegal.

2. Click the link **Click here to enter the chat now**.

   The chat window is displayed.

Participants

White, Jane idle 13 secs   Smith, John

Send message

[   ]

[Submit] [Refresh] ☐ Show only new

Messages

No messages were found

3. To send a message, type it in the *Send Message* field and click **Submit**.

Send message

[What should we do for our class project?   ]
[Submit] [Refresh] ☐ Show only new

Your message is shown in the Messages area. Your message is also displayed in the Messages area on your classmates' screens.

Messages

09:24 John: What should we do for our class project?

4. If your list of messages is becoming long, check the **Show only new checkbox** and click **Refresh**.

[Submit] [Refresh] ☑ Show only new

Your Messages area will show only those messages that were posted since the last message you saw was posted. (In most cases no messages will be listed.)

12.3 Wikis

A wiki is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page that all authors can write to and edit. Each author can also add other pages to the wiki. There is no central editor of a wiki; no single person who has final editorial control. Instead, all PDP students edit and develop their own content. Wikis are powerful tools for collaborative work.

To use wikis, you must know how to.

- Access a wiki. See 12.3.1. Accessing a Wiki on page 40.

- Edit a wiki. See 12.3.2. Editing a Wiki on page 41.

- View and restore previous versions of a wiki. See 12.3.3. Viewing and Restoring Previous Versions of a Wiki on page 42.

- Create new pages in a wiki. See 12.3.4. Creating New Pages in a Wiki on page 44.

- Manage links in a wiki. See 12.3.5. Managing Links in Wikis on page 45.

12.3.1 Accessing a Wiki

Wikis are accessed from the Course page.

To access a wiki:

- Click the link to the wiki you want to work on.
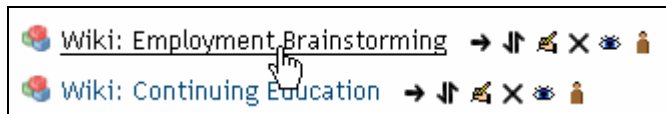
A summary of what is required in the wiki is displayed.

Employment Brainstorming

As a class, create a document that describes the employment opportunities that are available within your field of study.

Make use of the following research methods:

- Research using the Internet. Brainstorm ideas within your class.
- Visit members of business and industry for ideas.
- Talk with recent graduates.
- Think about entrepreneurial opportunities that may be available to you.

Be creative!

Important: Text and other content that you post to this wiki will be seen by your instructor and other members of your class. Responsibility for the content contributed to this wiki lies with you and your classmates. SkillsUSA accepts no responsibility for the content contributed. Please ensure that your contributions to this wiki adhere to your school's codes of conduct. You may not use this forum to share content that is harmful, harassing or threatening. Similarly, you may not submit material that is vulgar, sexually explicit, or illegal.

12.3.2 Editing a Wiki

Once you have accessed a wiki, you can add to or change the text that is already there.
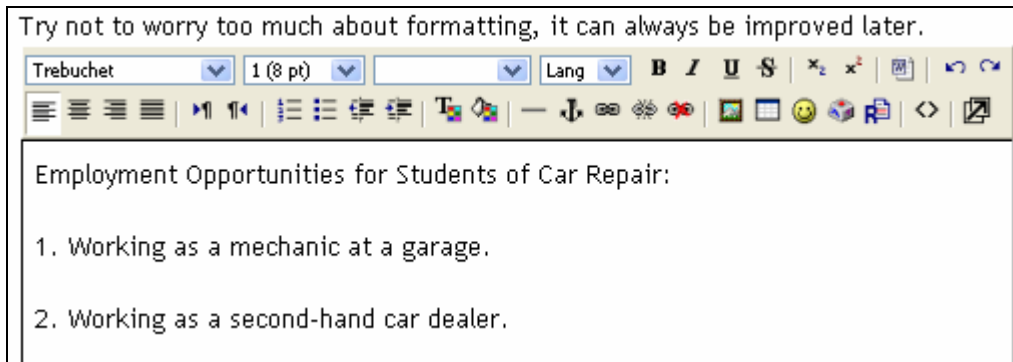
Note: Only one person can edit a wiki at a time. If you try to edit a wiki page while someone else is doing so, you will receive the message below:

This page is being edited by Smith, John. They began editing at Tuesday, 11 August 2009, 10:29 AM and still have the window open as of Tuesday, 11 August 2009, 10:29 AM.

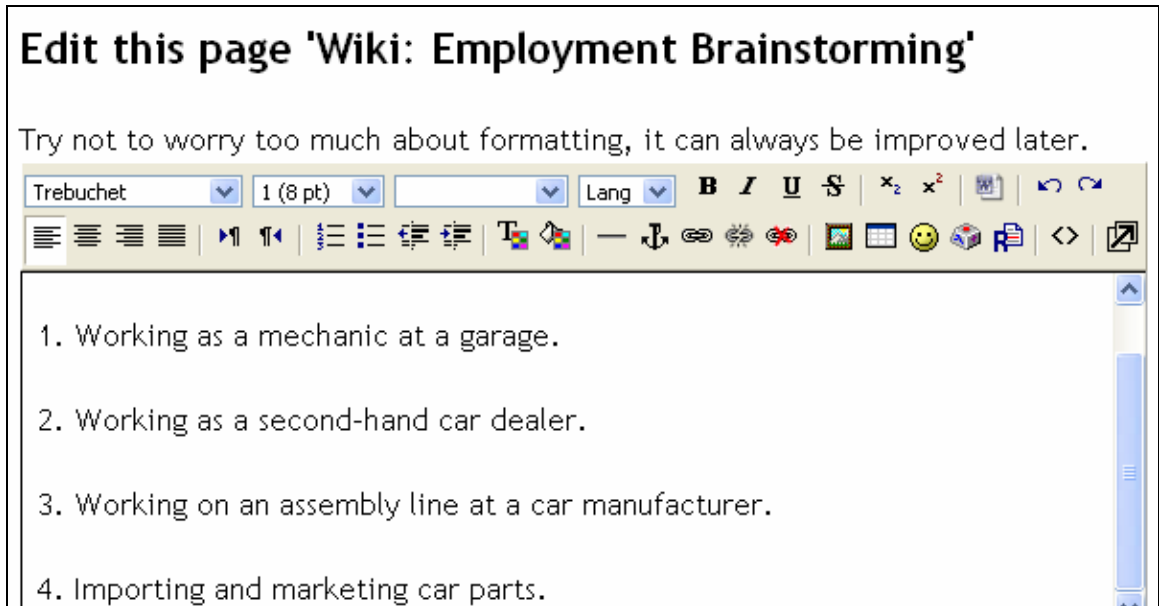You need to wait for them to finish before you can edit this page.

To edit a wiki:

1. Access the wiki as explained in 12.3.1. Accessing a Wiki on page 40.

2. If no one else had written to the wiki yet, you will be able to enter your contribution directly into the editing box.

Try not to worry too much about formatting, it can always be improved later.

Employment Opportunities for Students of Car Repair:

1. Working as a mechanic at a garage.

2. Working as a second-hand car dealer.

3. If text has already been added to the wiki, click the **Edit** tab.

4. Make your changes in the editing panel.

5. Click **Save** or **Preview**.

The page is redisplayed with your changes implemented.

12.3.3 Viewing and Restoring Previous Versions of a Wiki

Any member of a course can add to and change the text in a wiki, and no permission or approval is required before changes made are implemented. However, the instructor, or other students, can undo changes made by setting the wiki back to a previous version.

The History tab, shown below, lists all previous versions and provides functionality for managing those versions.

A typical History page is shown below.

History for: 'Wiki: Employment Brainstorming'

Version: 3 (Browse Fetch-back Diff)
Author: White, Jane
Created: Tuesday, 11 August 2009, 10:16 AM
Last modification: Tuesday, 11 August 2009, 11:18 AM

Version: 2 (Browse Fetch-back Diff)
Author: White, Jane
Created: Tuesday, 11 August 2009, 10:16 AM
Last modification: Tuesday, 11 August 2009, 11:18 AM

Version: 1 (Browse Fetch-back Diff)
Author: White, Jane
Created: Tuesday, 11 August 2009, 10:16 AM
Last modification: Tuesday, 11 August 2009, 10:16 AM

The following information is shown for each version:

Title	Description
Version number	Version 1 was the initial version.
Author	The name of the user who created the version.
Created	The date on which the wiki was created.
Last modification	The time at which the user saved that version.

The following links are shown for each version:

Title	Description
Browse	Shows the wiki as it looked when the version was saved.
Fetch-back	Opens the selected version in editing mode where you can make changes if required. When you click Save, a new version is created.
Diff	Shows the difference between one version and the previous version using colors as follows: Black: Text that remained the same in the new version Green: Text that was added in the new version Red: Text was removed from the old version

12.3.4 Creating New Pages in a Wiki

For most activities in which you and your classmates are required to work on a wiki, you will all work on a single wiki page. You can, however, add additional pages to your wiki.

To create a new wiki page:

1. While in the editing screen of your wiki, insert the link that will link the current page to your new page. You do so by typing the new page name inside [brackets] as shown below.

> See the wiki page [Non-car Related Careers] for ideas for careers outside of the motor industry that could use our technical and problem solving skills.
>
> Path: body

2. Save your edit. LearnMate will automatically create a new wiki page with the name you specified. The link you created will automatically be shown in blue.

3. Click the blue link to view the new wiki page you have just created.

> See the wiki page Non-car Related Careers for ideas for careers outside of the motor industry that could use our technical and problem solving skills.

The new page is shown. You can edit this page in the same way as you edit any wiki page.

> View | Edit | Links | History
>
> **non-car related careers**
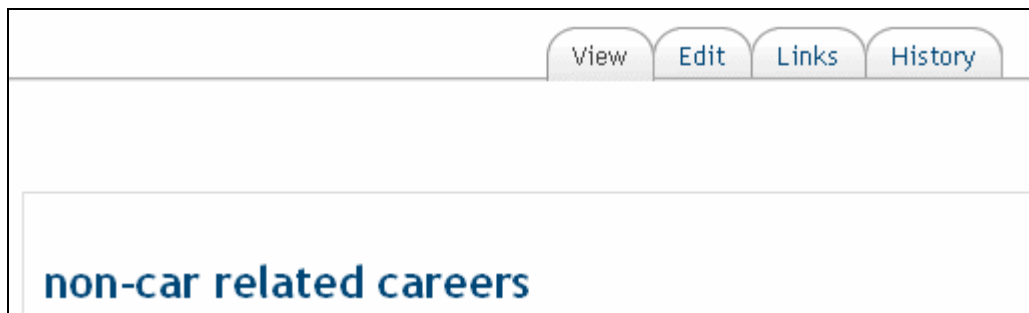
12.3.5 Managing Links in Wikis

After having added a number of pages to your wiki, you will need to keep track of how the various pages link to one another. The following methods are provided:

- **Referring links**

    At the bottom of each wiki page, a list of Referring Links is shown. These are pages that include links to the page you are currently viewing.

    Referring links:
    Wiki: Employment Brainstorming
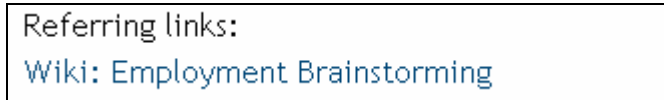
- **Links page**

    Click the **Links** tab to see a list of all pages that link to the current page.

    View   Edit   Links   History

    The list of referring links is shown.

    # Pages linking to this page

    · Wiki: Employment Brainstorming

- **Site map**

    The site map clearly shows which pages link to which others. To access the site map, select Site Map from the *Choose Wiki Links* drop down list.

    View   Edit   Links   History
    – Choose Wiki Links –
    – Choose Wiki Links –
    Sitemap
    Page Index

    The site map is shown.

    ## Sitemap

    View sitemap for Wiki: Employment Brainstorming

    - Wiki: Employment Brainstorming
        - non-car related careers
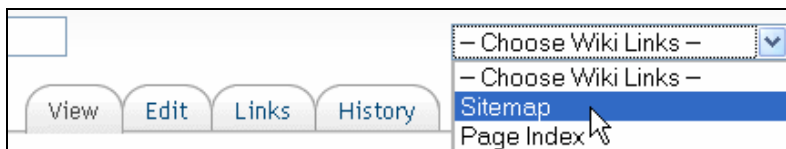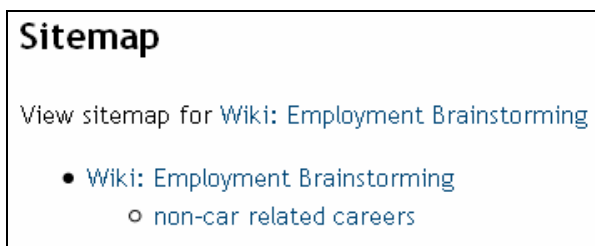
12.4 Choices
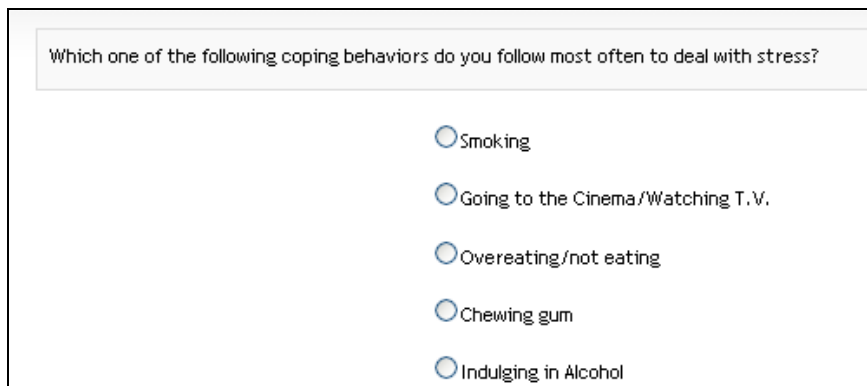
Choices are strategically used throughout the PDP content as a quick poll to stimulate thinking about a topic. Choices present a question, where students can specify a choice of multiple responses. Student responses are then tallied and presented in the form of a graph to participants.

To participate in a choice:

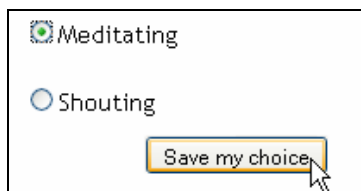1. Click the link to the choice you want to participate in.
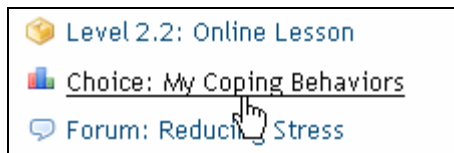
> You will be shown the Choice page, which shows the choice question and alternative answers.

2. Select your answer and click **Save my choice**.

> You will be shown your class's selections so far.

Responses							
Indulging in Alcohol	**Speaking to a friend/family member**	**Substance abuse**	**Excercising**	**Overspending**	**Compromising**	**Meditating**	**Shouting**
0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	1 (12.5%)	0 (0.0%)

13 Quiz

After completing a course, you are required to take a quiz that will test your understanding of the topics covered.

You access a quiz by clicking on the Quiz link, located at the bottom of the Course page.
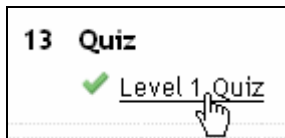
The Quiz page is displayed.
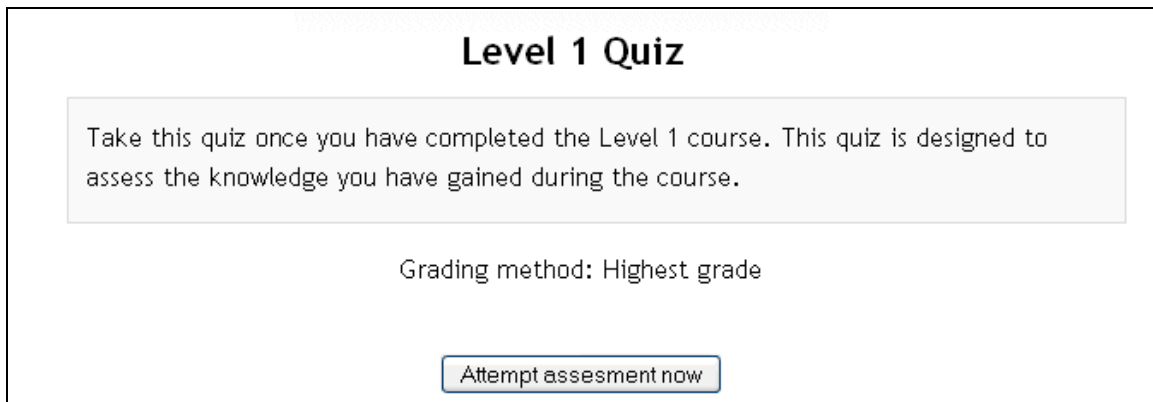
Click **Attempt assessment now** to take the quiz.

When answering a quiz, you need to know the following:

- To answer a question, simply click the appropriate radio button.
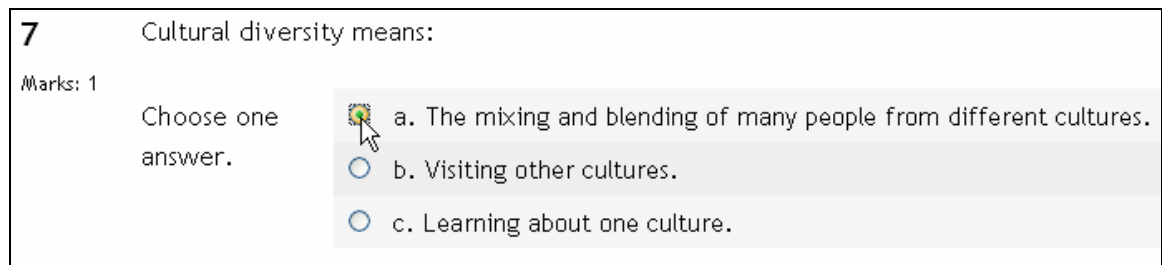
- The quiz is spread over many pages. To jump from one page to another, click the page number at the top or bottom of the quiz, as shown below.

Your answers on one page are not lost when moving to another page.

- You can save your work so far, and continue the quiz at a later time. To do so, click **Save without submitting**.
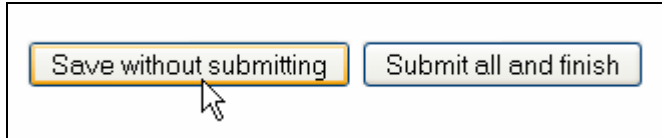
The quiz page will redisplay. You can leave the quiz and return to it at any time.

- To submit your quiz for grading, click **Submit all and finish**.

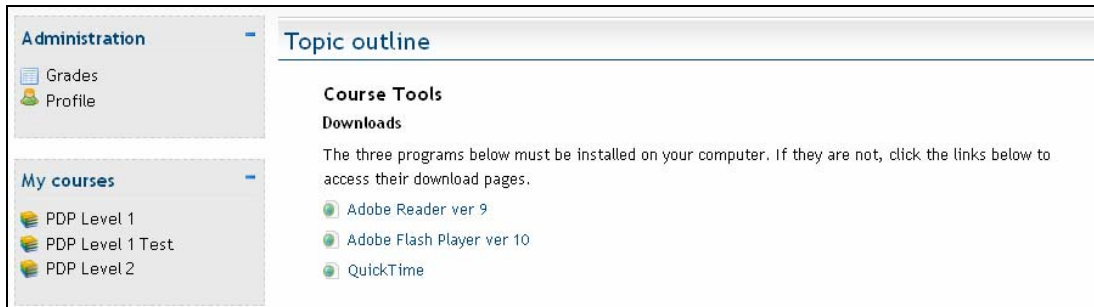You will receive the message shown below.
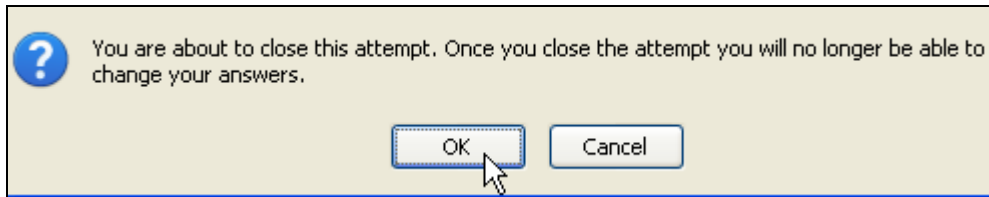
Click **OK** to submit your quiz. You are immediately shown your grade.

- Depending on your instructor's preference, you may or may not be permitted to retake the quiz after submitting.

14 Blocks

The Course page, in addition to the course outline, includes two gray blocks, as shown below.

The three blocks are:

- **Administration**, which provides links to your grades and profile. For more information see 15. Administration on page 51.

- **My Courses**, which lists the courses in which you are enrolled. Clicking a course name takes to the relevant Course page. For more information see 16. My Courses on page 54.
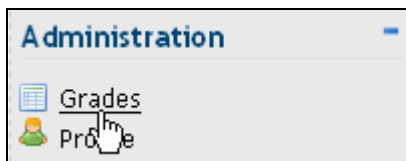
15 Administration

The Administration block links to the following pages:

- Grades page. See 15.1. Grades on page 51.

- Profile page. See 15.2 Profile on page 52.

15.1 Grades

The Grades page shows all grades your instructor has assigned to your work so far.

To access the Grades page, click **Grades** in the Administration block.

The Grades page is displayed. All gradable activities are listed, and grades assigned and feedback given so far are shown.
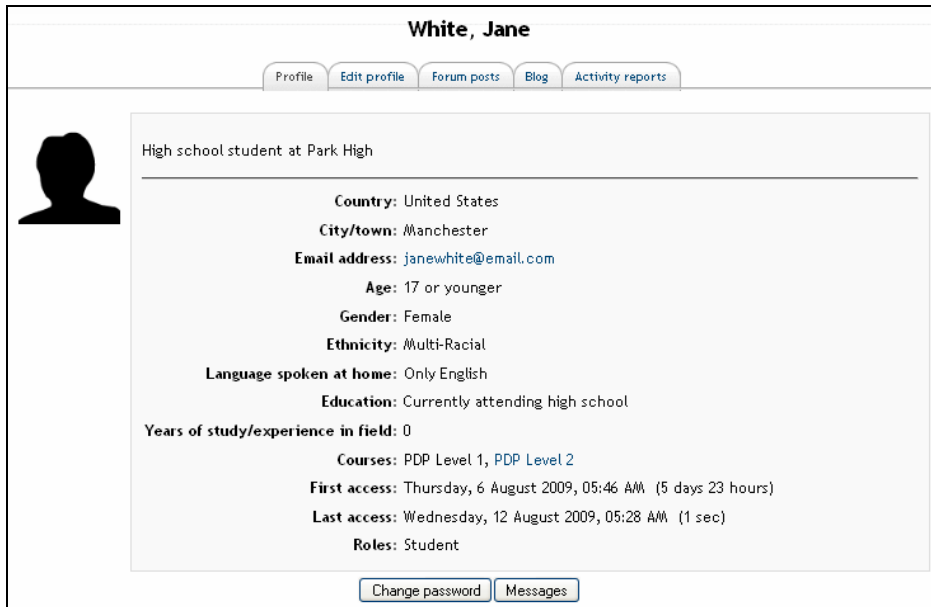
15.2 Profile

The profile page allows you to view and edit your personal details within the system.

To access the Profile page, click **Profile** in the Administration block.

Your Profile page is displayed.
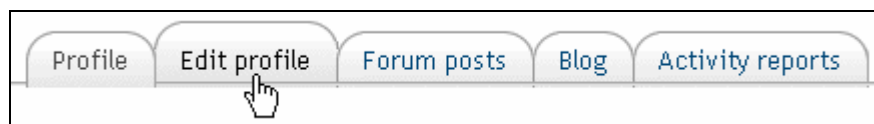

On your Profile page you can:

- Edit your profile. See 15.3. Editing Your Profile on page 52.
- Change your password. See 15.4. Changing Your Password on page 53.

15.3 Editing Your Profile

If any of your personal details change, you can edit your profile details yourself.

To edit your profile:

1. Click the **Edit Profile** tab on the Profile page.

The editing page is displayed.

2. Make the necessary changes, and make sure that all fields marked with a * are filled.

3. Click **Update profile** to save your changes.
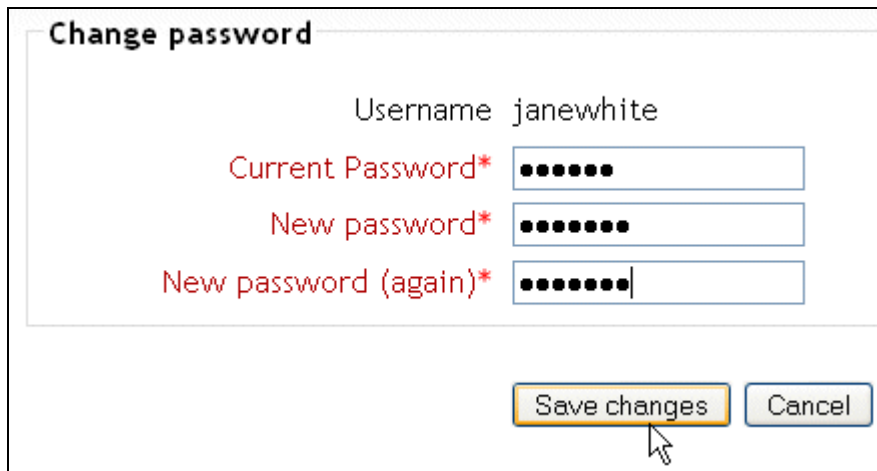
15.4 Changing Your Password

You can change your own password at any time.

To change your password:

1. On the Profile page, click **Change password**.

2. Enter your current password, and type in your new password twice.

3. Click **Save changes**.

You will receive confirmation of the change.

4. Click **Continue** to save the change.

16 My Courses

The My Courses block lists all courses that you are enrolled in.

You can click on a course name to navigate to that course's Course page.